



## **MINUTES**

**NOVEMBER 21, 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, November 21, 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

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

2. Call for Citizen input and/or concerns

Mark Holtzapple provided the Court with a handout about election security and proceeded to share a brief introduction about himself. Mr. Holtzapple stated that as a professor, it is his job to gather data and draw conclusions based on that data. He noted numerous anomalies in the 2020 election and concluded that our Nation's vote system is

not secure. Mr. Holtzapple shared concerns over Hart Intercivic's QR code system and Tabulator machine. He asked that the Court heed his recommendations in the handout and fix what he concludes are potential security issues. A copy of the handout is attached.

Cynthia Wiley reiterated concerns about election integrity, also referencing the QR code and consecutively numbering ballots.

Ann Walton stated that she believes voter fraud exists and encouraged the Court to heed warning from election experts to protect our elections from foreign and domestic fraud. She then requested that the Court further investigate the voter fraud accusations with Dr. Walter Daugherty.

**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 August 2023 and September 2023.

A copy of the donation forms is attached.

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

4. Approval requested from the Sheriff's Office to apply for the NRA Foundation Grant to purchase M1A1 rifles to be utilized by the Honor Guard for ceremonial purposes.

A copy of the grant application is attached.

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

5. Acceptance of grant award for Specialty Court from the Office of the Governor in the amount of \$160,653.65.

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.

6. Approval requested from the Treasurer's Office for a Payment Authorization to Automated Business Systems in the amount of \$282.00 for annual cleaning of check folder and sealer machine. A Purchase Order was not obtained in advance and the invoice was not received by FY23 submission deadline.

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

7. Approval requested from Road and Bridge for a Payment Authorization to Tex-Kan/Texas



Commercial Waste in the amount of \$243.57. A Purchase Order was not obtained in advance.

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 the Administrative Services Agreement with Texas Association of Counties for 2024.

A copy of the 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.

9. Approval of the Texas County District Retirement System Plan Agreement for 2024.

A copy of the plan is attached.

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

10. Approval of Amendment #3 to 18-035 Index and Imaging Services with Kofile to add additional services.

A copy of the amended contract is attached.

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

11. Approval of Amendment to Contract #24-021 Copier Maintenance to increase the number of machines on the service contract and to purchase replacement copiers for various departments in the amount of \$94,055.00 with Texas Document Solutions.

A copy of the amended contract is attached.

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

12. Approval of Renewal #24-007R with Cleveland Asphalts Products Inc. for Cutback Asphalt.

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.

13. Approval of CIP #24-601 for Preservation & Imaging of Historical Records with Kofile for County Clerk's Office.

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.

14. Approval of CIP 24-602 Replacement of Various Roofs - Phase XI Brazos County Courthouse with Jaco Roofing and Construction, Inc.

Commissioner Aldrich questioned if we are nearing the end of roof replacement and requested an update on funds spent on the project. Purchasing Agent Charles Wendt stated they are finalizing the last few proposals and he will provide an update to the Court.

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. Permission to Advertise RFQ CIP 24-603 Construction-Manager-at-Risk for Medical Examiner's Facility.

Commissioner Berry stated she is delighted to see this project moving forward.

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 Agreement for Materials Testing Services for CIP 24-604 I&GN Road Rehabilitation with Dudley Engineering, LLC.

A copy of the service contract is attached.

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

17. Tax Refund Applications for the following:

#### **Overpayments**

- a. Hugh Lindsay - \$170.19
- b. University Title - \$376.21
- c. University Title - \$16.03
- d. University Title - \$873.85
- e. Adalberto Perez Licea & Mariadelrugio Garcia - \$1,345.00
- f. 21st Mortgage - \$122.40
- g. 21st Mortgage - \$143.15

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 56.01 - 56.02

- FY 23/24 Budget Amendments 8.01 - 8.05

Commissioner Aldrich questioned the purpose for budget amendment 56.02. Budget Office Nina Payne stated that the purpose was to account for SBITA contract services.

FY 22/23 Budget Amendments 56.01 - 56.02

56.01 Reallocate funds for Court Support.

56.02 Transfer funds from Information Technology to various County departments.

FY 23/24 Budget Amendments 8.01 - 8.05

8.01 Transfer Contingency funds to Courthouse Roof Repair.

8.02 Transfer funds from Information Technology to Sheriff's Office - Jail.

8.03 Reallocation of Courthouse Security Funds.

8.04 To recognize a donation to Human Resources.

8.05 To recognize revenue from the Brazos Valley Human Trafficking Task Force Development Grant.

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 Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Konderla, Peters, Watson.

20. Payment of Claims.

Claims

8125887 – 8126035

9009041 – 9009093

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

21. Convene into Executive Session pursuant to the following:

- a. Texas Government Code §551.087 for deliberation regarding economic development negotiations.
- b. Texas Government Code §551.074 to discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

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 10:23 a.m. the County Judge stated that the Court would convene into Executive Session to deliberate pursuant to the sections as stated above. The following individuals were asked to stay for each session:

a. Texas Government Code §551.087 for deliberation regarding economic development negotiations.

Cheryl Coffman, Executive Assistant  
Ed Bull, Chief of Staff/Civil Counsel  
Bruce Erratt, General Counsel  
Allison Lindblade, Assistant General Counsel  
Nina Payne, Budget Officer  
Kimberly Roach, Intergovernmental Liaison

b. Texas Government Code §551.074 to discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Cheryl Coffman, Executive Assistant  
Ed Bull, Chief of Staff/Civil Counsel  
Bruce Erratt, General Counsel  
Allison Lindblade, Assistant General Counsel  
Nina Payne, Budget Officer  
Jennifer Salazar, Human Resources Director  
Raeanna McConathy, Human Resources Assistant Director  
Dr. Joel Richards, Health and Wellness Clinic  
Julie Anderson, Health and Wellness Clinic

22. Consider and possible action on Executive Sessions.

At 10:58 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.

23. Acknowledgements of FY 2023-2024 Budget to Actuals by Fund as of November 15, 2023.

Acknowledgements of FY 2023-2024 Contingency Budget to Actuals by Fund as of November 15, 2023.

The Court acknowledged receipt of the 2023-2024 Budget to Actuals by Fund and Contingency Fund Budget to Actuals as of November 15, 2023.

24. Juvenile director's report on detention population.

Judge Peters reported on behalf of Juvenile Director Linda Ricketson there are 35 juveniles in the detention center, 28 are male and 7 are female, and 28 have electronic monitors.

25. Sheriff's report on inmate population.

Sheriff Wayne Dicky stated there were 731 inmates in jail, 613 inmates are male, 118 are female and 50 have electronic monitors.

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

Commissioner Berry wished everyone a Happy Thanksgiving.

27. Adjourn.



The foregoing minutes of the Commissioners Court Meeting held November 21, 2023, have been examined and are approved in open Court this 5th day of December 2023, in Bryan, Brazos County, Texas .

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

Duane Peters  
County Judge

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

Steve Aldrich  
Commissioner, Precinct 1

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

Chuck Konderla  
Commissioner, Precinct 2

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

Nancy Berry  
Commissioner, Precinct 3

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

Wanda J. Watson  
Commissioner, Precinct 4

Attest:

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

Karen McQueen  
County Clerk



FILED  
2023 NOV 11 P 2:38

*Kelley McQueen*

**BRAZOS COUNTY  
BRYAN, TEXAS**

**NOTICE OF MEETING AND AGENDA**

**BRAZOS COUNTY COMMISSIONERS COURT**

**THE COMMISSIONERS COURT OF BRAZOS COUNTY WILL MEET  
IN REGULAR SESSION ON NOVEMBER 21, 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**

3. Acceptance of donated or unclaimed property left by inmates leaving the Brazos County Detention Center for the months of August 2023 and September 2023.
4. Approval requested from the Sheriff's Office to apply for the NRA Foundation Grant to purchase M1A1 rifles to be utilized by the Honor Guard for ceremonial purposes.
5. Acceptance of grant award for Specialty Court from the Office of the Governor in the amount of \$160,653.65.
6. Approval requested from the Treasurer's Office for a Payment Authorization to Automated Business Systems in the amount of \$282.00 for annual cleaning of check folder and sealer machine. A Purchase Order was not obtained in advance and the invoice was not received by FY23 submission deadline.
7. Approval requested from Road and Bridge for a Payment Authorization to Tex-Kan/Texas Commercial Waste in the amount of \$243.57. A Purchase Order was not obtained in advance.
8. Approval of the Administrative Services Agreement with Texas Association of Counties for 2024.

9. Approval of the Texas County District Retirement System Plan Agreement for 2024.
10. Approval of Amendment #3 to 18-035 Index and Imaging Services with Kofile to add additional services.
11. Approval of Amendment to Contract #24-021 Copier Maintenance to increase the number of machines on the service contract and to purchase replacement copiers for various departments in the amount of \$94,055.00 with Texas Document Solutions.
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    - FY 22/23 Budget Amendments 56.01 - 56.02
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  19. Personnel Change of Status.
    - a. Employment & Separations
    - b. Personnel Action Forms
  20. Payment of Claims.
  21. Convene into Executive Session pursuant to the following:
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    - b. Texas Government Code §551.074 to discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  22. Consider and possible action on Executive Sessions.
  23. Acknowledgements of FY 2023-2024 Budget to Actuals by Fund as of November 15, 2023.



Acknowledgements of FY 2023-2024 Contingency Budget to Actuals by Fund as of November 15, 2023.

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 three 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

21 DAY OF November, 2023  
10:00 (AM)PM, Regular

**Name**

(PLEASE PRINT)

**Organization**

(PLEASE PRINT)

<u>Cheryl Coffman</u>	<u>Comm. Court</u>
<u>Katia Baeza</u>	<u>Comm. Court</u>
<u>Aubrey Leggett</u>	<u>Comm. Court</u>
<u>ANN WALTON</u>	<u>citizen</u>
<u>Cynthia Wiley</u>	<u>citizen</u>
<u>MARK HOLTZAPPLE</u>	<u>CITIZEN</u>
<u>Kath Tenczynski</u>	<u>Senior Living Alliance</u>
<u>Deleene Krc</u>	<u>Senior Living Alliance</u>
<u>Karen McQueen</u>	<u>Co Clerk</u>
<u>Flo Workman</u>	<u>Co. Clerk's off.</u>
<u>Ashlie Peters-Bowman</u>	<u>" " "</u>
<u>Allison Lindblade</u>	<u>County Judge</u>
<u>TREVOR LANSBORN</u>	<u>COUNTY JUDGE</u>
<u>Nina Payne</u>	<u>Budget Office</u>
<u>WANDA DICKIN</u>	<u>S.O.</u>

# BRAZOS COUNTY COMMISSIONER'S COURT

21<sup>st</sup> DAY OF November, 20 23  
10:00 (AM)/PM, Regular

**Name**

(PLEASE PRINT)

B. ERRAO

Kevin Stuart

T Jared Solether

Kelly Gunn

Paul Martner

KIM. CHARLES WIENDT

KATLYN BATTLES

CELINA NAVA

Spencer Mays

Ben Holmes

JOEY QUIMBY

Joe Allen

Donald Lampo

Marsha Anderson

MEISSA BOWEN

**Organization**

(PLEASE PRINT)

CJ

BCSO

BTA

IT

BCSO

PURCH.

↓

Auditors

Vpt Ser.

CITIZEN

BVLOG

Constable Pct. 2

Co. Judge's Off.

Co. Judge

# BRAZOS COUNTY COMMISSIONER'S COURT

21<sup>st</sup> DAY OF November, 2023  
10:00 (AM/PM), Regular

Name

(PLEASE PRINT)

Kimberly Rovel

MIKE STREET

FRED PAINE

Laetana McIntony

Jennifer Salazar

Barbara Smith

L2 Bull

Cristian Villarreal

Deon Washington

Joel Richards

Julie Anderson

Organization

(PLEASE PRINT)

CO Judge

BC L&B

HR

HR

Co Judge

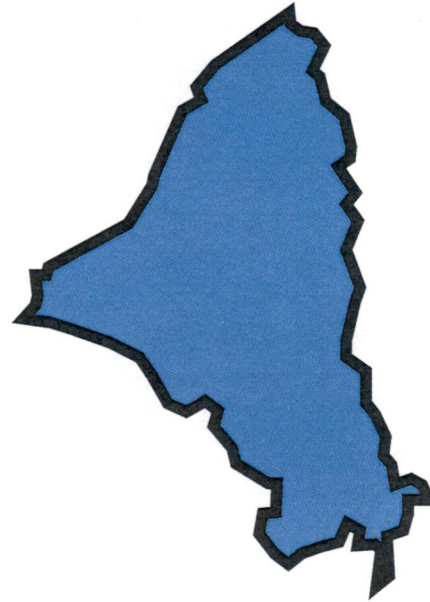
Officer

Treas

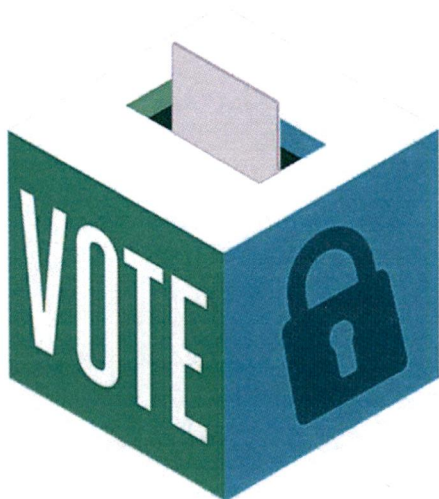
Selta

Brazos County

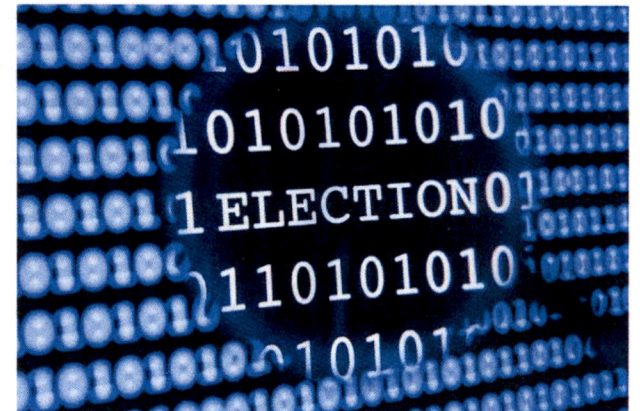
BCHWC



# Secure Voting for Brazos County



Mark Holtzapple  
Private Citizen



# Introduction

- Married 32 years
- 3 boys
- Perform in Brazos Valley Symphony
- >10 gallons blood donations

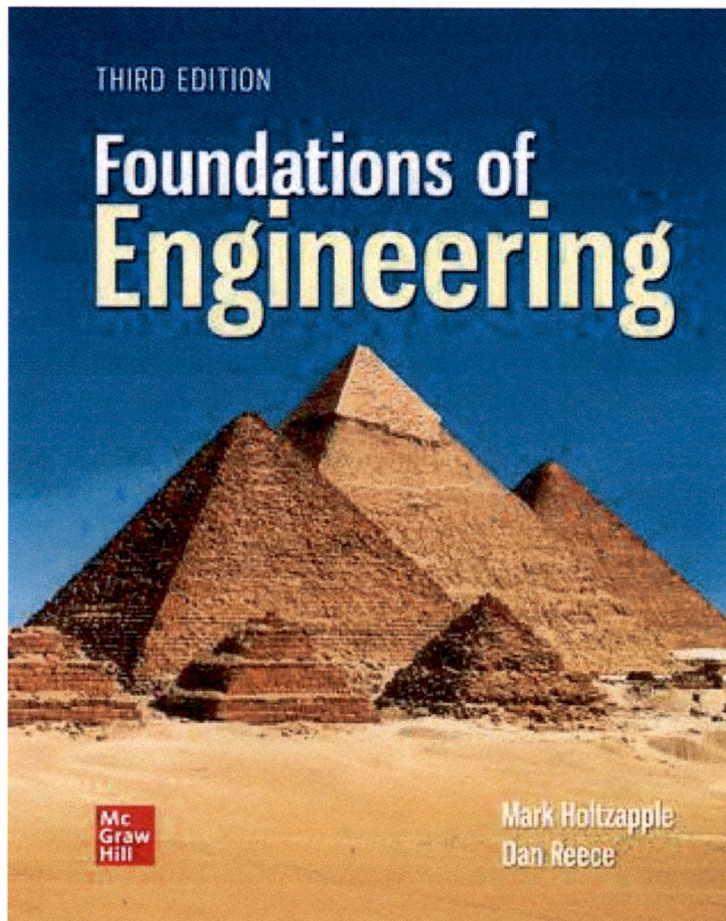


Mark Holtzapple  
Department of Chemical Engineering



# Introduction

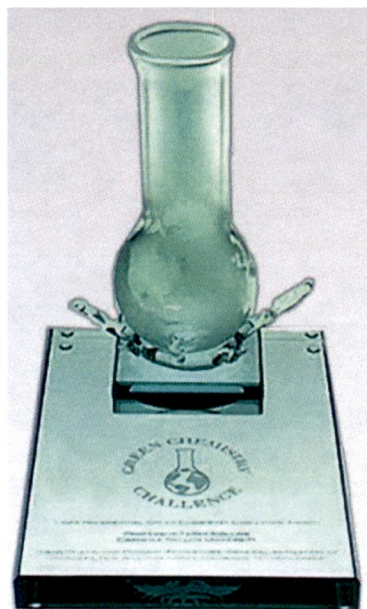
- Texas A&M professor for 38 years
- >200 publications
- >26,000 citations



Mark Holtzapple  
Department of Chemical Engineering



# Introduction



Presidential Green Chemistry  
Challenge Award



Mark Holtzapple  
Department of Chemical Engineering

**BIO**OVERITAS

\$130 million

 **StarRotor**

\$11 million

# Introduction

## Job Description

Gather data

Draw conclusions



Mark Holtzapple  
Department of Chemical Engineering

# 2020 Election Anomalies

- Vote counting stopped in every state....never happened before
- Instantaneous spikes in votes for Joe Biden
- Republican poll watchers blocked by police in Philadelphia
- Vote counting after hours
- Windows blocked



*In a direct attack on transparency, election workers conceal windows at Detroit's TCF Center vote-tabulation facility. This made them invisible to GOP vote challengers and other observers, November 4, 2020. (Photo: Screenshot from @MattFinnFNC via Twitter)*



# 2020 Election Anomalies

- Vote counting stopped in every state....never happened before
- Instantaneous spikes in votes for Joe Biden
- Republican poll watchers blocked by police in Philadelphia
- Vote counting after hours
- Windows blocked

Upon further investigation...

## **Conclusion**

**America's Voting System is NOT Secure**

See Appendix for complete documentation

# 2020 Election Anomalies


How likely is it that cheating affected the outcome of the 2020 presidential election?



Survey of 1,050 US Likely Voters conducted April 27-May 2, 2023  
by Rasmussen Reports and Political Media, MOE +/- 3%




# Brazos County Voting System



Cast

Hart InterCivic eSlate



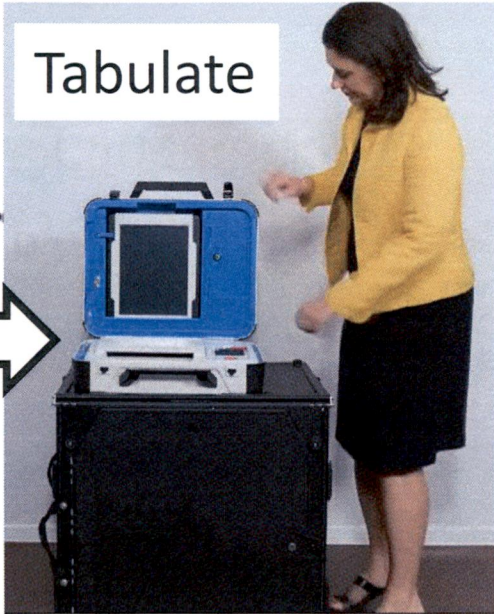
Test Pvr

Joint Election  
Montgomery County, Texas  
November 8, 2022 81289v2

To cast your ballot, you must take this record to the scanner

CHOICE	ORDER
U.S. Representative, District 2	
Governor	
Lieutenant Governor	
Attorney General	
Comptroller of Public Accounts	
Commissioner of General Land Office	
Commissioner of Agriculture	
Railroad Commissioner	
Justice, Supreme Court, Place 3	
Justice, Supreme Court, Place 5	
Justice, Supreme Court, Place 9	
Judge, Criminal Appeals Court Pl. 5	
Judge, Criminal Appeals Court Pl. 6	
State Board of Education District 6	
State Senator, District 4	
State Representative, District 15	
Justice, Appeals Court Dist. 9 Pl. 2	
Justice of The Peace, Precinct 3	
KRISTIN JOHNSON	2 DEM
BOB HARRY	2 DEM
APRIL PRIM	2 DEM
** END OF PAGE **	

Paper Ballot



Tabulate

Hart InterCivic Verity Scan

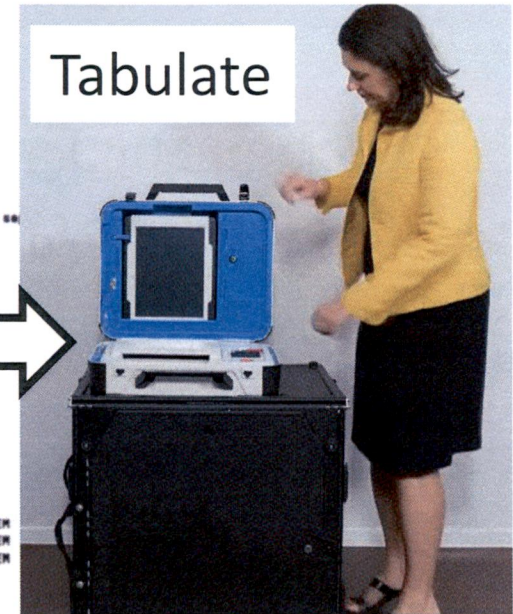
9



Hart InterCivic eSlate



## Paper Ballot



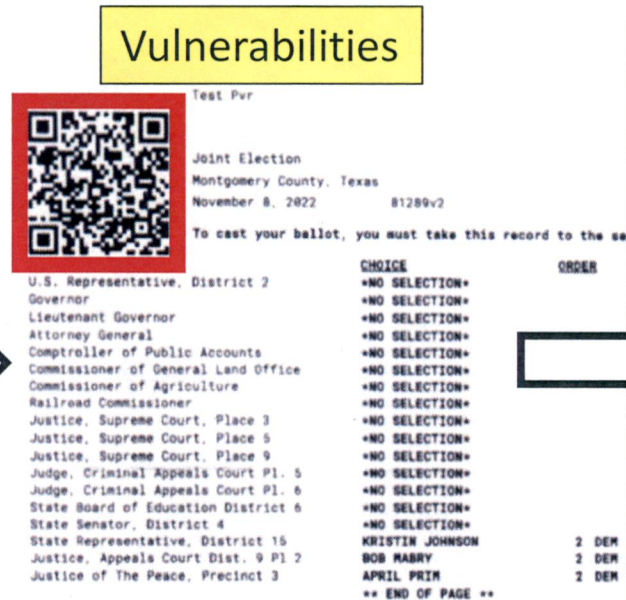
Hart InterCivic Verity Scan

# Brazos County Voting System



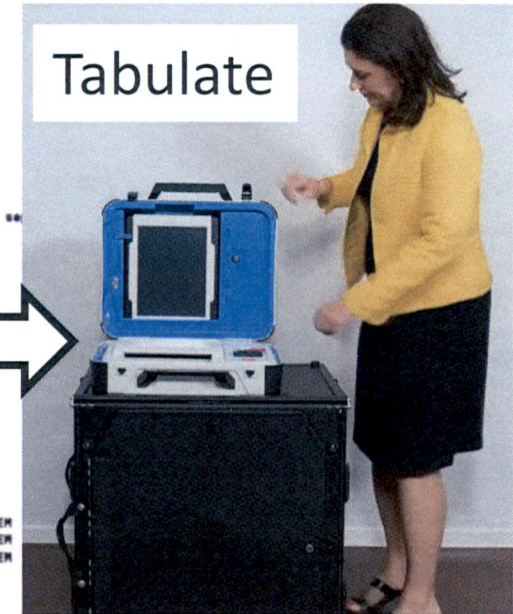
Hart InterCivic eSlate

- Preprogramming
- Online hacking



Paper Ballot

- Voter cannot verify QR code



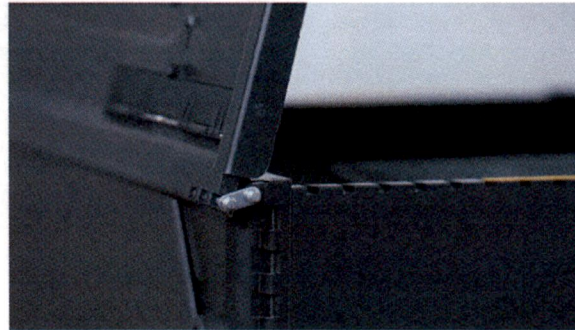
Hart InterCivic Verity Scan

- Preprogramming
- Online hacking



# Brazos County Voting System

## Vulnerabilities



Hinge can be undone to gain access without key or breaking seal



“Secret” compartment

<https://www.youtube.com/watch?v=7SgIxAuTyW4>



# Brazos County Voting System

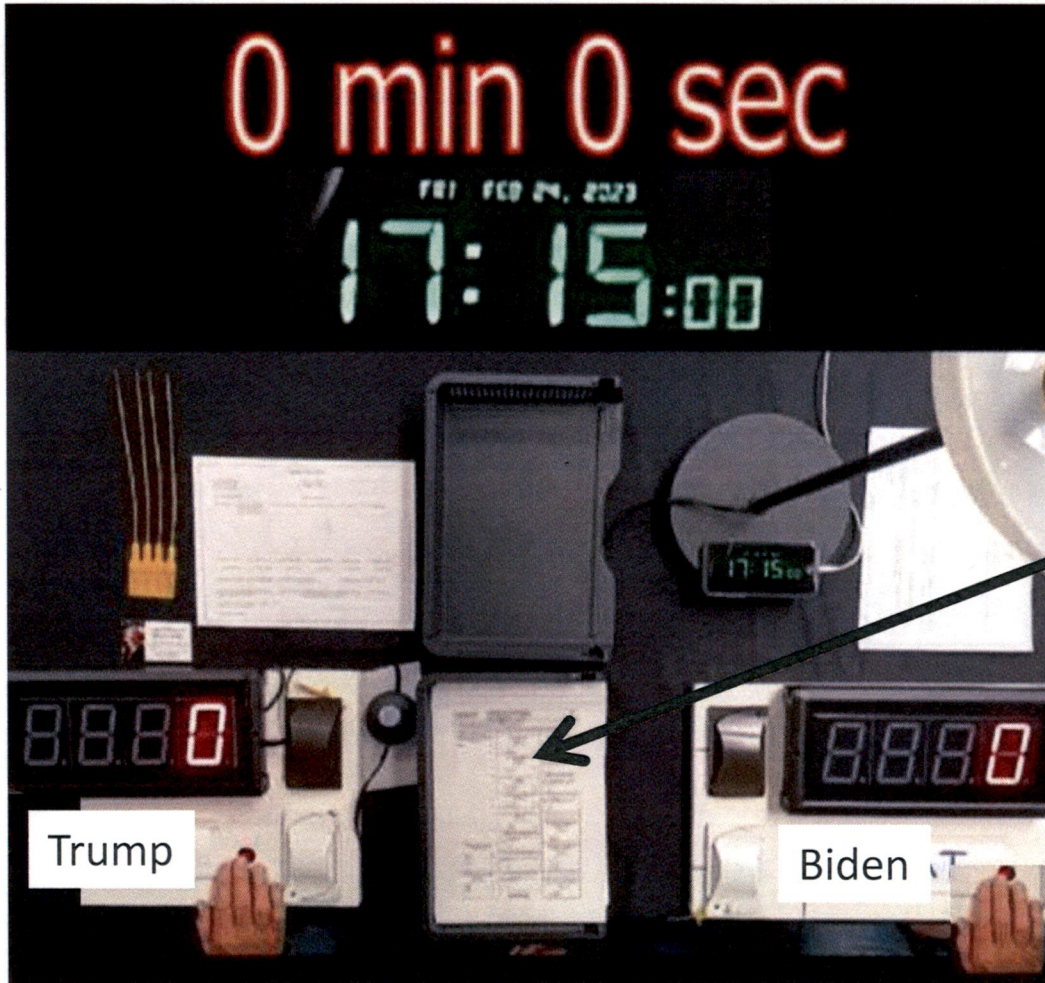
Make it secure



24/7 monitoring

# Brazos County Voting System

Make it secure



Current Hart Ballot

Hand count

Redundant machine count

Republican counter

Democrat counter

# Countries that Hand Count Paper Ballots

Make it secure

- Canada
- Germany
- France
- Italy
- Netherlands



# Final Observation

## Request to :

- Melissa L. Bouis
- Bruce L. Erratt
- Marsha Anderson

Can I give an electronic PowerPoint presentation?

## Response:

No...electronic systems are too vulnerable to hacking.

**Use paper.**

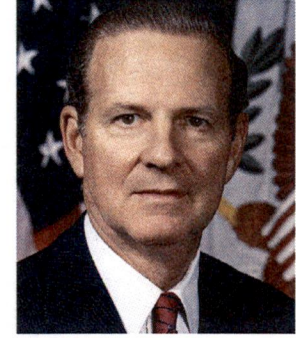
# Appendix





## CONFERENCE REPORT THE CARTER-BAKER COMMISSION: 16 YEARS LATER

October 2021



Public confidence in our elections continues to wane, and the risk to our democracy is greater than ever. Losing candidates accuse their opponents of cheating rather than accepting results, congratulating their opponent, and acknowledging that perhaps they didn't campaign effectively enough to win. So-called electoral reforms too often aim to give political advantage to one side or the other rather than to fix problems. It is important to remember, however, that not everything Republicans propose is voter suppression and not everything Democrats propose makes fraud easier.

A handwritten signature in black ink that reads "Jimmy Carter". The signature is written in a cursive, flowing style.

Jimmy Carter

A handwritten signature in black ink that reads "James A. Baker, III". The signature is written in a cursive, flowing style.

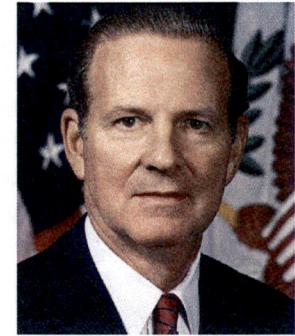
James A. Baker, III

<https://www.cartercenter.org/resources/pdfs/peace/democracy/carter-baker-conference-report-110121.pdf>



## CONFERENCE REPORT THE CARTER-BAKER COMMISSION: 16 YEARS LATER

October 2021



### Recommendations

- A national system to connect state and local voter registration lists
- Voter identification based on a universally available REAL ID card
- Policies to improve voter access for all communities, as well as innovations like vote centers and voter information lookup sites
- Stronger efforts to combat fraud, especially in absentee voting
- Auditable paper backups for all voting technology

<https://www.bakerinstitute.org/research/carter-baker-commission-16-years-later>



# Republican National Committee

Return to Excellence in American Voting and Elections

- Advocating for paper ballots
- Ending extended election periods
- Supporting voter ID laws
- Embracing secure voting technology
- Erasing ballot harvesting

<https://prod-static.gop.com/media/Resolution-Urging-a-Return-to-Excellence-in-American-Voting-and-Elections.pdf>





“If you give anybody a voting machine they can hack it.”

Gov. Brian Kemp

26 Aug 2023

<https://frankspeech.com/Video/governor-kemp-finally-admits-to-years-of-life>

*"I continue to think our voting machines are too vulnerable."* **Democrat Adam Schiff (CA)**

*"Researchers repeatedly demonstrate that ballot recording machines and other voting systems are susceptible to tampering."* **Democrat Sheila Jackson Lee (TX)**

*"In 2018 Electronic Voting Machines in Georgia and Texas deleted votes for certain candidates or switched votes from one candidate to another."* **Democrat Jennifer Wexton (VA)**

*"The biggest seller of voting machines is doing something that violates cyber-security 101...directing that you install remote access software which would make a machine like that a magnet for fraudsters and hackers."* **Democrat Ron Wyden (OR)**

*"These voting machines can be hacked quite easily."* **Democrat Ted Lieu (CA)**



*"You could easily hack into them. It makes it seem like these states are doing different things but, in fact, three companies are controlling that."* **Democrat Amy Klobuchar (MN)**

*"There are a lot of states that are dealing with antiquated machines that are vulnerable to being hacked."* **Democrat Kamala Harris, Vice President**

*"We know now how vulnerable our systems were. I know the 'hack-a-thon' that took place last year where virtually every machine was broken into fairly easily and quickly."* **Democrat Mark Warner (VA)**

# DEFCON27 Voting Machine Hacking Village

## AUGUST 2019

And once again, Voting Village participants were able to find new ways, or replicate previously published methods, of compromising every one of the devices in the room in ways that could alter stored vote tallies, change ballots displayed to voters, or alter the internal software that controls the machines.

In particular, many vectors for so called "Advanced Persistent Threat (APT)" attacks continue to be found or replicated. This means that an attack that could compromise an entire jurisdiction could be injected in any of multiple places during the lifetime of the system.

However, it is notable - and especially disappointing - that many of the specific vulnerabilities reported over a decade earlier (in the California and Ohio studies, for example), are still present in these systems today.\*

<https://media.defcon.org/DEF%20CON%2027/voting-village-report-defcon27.pdf>





By —  
Michael D.  
Regan

183

comments

Share ...

## An 11-year-old changed election results on a replica Florida state website in under 10 minutes

<https://www.pbs.org/newshour/nation/an-11-year-old-changed-election-results-on-a-replica-florida-state-website-in-under-10-minutes>

# Vote counting stopped and set to zero



Trump X,XXX,XXX  
Biden Y,YYY,YYY

Counting as usual

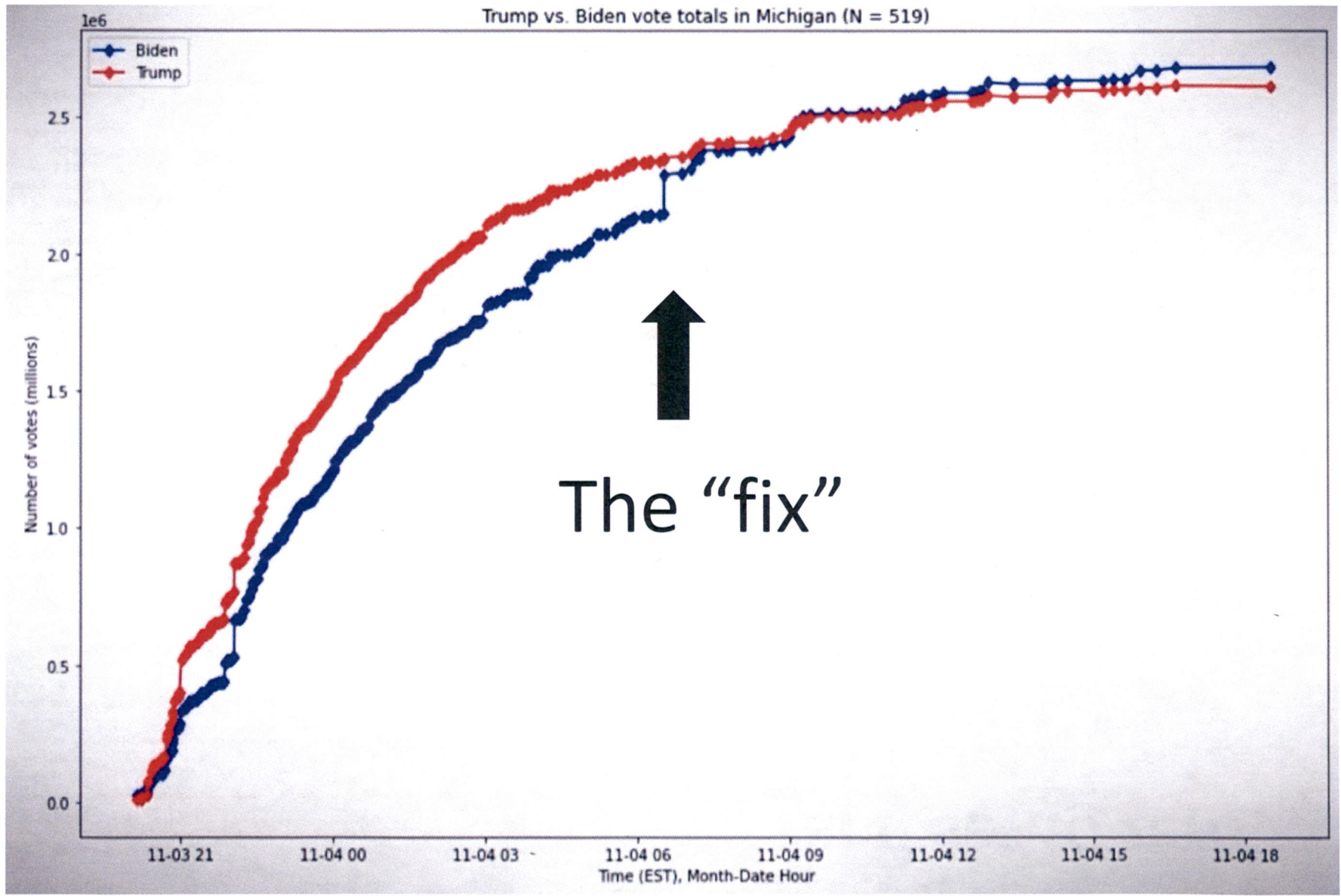
Trump 0  
Biden 0

Tallies zeroed out

Data from Edison Research as posted to <http://static01.nyt.com>.



# Michigan vote counting





NATIONAL BESTSELLER

# RIGGED

How the Media, Big Tech,  
and the Democrats Seized  
Our Elections

MOLLIE  
HEMINGWAY

Author of the #1 National Bestseller *Justice on Trial*







Test Pvr

Precinct 35-35D

PROVISIONAL

8gg6-yon3-b110c (2-165153-00500000092)

2

Joint Election

Montgomery County, Texas

November 8, 2022

81289v2

Page 1 of 1

To cast your ballot, you must take this record to the separate scanning station and scan it.

U.S. Representative, District 2  
Governor  
Lieutenant Governor  
Attorney General  
Comptroller of Public Accounts  
Commissioner of General Land Office  
Commissioner of Agriculture  
Railroad Commissioner  
Justice, Supreme Court, Place 3  
Justice, Supreme Court, Place 5  
Justice, Supreme Court, Place 9  
Judge, Criminal Appeals Court Pl. 5  
Judge, Criminal Appeals Court Pl. 6  
State Board of Education District 6  
State Senator, District 4  
State Representative, District 15  
Justice, Appeals Court Dist. 9 Pl 2  
Justice of The Peace, Precinct 3

CHOICE

ORDER

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

\*NO SELECTION\*

KRISTIN JOHNSON

2 DEM

BOB MABRY

2 DEM

APRIL PRIM

2 DEM

\*\* END OF PAGE \*\*

“The voters enter their votes into the Dominion machine, which then prints the votes on paper ballots. On the surface, it appears that the voter’s wishes are accurately recorded. In reality, the vote tally machine does not read the written votes; rather, it reads a QR code also printed on the ballot. Of course, the voter cannot read the QR code, so there is no way to ensure the votes are recorded accurately. Superficially, everything seem above-board and honest when in reality, it is quite easy to cheat.”

# Summary of voting anomalies

<https://frankspeech.com/Video/unmasked-election-fraud>

16:30 minutes

## [S]election Code

<https://rumble.com/v1gsbr3-watch-selection-code-full-movie.html>

1:01:18 minutes

Electronic voting machines keep two sets of books

## Mark Cook

<https://rumble.com/v2fkm08-31-march-2023-am-show-dominion-is-finished.html>

3:41:41 minutes

Demonstrates how easy it is to hack voting machines

[https://www.youtube.com/watch?v=ChzTsO\\_fNvc](https://www.youtube.com/watch?v=ChzTsO_fNvc)

26:59 minutes

Politicians and tech experts stating that electronic voting is insecure

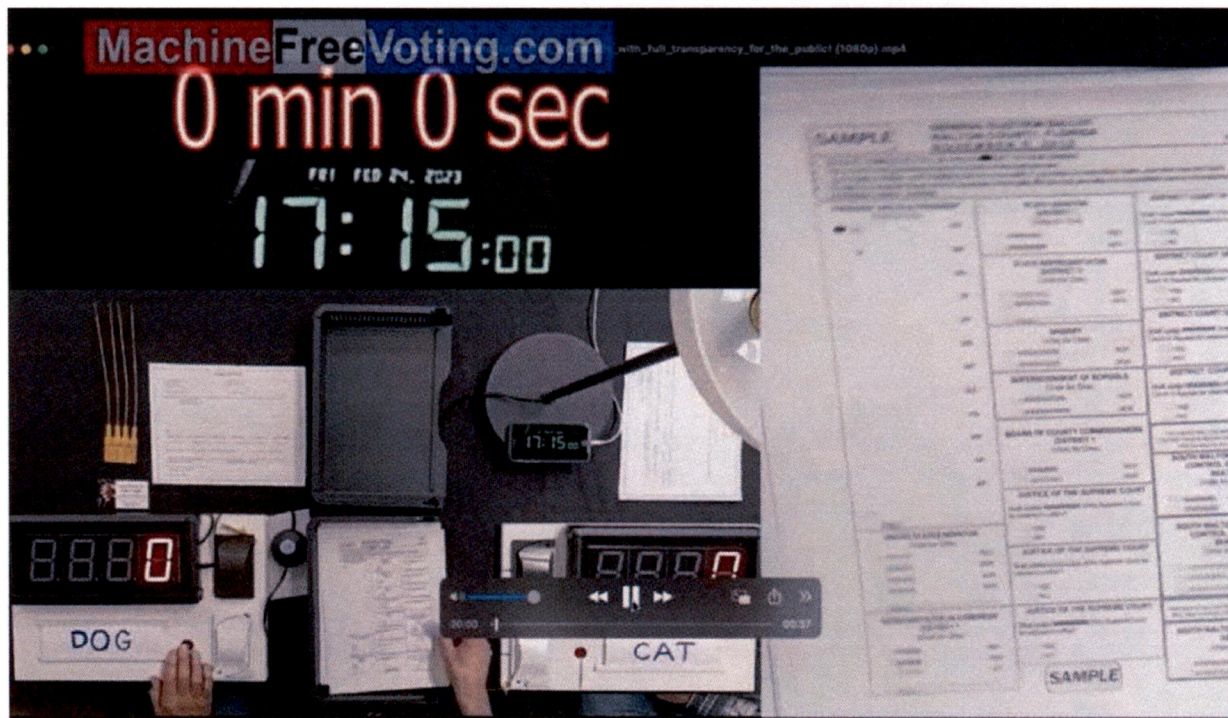




<https://www.machinefreevoting.com/>

Politicians and tech experts stating that electronic voting is insecure

2:59 minutes



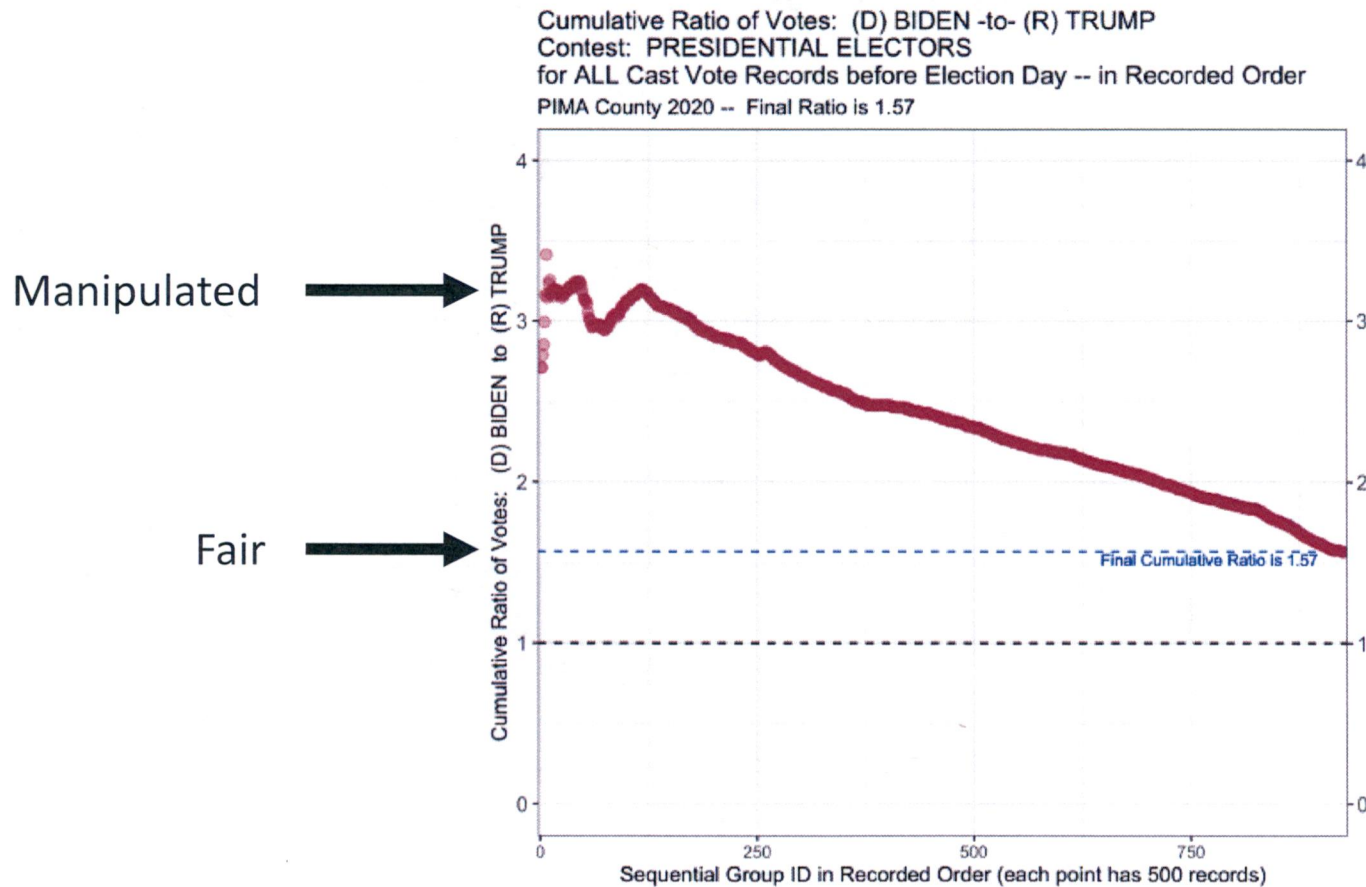
100 ballots counted  
in 2.5 minutes

(Min 7:22)

**Clint Curtis** – Electronic voting is not transparent. Hand counting can be completed quickly and accurately.

26:07 minutes

<https://www.machinefreevoting.com/>

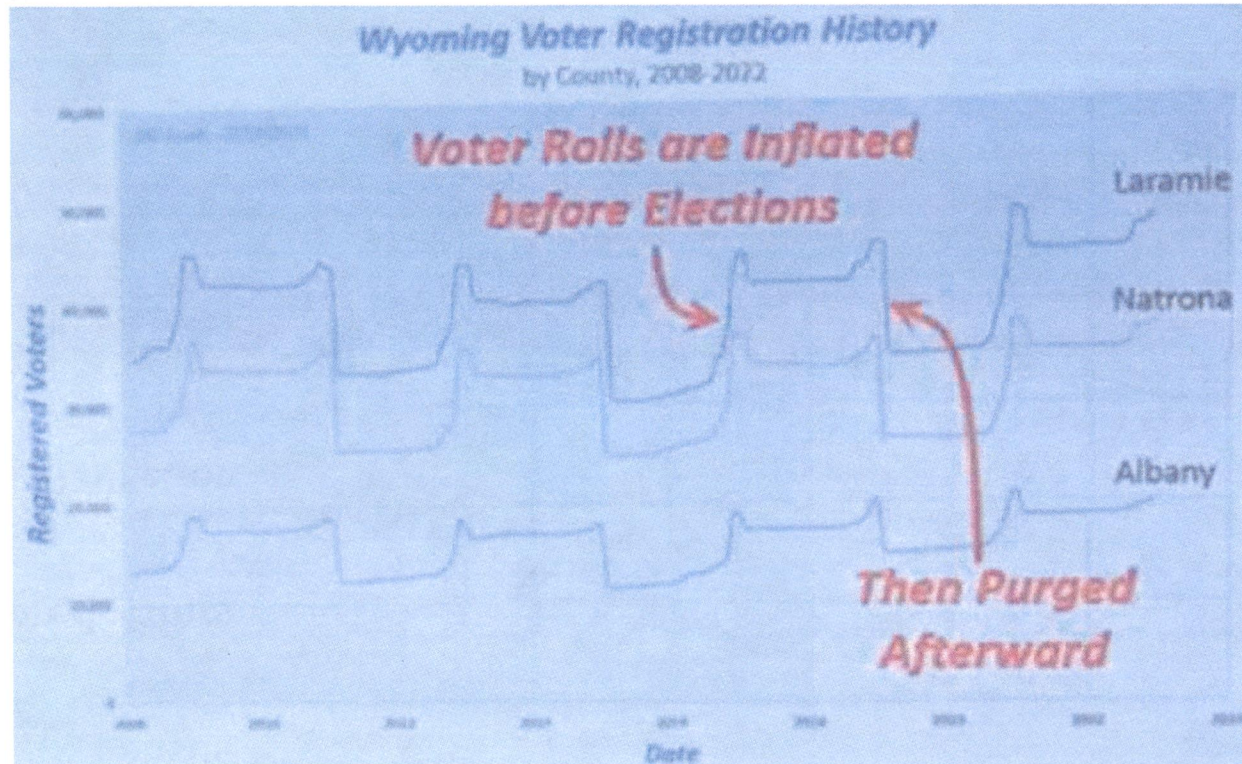


**Walter Daugherty** – Cast vote record indicates votes are manipulated according to an electronic control algorithm.

51:17 minutes



<https://www.machinefreevoting.com/>

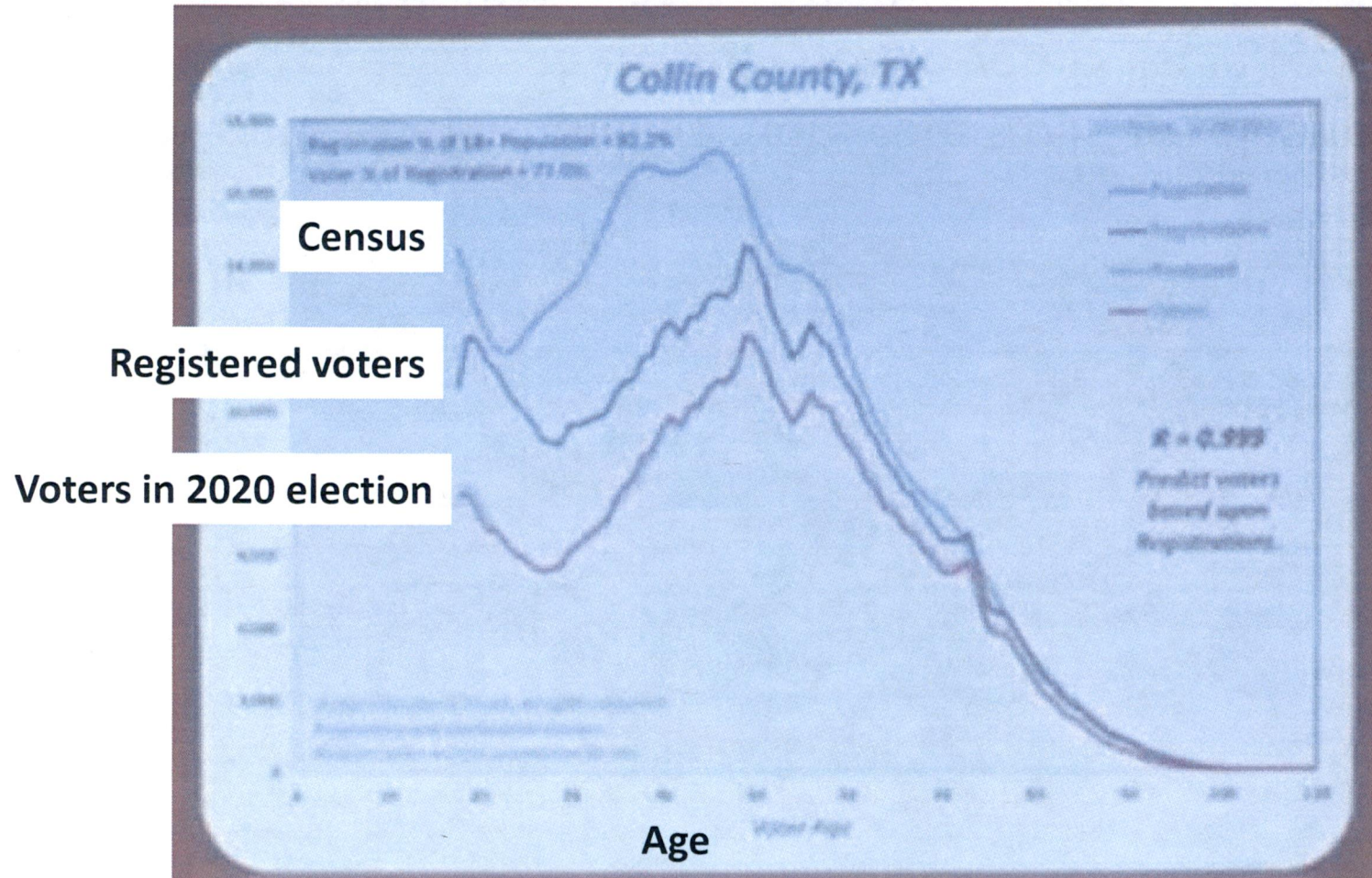


**Douglas Frank** – Before the election, voter rolls are electronically manipulated to ensure there are enough voters listed to accommodate fraudulent votes. Afterward, voter rolls are purged.

1:33:36 minutes



<https://www.machinefreevoting.com/>



**Douglas Frank** – For a given age, across all Texas counties, the same fraction of voters vote.

1:33:36 minutes

<https://www.theprofessorsrecord.com/>

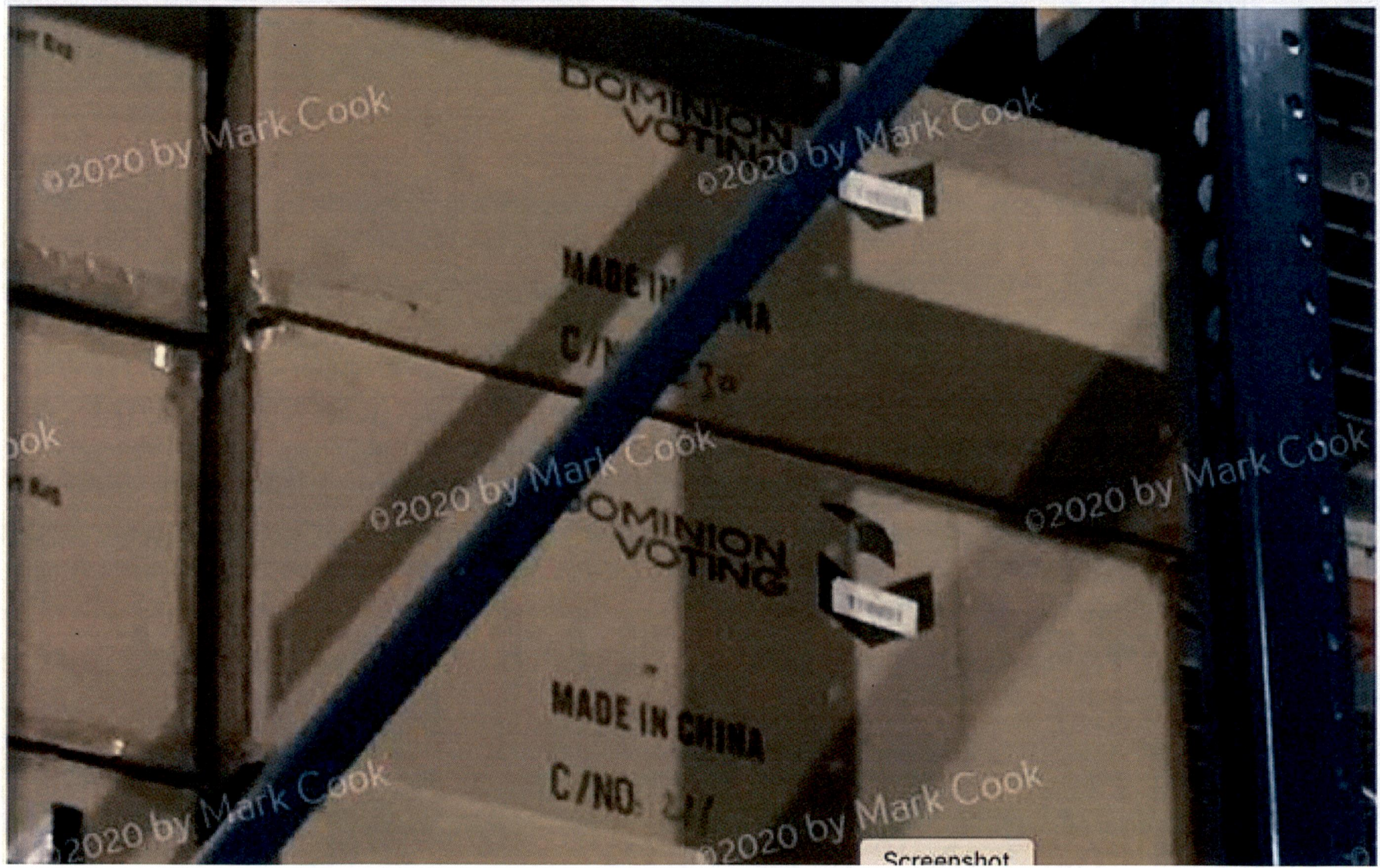
Compilation of videos on election fraud

<https://trumptrainnews.com/2021/01/04/murdock-a-guide-to-evidence-of-vote-fraud-in-the-2020-presidential-election-rs-dm/>

Compilation of articles on election fraud

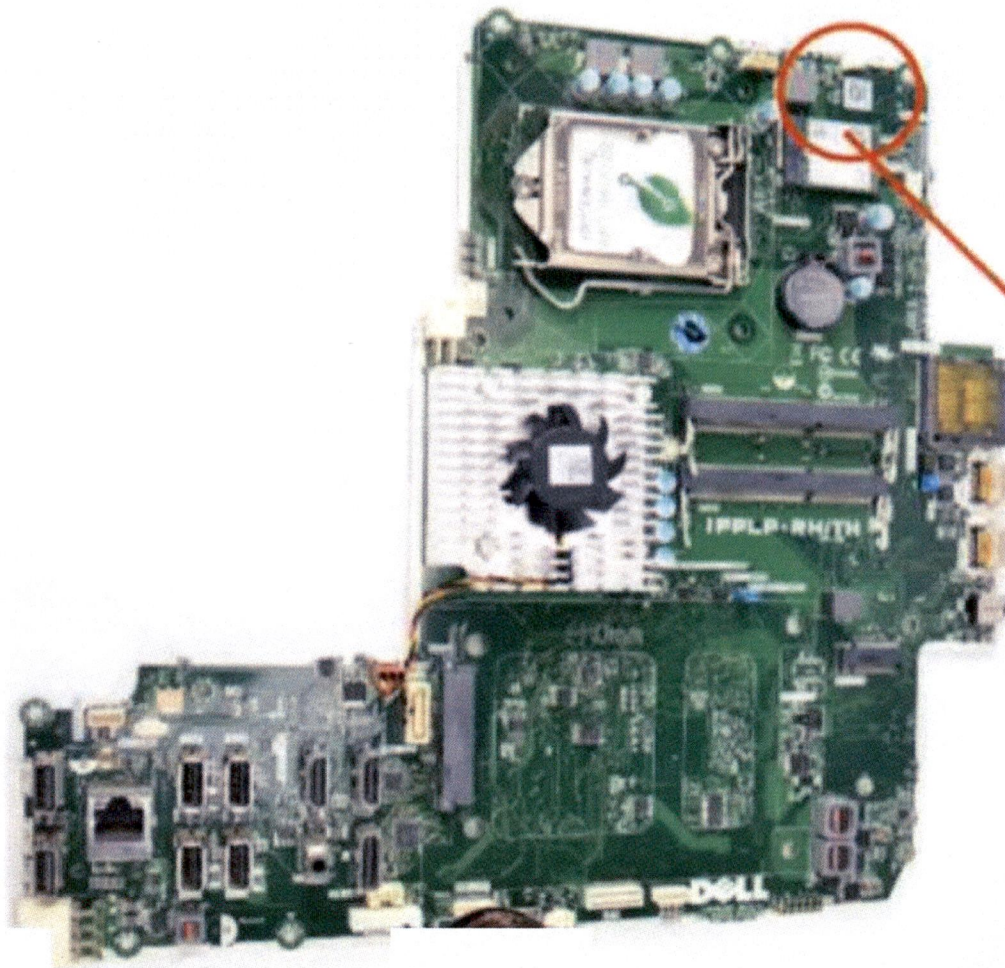


# Made in China





# Made in China





**BRAZOS COUNTY  
BRYAN, TEXAS**

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

NUMBER:

DATE OF COURT MEETING: 11/21/2023

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

TO: Commissioners Court

FROM: Chief Kevin Stuart, CJM

DATE: 11/09/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Donation\\_of\\_County\\_Property\\_2023\\_August\\_-form\\_dated\\_2023-1109.pdf](#)

Donation Form - August 2023

Backup Material

[Donation\\_of\\_County\\_Property\\_2023\\_Sept\\_-form\\_dated\\_2023-1109.pdf](#)

Donation Form - September 2023

Backup Material



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

Date: 11/09/23

☐ 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 August 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 Sheriff's Office  
Department Name

Michael L  
Authorized Signature

Organization Receiving Donated Property: Michael L  
Authorized Signature

Approved by Commissioners Court on this 21 day of NOVEMBER 2023

[Signature]  
Commissioners Court Approval



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

**Date Inmate Left Facility: 8/14/2023**

**Jail ID:338210**

**SO#:122716**

This is to advise you, Rowley, Lexi Leann 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>Phone Charge</u> |
| 2) <u>Shirt</u> | 7) _____               |
| 3) <u>Pants</u> | 8) _____               |
| 4) <u>Bra</u>   | 9) _____               |
| 5) <u>Socks</u> | 10) _____              |

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

Date: 8/14/2023

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

Date: 8/14/2023

**Person Designated To Pick Up Property:**

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

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

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

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

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

(Include Copy Of ID)

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

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

*Don't*

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

Date Inmate Left Facility: 8/22/2023

Jail ID: 338815

SO#: 113590

This is to advise you, JACKSON, DOMINIC NUSHUN 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 lotte</u>  | 6) _____  |
| 2) <u>Electronics</u> | 7) _____  |
| 3) <u>Bank</u>        | 8) _____  |
| 4) <u>Charge</u>      | 9) _____  |
| 5) _____              | 10) _____ |

Inmate Signature: [Signature] Date: 8/22/2023

Officer Signature: [Signature] Date: 8/22/2023

**Person Designated To Pick Up Property:**

Name: Vanessa Morgan

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: 8/17/2023

Jail ID: 318979

SO#: 129062

This is to advise you, Burnett, Kendriq 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>Misc Book (Milkcart)</u> | 6) <u>Computer</u> |
| 2) <u>Shoes</u>                | 7) _____           |
| 3) <u>Shorts</u>               | 8) _____           |
| 4) <u>Misc PAPERWORK</u>       | 9) _____           |
| 5) <u>Shirt</u>                | 10) _____          |

Inmate Signature: [Signature]

Date: 8/17/2023

Officer Signature: [Signature]

Date: 8/17/2023

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: 8/2/2023**

**Jail ID:341104**

**SO#:104640**

This is to advise you, POINTER, ERIC JAMES 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) 1 Empty bike case | 6) _____  |
| 2) 1 blk tank top    | 7) _____  |
| 3) 1 Grey Sweats     | 8) _____  |
| 4) 2 wnt shoes       | 9) _____  |
| 5) _____             | 10) _____ |

Inmate Signature: Eric Pointer

Date: 8/2/2023

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

Date: 8/2/2023

**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: 8/17/2023**

**Jail ID:338403**

**SO#:79838**

This is to advise you, SCOTT, DEEDRICK DELTRON 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 cloths</u> | 6) _____  |
| 2) _____              | 7) _____  |
| 3) _____              | 8) _____  |
| 4) _____              | 9) _____  |
| 5) _____              | 10) _____ |

Inmate Signature: [Signature] Date: 8/17/2023

Officer Signature: [Signature] Date: 8/17/2023

**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: 8/11/2023**

**Jail ID:329450**

**SO#:137214**

This is to advise you, BLAIR, NOLAN 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 BOOKS</u>  | 6) <u>MISC CALOS</u> |
| 2) <u>SHOES JEANS</u> | 7) _____             |
| 3) <u>2 SHIRTS</u>    | 8) _____             |
| 4) <u>BELT</u>        | 9) _____             |
| 5) <u>PHONE</u>       | 10) _____            |

Inmate Signature: Nolan Blair

Date: 8/11/2023

Officer Signature: [Signature] 11581

Date: 8/11/2023

**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: 8/7/2023

Jail ID:330940

SO#:137736

This is to advise you, West, Alfred 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 Shoes</u> | 6) _____  |
| 2) <u>2 SOCKS</u> | 7) _____  |
| 3) <u>1 Shirt</u> | 8) _____  |
| 4) <u>1 Short</u> | 9) _____  |
| 5) <u>1 Pant</u>  | 10) _____ |

Inmate Signature: [Signature]

Date: 8/7/2023

donate

Officer Signature: [Signature]

Date: 8/7/2023

**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: 8/2/2023

Jail ID: 340028

SO#: 133114

This is to advise you, King, Kevin Jason 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 tan pants</u>           | 6) <u>2 blk sandals</u> |
| 2) <u>1 blue Stripped shirt</u> | 7) _____                |
| 3) <u>2 Grey shoes</u>          | 8) _____                |
| 4) <u>1 wnt hat</u>             | 9) _____                |
| 5) <u>1 brown belt</u>          | 10) _____               |

Inmate Signature: [Signature]

Date: 8/2/2023

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

Date: 8/2/2023

Donate

**Person Designated To Pick Up Property:**

Name: [Signature]

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: 8/2/2023**

**Jail ID:340027**

**SO#:56253**

This is to advise you, WHITE, KELVIN DEQUIR 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) _____  |
| 2) <u>1 Wht shirt</u>  | 7) _____  |
| 3) <u>2 Grey Shoes</u> | 8) _____  |
| 4) _____               | 9) _____  |
| 5) _____               | 10) _____ |

Inmate Signature: [Signature] Date: 8/2/2023 Don't AE

Officer Signature: \_\_\_\_\_ Date: 8/2/2023

**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: 8/24/2023**

**Jail ID:340973**

**SO#:85830**

This is to advise you, DONALD, BRIAN ALLAN 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>blue shirt</u> | 6) <u>blk wallet</u>   |
| 2) <u>blue jeans</u> | 7) <u>2 brun boots</u> |
| 3) <u>Grey socks</u> | 8) _____               |
| 4) <u>blk belt</u>   | 9) _____               |
| 5) <u>blk phone</u>  | 10) _____              |

Inmate Signature: Brian Donald

Date: 8/24/2023

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

Date: 8/24/2023

**Person Designated To Pick Up Property:**

Name: ARLEN E MOORE

Address: 20

\_\_\_\_\_

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: 8/7/2023

Jail ID: 340054

SO#: 135334

This is to advise you, BISBEE, ALEXZANDER JM 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 Boxer</u> | 6) <u>1 misc Paper</u> |
| 2) <u>1 Shirt</u> | 7) _____               |
| 3) <u>1 Pant</u>  | 8) _____               |
| 4) <u>2 Socks</u> | 9) _____               |
| 5) <u>2 Shoes</u> | 10) _____              |

Inmate Signature: Alexander Bisbee Date: 8/7/2023

Officer Signature: [Signature] Date: 8/7/2023

**Person Designated To Pick Up Property:**

Name: Alondra Vazquez

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: 8/17/2023**

**Jail ID: 331787**

**SO#: 99213**

This is to advise you, LOHSE, COTY JOE 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>Shorts</u> | 6) _____  |
| 2) <u>shirt</u>  | 7) _____  |
| 3) _____         | 8) _____  |
| 4) _____         | 9) _____  |
| 5) _____         | 10) _____ |

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

Date: 8/17/2023

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

Date: 8/17/2023

**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: 8/7/2023

Jail ID: 340523

SO#: 139773

This is to advise you, Stykes, Cedric 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 Belt</u>        | 6) <u>1 Boker</u>  |
| 2) <u>1 Braided</u>     | 7) <u>2 Shorts</u> |
| 3) <u>1 Condom</u>      | 8) <u>2 Socks</u>  |
| 4) <u>1 Phone</u>       | 9) <u>1 Shirt</u>  |
| 5) <u>1 Credit Card</u> | 10) <u>2 Shoes</u> |

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

Date: 8/7/2023

Officer Signature: [Signature] 22005

Date: 8/7/2023

**Person Designated To Pick Up Property:**

Name: Mar cadrien Johnson - Maricn Johnson

Address: 2806 Spicewood Dr 77804

Phone#: 512-849-4662

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: 8/31/2023**

**Jail ID:338994**

**SO#:124705**

This is to advise you, JACKSON, AUSTIN, 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>Wallet</u>       | 6) _____  |
| 2) <u>cards</u>        | 7) _____  |
| 3) <u>Phone</u>        | 8) _____  |
| 4) <u>misc clothes</u> | 9) _____  |
| 5) _____               | 10) _____ |
- Donate*

Inmate Signature: *[Signature]* Date: 8/31/2023

Officer Signature: *[Signature]* 1202/ Date: 8/31/2023

**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: 8/31/2023**

**Inmate ID: 337322**

**SO#: 74275**

This is to advise you, HARRISON, ANTONIO DEJUAN 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>Donated</u> |
| 2) <u>2 Earrings</u>   | 7) _____          |
| 3) _____               | 8) _____          |
| 4) _____               | 9) _____          |
| 5) _____               | 10) _____         |

Inmate Signature: Antonio Harrison Date: 8/31/2023

Officer Signature: [Signature] 1207/ Date: 8/31/2023

**Person Designated To Pick Up Property:**

Name: [Redacted]

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: 8/20/2023**

**Jail ID:340871**

**SO#:134595**

This is to advise you, WILLIAMS, SHAMARY ALIZE 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) BLK SHIRT 6) \_\_\_\_\_  
2) BRA 7) \_\_\_\_\_  
3) \_\_\_\_\_ 8) \_\_\_\_\_  
4) \_\_\_\_\_ 9) \_\_\_\_\_  
5) \_\_\_\_\_ 10) \_\_\_\_\_

Inmate Signature: [Signature] Date: 8/20/2023

Officer Signature: \_\_\_\_\_ Date: 8/20/2023

**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: 8/2/2023**

**Jail ID:332265**

**SO#:50782**

This is to advise you, McGuire, Anthony Jerome 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) _____  |
| 2) <u>1 blk shirt</u>    | 7) _____  |
| 3) <u>1 blk tank top</u> | 8) _____  |
| 4) <u>2 blk shoes</u>    | 9) _____  |
| 5) <u>1 brown belt</u>   | 10) _____ |

Inmate Signature: Anthony McGuire

Date: 8/2/2023

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

Date: 8/2/2023

**Person Designated To Pick Up Property:**

Name: Anthony McGuire

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: 8/2/2023**

**Jail ID:339917**

**SO#:68319**

This is to advise you, KING, DAMION KEITH 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 jeans
- 2) 1 blk shirt
- 3) 1 brown belt
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

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

Inmate Signature: Damion King

Date: 8/2/2023

Officer Signature: [Signature]

Date: 8/2/2023

**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: 8/29/2023**

**Jail ID:341995**

**SO#:131903**

This is to advise you, Sipsey, Adrian 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>GRAY SHOES</u>       | 6) <u>BLK PANTS</u> |
| 2) <u>BLK SOCKS</u>        | 7) <u>BLK HAT</u>   |
| 3) <u>BLK SHIRT</u>        | 8) <u>BLK BELT</u>  |
| 4) <u>BLK MURDER SHIRT</u> | 9) _____            |
| 5) <u>BOXERS</u>           | 10) _____           |

Inmate Signature: *Adrian Sipsey*

Date: 8/29/2023

Officer Signature: *[Signature]* 11848

Date: 8/29/2023

**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: 8/11/2023**

**Jail ID:337658**

**SO#:73430**

This is to advise you, BOOKER, DERRICK ANDRE 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>BACKPACK W MISC ITEMS</u> | 6) <u>SHORTS</u> |
| 2) <u>SHOES, SOCKS</u>          | 7) _____         |
| 3) <u>BLUE JEANS</u>            | 8) _____         |
| 4) <u>BOXER</u>                 | 9) _____         |
| 5) <u>SHIRT</u>                 | 10) _____        |

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

Date: 8/11/2023

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

Date: 8/11/2023

**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: 8/11/2023**

**Jail ID:332664**

**SO#:137961**

This is to advise you, Hill, Cedric Ja-Mar 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>GRAY JEANS</u> | 6) <u>EYE DROPS</u> |
| 2) <u>UNDERWEAR</u>  | 7) _____            |
| 3) <u>SHIRT</u>      | 8) _____            |
| 4) <u>BELT</u>       | 9) _____            |
| 5) <u>WATCH</u>      | 10) _____           |

Inmate Signature: Cedric Hill Date: 8/11/2023

Officer Signature: D-8 11581 Date: 8/11/2023

**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: 8/2/2023**

**Jail ID: 335306**

**SO#: 130064**

This is to advise you, Lara, Adrian Matthew 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 sandals</u>         | 6) _____  |
| 2) <u>1 Vanilla envelope</u>    | 7) _____  |
| 3) <u>1 pair broken glasses</u> | 8) _____  |
| 4) <u>1 Green tie dye shirt</u> | 9) _____  |
| 5) <u>1 pair blk pants</u>      | 10) _____ |

Inmate Signature: Adrian Lara

Date: 8/2/2023

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

Date: 8/2/2023

**Person Designated To Pick Up Property:**

Name: Mitchell Ramirez

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: 8/20/2023**

**Jail ID:339752**

**SO#:106924**

This is to advise you, HORNSBY, HOLLY MARIE 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 MEDICATIONS</u> | 6) _____  |
| 2) <u>BRA</u>              | 7) _____  |
| 3) <u>GLASSES CASE</u>     | 8) _____  |
| 4) _____                   | 9) _____  |
| 5) _____                   | 10) _____ |

Inmate Signature: Holly Hornsby Date: 8/20/2023  
Officer Signature: \_\_\_\_\_ Date: 8/20/2023

**Person Designated To Pick Up Property:**

Name: Sandra Davis  
Address: 4003 Willow Oak St.  
Bryan, TX 77802  
Phone#: (979) 224-4048

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

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

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

**Date Inmate Left Facility: 8/11/2023**

**Jail ID:340025**

**SO#:81731**

This is to advise you, JOSHUA, MARCO DANE 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>SOCKS</u>                   | 6) _____  |
| 2) <u><del>POINTER CASE</del></u> | 7) _____  |
| 3) <u>YELLOW ENVELOPE</u>         | 8) _____  |
| 4) _____                          | 9) _____  |
| 5) _____                          | 10) _____ |

Inmate Signature: [Signature] Date: 8/11/2023

Officer Signature: R-2 11581 Date: 8/11/2023

**Person Designated To Pick Up Property:**

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

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

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

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

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

*DONATE*

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

**Date Inmate Left Facility: 8/24/2023**

**Jail ID:339269**

**SO#:120813**

This is to advise you, Tucker, Jeremy Ivan 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>Green hoodie</u>                   | 6) <u>1 lighter</u> |
| 2) <u>Green pants</u>                    | 7) <u>1 Charger</u> |
| 3) <u>Wht Shirt</u>                      | 8) _____            |
| 4) <u>2 rainbow <del>cat</del> Crocs</u> | 9) _____            |
| 5) <u>1 phone</u>                        | 10) _____           |

Inmate Signature: [Signature] Date: 8/24/2023

Officer Signature: [Signature] Date: 8/24/2023

**Person Designated To Pick Up Property:**

Name: Emma Meyer

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: 8/11/2023**

**Jail ID:340997**

**SO#:117801**

This is to advise you, BURNS, JAMES EARL, 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) GREEN SLIDES

6) BLK JEANS

2) JACKET

7) ~~SHIRT~~

3) 2 WHITE SHIRTS

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

4) UNDERWEAR

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

5) SOCKS

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

Inmate Signature: [Signature]

Date: 8/11/2023

Officer Signature: [Signature] 11581

Date: 8/11/2023

**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: 8/24/2023**

**Jail ID:338231**

**SO#:135670**

This is to advise you, JEFFERY, TREDERRIOUS ANTWONE 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 Wht Shoes</u>   | 6) _____  |
| 2) <u>Maroon hoodie</u> | 7) _____  |
| 3) <u>blk socks</u>     | 8) _____  |
| 4) <u>Wht Shirt</u>     | 9) _____  |
| 5) <u>Misc papers</u>   | 10) _____ |

Inmate Signature: [Signature]

Date: 8/24/2023

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

Date: 8/24/2023

**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: 8/31/2023**

**Jail ID:314270**

**SO#:131540**

This is to advise you, Odom, James Darrell, 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>2 boots</u>  | 6) <u>2 Shirts</u> |
| 2) <u>1 Shirt</u>  | 7) <u>1 Keys</u>   |
| 3) <u>1 Jeans</u>  | 8) _____           |
| 4) <u>1 wallet</u> | 9) _____           |
| 5) <u>1 belt</u>   | 10) _____          |

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

Date: 8/31/2023

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

Date: 8/31/2023

**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: 8/24/2023**

**Jail ID:333080**

**SO#:103226**

This is to advise you, GARCIA, JOSHUA 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>Grey shirt</u>  | 6) <u>brwn boots (2)</u> |
| 2) <u>Wht shirt</u>   | 7) <u>boots (2)</u>      |
| 3) <u>blue jeans</u>  | 8) <u>misc papers</u>    |
| 4) <u>Grey shorts</u> | 9) _____                 |
| 5) <u>blk socks</u>   | 10) _____                |

Inmate Signature: *Joshua Lee Garcia*

Date: 8/24/2023

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

Date: 8/24/2023

**Person Designated To Pick Up Property:**

Name: *Joshua Garcia*

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: 8/11/2023

Jail ID:332803

SO#:54041398

This is to advise you, Steels, Timiko Maihelani 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>WHITE SHOES</u> | 6) <u>WATCH</u> |
| 2) <u>SHORTS</u>      | 7) <u>CIGAR</u> |
| 3) <u>BLK SHIRT</u>   | 8) _____        |
| 4) <u>WHITE SHIRT</u> | 9) _____        |
| 5) <u>JEANS</u>       | 10) _____       |

Inmate Signature: Timiko Steels Date: 8/11/2023

Officer Signature: [Signature] 11581 Date: 8/11/2023

**Person Designated To Pick Up Property:**

Name: Jacqueline D. Lee  
Address: 1114 Crystal Brooks apt. B  
Bryan, TX 77803  
Phone# 979-549-3741

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

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

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

Date Inmate Left Facility: 8/7/2023

Jail ID: 341163

SO#: 105614

This is to advise you, Ramirez, Manuel Garcia 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 Shirts</u> | 6) _____  |
| 2) <u>1 Pant</u>   | 7) _____  |
| 3) <u>1 Boxers</u> | 8) _____  |
| 4) <u>2 Socks</u>  | 9) _____  |
| 5) <u>2 Shoes</u>  | 10) _____ |

Inmate Signature: [Signature]

Date: 8/7/2023

Officer Signature: [Signature] 22005

Date: 8/7/2023

**Person Designated To Pick Up Property:**

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

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

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

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

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

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

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

*Donor*

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

**Date Inmate Left Facility: 8/24/2023**

**Jail ID:333501**

**SO#:106730**

This is to advise you, THAYER, TYLER DLANE 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>phones (2)</u>         | 6) <u>blk belt</u> |
| 2) <u>Vape pen / lighter</u> | 7) _____           |
| 3) <u>blk pants</u>          | 8) _____           |
| 4) <u>blue shirt</u>         | 9) _____           |
| 5) <u>2 brown shoes</u>      | 10) _____          |

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

Date: 8/24/2023

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

Date: 8/24/2023

**Person Designated To Pick Up Property:**

Name: Arienne Moore

Address: 2003 Longmire Ct Apt 16

College Station, TX 77840

Phone# 979-395-5095

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

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

(Include Copy Of ID)

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

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

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

Date Inmate Left Facility: 8/10/2023

Jail ID:339735

SO#:120838

This is to advise you, MARTINEZ, JACQUELYNE 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 SHOES</u>         | 6) <u>SUNGLASSES</u> |
| 2) <u>BRA</u>               | 7) _____             |
| 3) <u>BLK PANTS</u>         | 8) _____             |
| 4) <u>MULTI COLOR SHIRT</u> | 9) _____             |
| 5) <u>1 Book</u>            | 10) _____            |

Inmate Signature: Jacquelyn Martinez Date: 8/10/2023

Officer Signature: [Signature] 11581 Date: 8/10/2023

**Person Designated To Pick Up Property:**

Name:

Billie Martinez

Address:

29110 Bexar Grass Dr  
Bryan TX 77802

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: 8/17/2023**

**Jail ID:341374**

**SO#:129804**

This is to advise you, Aguirre, Emmanuel S. 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 cloth</u> | 6) _____  |
| 2) _____             | 7) _____  |
| 3) _____             | 8) _____  |
| 4) _____             | 9) _____  |
| 5) _____             | 10) _____ |

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

Date: 8/17/2023

-DONATE

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

Date: 8/17/2023

**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: 8/24/2023**

**Jail ID: 341038**

**SO#: 126433**

This is to advise you, SAENZ, ERIK, 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) 2 Wht Socks 6)   
2) blue jeans 7)   
3) blk shirt 8)   
4) 2 blk shoes 9)   
5)  10)

Inmate Signature:

Date: 8/24/2023

Officer Signature:

Date: 8/24/2023

**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: 8/31/2023**

**Jail ID:335972**

**SO#:66101**

This is to advise you, MCINTYRE, KENNETH CASEY 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>Misc cards</u>   | 7) _____  |
| 3) _____               | 8) _____  |
| 4) _____               | 9) _____  |
| 5) _____               | 10) _____ |

Inmate Signature: Kenneth McIntyre Date: 8/31/2023

Officer Signature: [Signature] Date: 8/31/2023

**Person Designated To Pick Up Property:**

Name: Dolly Francis

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

Phone# (979) 777-0521

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

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

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

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

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

**Date Inmate Left Facility: 8/31/2023**

**Jail ID:340226**

**SO#:137189**

This is to advise you, BYRD, BOBBY GLENN 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>Clothes</u> | 6) _____  |
| 2) <u>Book</u>    | 7) _____  |
| 3) <u>knife</u>   | 8) _____  |
| 4) <u>lighter</u> | 9) _____  |
| 5) _____          | 10) _____ |

Inmate Signature: Bobby Byrd Date: 8/31/2023

Officer Signature: [Signature] Date: 8/31/2023

**Person Designated To Pick Up Property:**

Name: Paula Ann Byrd

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

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

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

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



f

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

Date Inmate Left Facility: 8/31/2023

**Jail ID:338341**

**SO#:87392**

This is to advise you, Phillips, Prentiss George 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>MIS cloths</u> | 6) _____  |
| 2) <u>ph</u>         | 7) _____  |
| 3) _____             | 8) _____  |
| 4) _____             | 9) _____  |
| 5) _____             | 10) _____ |

Inmate Signature: Prentiss Phillips Date: 8/31/2023

Officer Signature: [Signature] 1201 Date: 8/31/2023

**Person Designated To Pick Up Property:**

Name: Justice Tennill

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: 8/11/2023**

**Jail ID:318124**

**SO#:70584**

This is to advise you, CARRILLO, JORGE ALEJANDRO 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>WHITE SHOES</u>     | 6) <u>SOCKS</u> |
| 2) <u>PHONE BELT KEYS</u> | 7) <u>SHIRT</u> |
| 3) <u>NOTE BOOKS</u>      | 8) <u>JEANS</u> |
| 4) <u>BOXER</u>           | 9) _____        |
| 5) <u>JACKET</u>          | 10) _____       |

Inmate Signature: Jorge Carrillo

Date: 8/11/2023

Officer Signature: [Signature] 11581

Date: 8/11/2023

**Person Designated To Pick Up Property:**

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

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

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

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

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

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

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

*INMATE*

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

Date Inmate Left Facility: 8/7/2023

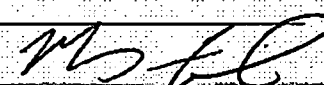
Jail ID:340104

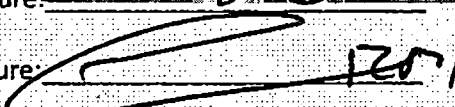
SO#:108634

This is to advise you, Ford, Marcus 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>1 shirt</u>  | 6) _____  |
| 2) <u>1 shorts</u> | 7) _____  |
| 3) <u>1 boxer</u>  | 8) _____  |
| 4) <u>2 shoes</u>  | 9) _____  |
| 5) _____           | 10) _____ |

Inmate Signature:  Date: 8/7/2023

Officer Signature:  Date: 8/7/2023

**Person Designated To Pick Up Property:**

Name: Lisa Ford

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: 8/17/2023

Jail ID: 318979

SO#: 129062

This is to advise you, Burnett, Kendriq 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>Misc Book (Milkmaid)</u> | 6) <u>Computer</u> |
| 2) <u>Shoes</u>                | 7) _____           |
| 3) <u>Shorts</u>               | 8) _____           |
| 4) <u>Misc Paperwork</u>       | 9) _____           |
| 5) <u>Shirt</u>                | 10) _____          |

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

Date: 8/17/2023

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

Date: 8/17/2023

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: 8/22/2023**

**Jail ID: 338815**

**SO#: 113590**

This is to advise you, JACKSON, DOMINIC NUSHUN 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>Miscellaneous</u> | 6) _____  |
| 2) <u>Electronics</u>   | 7) _____  |
| 3) <u>Beats</u>         | 8) _____  |
| 4) <u>Charger</u>       | 9) _____  |
| 5) _____                | 10) _____ |

Inmate Signature: [Signature] Date: 8/22/2023

Officer Signature: [Signature] Date: 8/22/2023

**Person Designated To Pick Up Property:**

Name: Vanessa Morgan

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: 8/24/2023

Jail ID: 341520

SO#: 118484

This is to advise you, VAUGHAN, EMMITT ROY 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 brown belt</u> | 6) _____  |
| 2) <u>brown boxers</u> | 7) _____  |
| 3) <u>brown shirt</u>  | 8) _____  |
| 4) <u>brown shorts</u> | 9) _____  |
| 5) _____               | 10) _____ |

Inmate Signature: Emmitt Vaughan Date: 8/24/2023

Officer Signature: [Signature] Date: 8/24/2023

**Person Designated To Pick Up Property:**

Name: Deborah Debose  
Address: 1511 Fargo Street  
Apt 200 Austin TX 78741  
Phone#: 936 581 7283

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

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



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

Date: 11/09/23

☐ 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 September 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:	Check the appropriate entity property being donated to:
<input type="checkbox"/> 61235000 (Donation - Other)*	Government Entity: <u>Brazos Sheriff's Office</u>
<input type="checkbox"/> 60010000 (Minor Property - \$1 - \$4999)	Organization Name
<input type="checkbox"/> 80010000 (Capital Property - Over \$5000)	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 Sheriff's Office  
Department Name

Michael Cen  
Authorized Signature

Organization Receiving Donated Property: Michael Cen  
Authorized Signature

Approved by Commissioners Court on this 21 day of NOVEMBER 2023

[Signature]  
Commissioners Court Approval

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

Date Inmate Left Facility: 9/21/2023

Jail ID: 329018

SO#: 122284

This is to advise you, VELAZQUEZ-ORNELAS, JESSE 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 sweater</u>   | 6) _____  |
| 2) <u>SHORTS</u>        | 7) _____  |
| 3) <u>blk Sweats</u>    | 8) _____  |
| 4) <u>2 brown boots</u> | 9) _____  |
| 5) _____                | 10) _____ |
- (A large handwritten "DONATE" is written across the list of property items.)*

Inmate Signature: [Signature]

Date: 9/21/2023

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

Date: 9/21/2023

**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: 9/21/2023

Jail ID:341672

SO#:16433486

This is to advise you, BURLESON, CAMMIE RENEE 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>CELLPHONE W/CASE</u> | 6) _____  |
| 2) <u>BLK NECKLACE</u>     | 7) _____  |
| 3) <u>7KW METAL RING</u>   | 8) _____  |
| 4) <u>PAIR BLK SLIDES</u>  | 9) _____  |
| 5) _____                   | 10) _____ |

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

Date: 9/21/2023

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

Date: 9/21/2023

**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: 9/14/2023

Jail ID: 341874

SO#: 61865

This is to advise you, CHILDS, JEROME EDWARDS 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) _____               | 7) _____  |
| 3) _____               | 8) _____  |
| 4) _____               | 9) _____  |
| 5) _____               | 10) _____ |

Inmate Signature: Jessie Childs Date: 9/14/2023

Officer Signature: [Signature] Date: 9/14/2023

**Person Designated To Pick Up Property:**

Name: Jessie Jennifer Lowery

Address: 706 San maris ct  
College Station TX, 77201

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: 9/8/2023**

**Jail ID:341133**

**SO#:92829**

This is to advise you, DARNELL, DENZEL QUINTRE 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 purp Jersey</u> | 6) _____  |
| 2) <u>1 Grey shorts</u> | 7) _____  |
| 3) <u>1 blue shorts</u> | 8) _____  |
| 4) <u>2 blk Slicles</u> | 9) _____  |
| 5) <u>1 brwn belt</u>   | 10) _____ |

Inmate Signature: Denzel Darnell Date: 9/8/2023

Officer Signature: \_\_\_\_\_ Date: 9/8/2023

**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: 9/28/2023**

**Jail ID:341239**

**SO#:138445**

This is to advise you, MCFADDEN, JEROME MAURICE 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>Phone</u>        | 7) _____  |
| 3) <u>Cards</u>        | 8) _____  |
| 4) _____               | 9) _____  |
| 5) _____               | 10) _____ |

Inmate Signature: Jerome McFadden

Date: 9/28/2023

Officer Signature: [Signature] 12021

Date: 9/28/2023

**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: 9/26/2023**

**Jail ID: 340766**

**SO#: 137275**

This is to advise you, BOLDEN, TONY JERMAINE 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 blk Jacket     | 6)  |
| 2) 1 Grey Short     | 7)  |
| 3) 1 blue Short     | 8)  |
| 4) 2 White SHOES    | 9)  |
| 5) 1 White Backpack | 10) |
- (Handwritten: DONATE)*

Inmate Signature: Tony Bolden

Date: 9/26/2023

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

Date: 9/26/2023

**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: 9/5/2023**

**Jail ID:342043**

**SO#:131940**

This is to advise you, German, Lilana Vigil 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: \_\_\_\_\_

Date: 9/5/2023

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

Date: 9/5/2023

**Person Designated To Pick Up Property:**

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

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

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

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

(Include Copy Of ID)

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

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

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

*Donations*

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

Date Inmate Left Facility: 9/7/2023

Jail ID: 334447

SO#: 137737

This is to advise you, GUADARRAMA, VICTORIA MARIE 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) _____ | 6) _____  |
| 2) _____ | 7) _____  |
| 3) _____ | 8) _____  |
| 4) _____ | 9) _____  |
| 5) _____ | 10) _____ |

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

Date: 9/7/2023

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

Date: 9/7/2023

**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: 9/28/2023

Jail ID: 321323

SO#: 131385

This is to advise you, Scott, Christopher Ryan 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) _____               | 7) _____  |
| 3) _____               | 8) _____  |
| 4) _____               | 9) _____  |
| 5) _____               | 10) _____ |
- Donated*

Inmate Signature: *Chris Scott* Date: 9/28/2023

Officer Signature: *[Signature]* Date: 9/28/2023

**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: 9/14/2023**

**Jail ID:340389**

**SO#:61234**

This is to advise you, JONES, MARION SAM, 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>Misc Cloths</u>  | 6) _____  |
| 2) <u>Glasses Case</u> | 7) _____  |
| 3) _____               | 8) _____  |
| 4) _____               | 9) _____  |
| 5) _____               | 10) _____ |

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

Date: 9/14/2023

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

Date: 9/14/2023

**Person Designated To Pick Up Property:**

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

Edna Jones

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: 9/28/2023

Jail ID: 340783

SO#: 117736

This is to advise you, Anderson, Allan 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>Misc Clots</u> | 6) _____  |
| 2) <u>Necklace</u>   | 7) _____  |
| 3) _____             | 8) _____  |
| 4) _____             | 9) _____  |
| 5) _____             | 10) _____ |

Inmate Signature: Allan Anderson Date: 9/28/2023

Officer Signature: [Signature] Date: 9/28/2023

**Person Designated To Pick Up Property:**

Name: Sheila Anderson

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: 9/26/2023**

**Jail ID:343002**

**SO#:89657**

This is to advise you, CRANE, RANDELL WADE 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>BOXERS</u>     | 6) _____  |
| 2) <u>BLK SLIDES</u> | 7) _____  |
| 3) <u>SOCKS</u>      | 8) _____  |
| 4) <u>GRY SHORTS</u> | 9) _____  |
| 5) <u>WHT SHIRT</u>  | 10) _____ |

Inmate Signature: Randell Crane Date: 9/26/2023

Officer Signature: [Signature] 11/8/28 Date: 9/26/2023

**Person Designated To Pick Up Property:**

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

Address: 129 WADE

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: 9/28/2023**

**Jail ID: 342719**

**SO#: 60151**

This is to advise you, SERNA, CHRISTOPHER 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) _____  |
| 2) _____               | 7) _____  |
| 3) _____               | 8) _____  |
| 4) _____               | 9) _____  |
| 5) _____               | 10) _____ |

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

Date: 9/28/2023

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

Date: 9/28/2023

**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: 9/14/2023

Jail ID:342044

SO#:63455

This is to advise you, JOHNSON, STEVEN ALONGRO 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>Misc paper</u>    | 7) _____  |
| 3) _____                | 8) _____  |
| 4) _____                | 9) _____  |
| 5) _____                | 10) _____ |
- [Handwritten signature "Donor" with a large flourish over items 6-10]*

Inmate Signature: Alongro Johnson Date: 9/14/2023

Officer Signature: [Signature] Date: 9/14/2023

**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: 9/18/2023**

**Jail ID: 342604**

**SO#: 98595**

This is to advise you, BONNER, BIANCA LSHAY 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>Pink pants</u>     | 6) _____  |
| 2) <u>Black Shirt</u>    | 7) _____  |
| 3) <u>2 Grey Sandals</u> | 8) _____  |
| 4) _____                 | 9) _____  |
| 5) _____                 | 10) _____ |

Inmate Signature: Bianca L. R. Date: 9/18/2023

Officer Signature: \_\_\_\_\_ Date: 9/18/2023

**Person Designated To Pick Up Property:**

Name: Elbert Thomas

Address: 305 Frontier Drive

Phone#: (979) 4136-7257

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

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

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

**Date Inmate Left Facility: 9/14/2023**

**Jail ID:339260**

**SO#:128269**

This is to advise you, GREEN, RONALD KEITH, 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 Cloths</u> | 6) _____  |
| 2) <u>1 card</u>      | 7) _____  |
| 3) _____              | 8) _____  |
| 4) _____              | 9) _____  |
| 5) _____              | 10) _____ |

Inmate Signature: Ronald Keith Jr

Date: 9/14/2023

Officer Signature: [Signature] 1201

Date: 9/14/2023

**Person Designated To Pick Up Property:**

Name: [Signature]

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

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

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

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

(Include Copy Of ID)

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

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

*Donate*

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

**Date Inmate Left Facility: 9/21/2023**

**Jail ID:336161**

**SO#:67642**

This is to advise you, KELLEY, ROBERT LEE, 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>Yellow Shorts</u> | 6) _____  |
| 2) <u>Yellow Shirt</u>  | 7) _____  |
| 3) <u>red boxers</u>    | 8) _____  |
| 4) _____                | 9) _____  |
| 5) _____                | 10) _____ |

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

Date: 9/21/2023

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

Date: 9/21/2023

**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: 9/14/2023

Jail ID:342044

SO#:63455

This is to advise you, JOHNSON, STEVEN ALONGRO 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>Donated</u> |
| 2) <u>Misc paper</u>   | 7) _____          |
| 3) _____               | 8) _____          |
| 4) _____               | 9) _____          |
| 5) _____               | 10) _____         |

Inmate Signature: Alongro Johnson Date: 9/14/2023

Officer Signature: [Signature] Date: 9/14/2023

**Person Designated To Pick Up Property:**

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

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

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

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

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



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Brazos County Sheriff's Office      NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval requested from the Sheriff's Office to apply for the NRA Foundation Grant to purchase M1A1 rifles to be utilized by the Honor Guard for ceremonial purposes.

TO: Commissioners Court

FROM: Paul Martinez

DATE: 11/14/2023

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="#">NRA_Grant_Application.pdf</a>	NRA Grant Application Form	Cover Memo



**BRAZOS COUNTY, TEXAS  
GRANT APPLICATION APPROVAL FORM**

Date: 11/14/2023

Requesting Department: Sheriff's Office Administration

Grant Title: Regional Honor Guard Rifles

Granting Agency: The NRA Foundation

Amount Requested: \$ 12,369.00

Grant Term (Beg/End): 01/01/2024-09/30/2024

Project Description: The proposed project entails procuring 9 M1A1 rifles to be utilized by the Brazos County Sheriff's Office Honor Guard for ceremonial purposes.

Will this grant fund salary & benefits?

☐

Yes

☒

No

Is there County Match requirement?

☐

Yes

☒

No

Are there financial reporting requirements?

☒

Yes

☐

No

Who will do financial reporting?

G. House

Are there programmatic reporting requirements?

☐

Yes

☒

No

Who will do programmatic reporting?

NA

\*Please include all available backup documentation with the approval form. All grants are contracts between Brazos County and the granting agency and should be approved by Commissioners Court prior to the application submission.

[Signature]  
Authorized Signature

Approved by Commissioners Court on this 21 day of NOVEMBER 2023

[Signature]  
Commissioners Court Approval



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Acceptance of grant award for Specialty Court from the Office of the Governor in the amount of \$160,653.65.

TO: Commissioners Court

DATE: 11/10/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Statement of Grant Award - Drug Court.pdf](#)

Statement of Grant Award

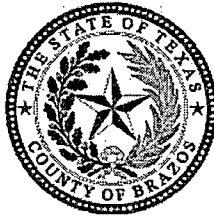
Backup Material

[PSO-SOGA CongratulatoryLetter 2021-09-01.pdf](#)

Award Letter

Backup Material





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Acceptance of grant award for Specialty Court from the Office of the Governor in the amount of \$160,653.65

TO: Commissioners Court

DATE: 11/10/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

Statement\_of\_Grant\_Award\_-\_Drug\_Court.pdf

Statement of Grant Award

Backup Material

PSO-SOGA\_CongratulatoryLetter\_2021-09-01.pdf

Award Letter

Backup Material

**APPROVED**

Duane Peters  
County Judge

11/21/23  
Date

**Statement of Grant Award (SOGA)**

The Statement of Grant Award is the official notice of award from the Office of the Governor (OOG). This Grant Agreement and all terms, conditions, provisions and obligations set forth herein shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns and all other State of Texas agencies and any other agencies, departments, divisions, governmental entities, public corporations, and other entities which shall be successors to each of the Parties or which shall succeed to or become obligated to perform or become bound by any of the covenants, agreements or obligations hereunder of each of the Parties hereto.

The approved project narrative and budget for this award are reflected in eGrants on the 'Narrative' and 'Budget/Details' tabs. By accepting the Grant Award in eGrants, the Grantee agrees to strictly comply with the requirements and obligations of this Grant Agreement including any and all applicable federal and state statutes, regulations, policies, guidelines and requirements. In instances where conflicting requirements apply to a Grantee, the more restrictive requirement applies.

The Grant Agreement includes the Statement of Grant Award; the OOG Grantee Conditions and Responsibilities; the Grant Application in eGrants; and the other identified documents in the Grant Application and Grant Award, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code, Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code, and the Texas Grant Management Standards (TxGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made, and for federal funding, the Funding Announcement or Solicitation under which the OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice, the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. For grants awarded from the Federal Emergency Management Agency (FEMA), all Information Bulletins and Policies published by the FEMA Grants Program Directorate apply. The OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the Grantee.

By clicking on the 'Accept' button within the 'Accept Award' tab, the Grantee accepts the responsibility for the grant project, agrees and certifies compliance with the requirements outlined in the Grant Agreement, including all provisions incorporated herein, and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

<b>Grant Number:</b>	4692001	<b>Award Amount:</b>	\$160,653.65
<b>Date Awarded:</b>	PREVIEW - AWARD NOT ACTIVE	<b>Grantee Cash Match:</b>	\$0.00
<b>Grant Period:</b>	09/01/2023 - 08/31/2024	<b>Grantee In Kind Match:</b>	\$0.00
<b>Liquidation Date:</b>	11/29/2024	<b>Grantee GPI:</b>	\$0.00
<b>Program Fund:</b>	DC-Specialty Courts Program	<b>Total Project Cost:</b>	\$160,653.65
<b>Grantee Name:</b>	Brazos County		
<b>Project Title:</b>	Specialty Court		
<b>Grant Manager:</b>	Madeline De Amaral		
<b>Unique Entity Identifier (UEI):</b>	D1H3VK7MLAG8		

**CFDA:** N/A  
**Federal Awarding Agency:** N/A - State Funds  
**Federal Award Date:** N/A - State Funds  
**Federal/State Award ID Number:** 2024-DC-ST-0012  
**Total Federal Award/State Funds Appropriated:** \$2,000,000.00  
**Pass Thru Entity Name:** Texas Office of the Governor – Criminal Justice Division (CJD)  
**Is the Award R&D:** No

**Federal/State  
Award  
Description:**

The purpose of the program is to support specialty courts as defined in Chapter 121 of the Texas Government Code, which incorporate the essential characteristics of: 1) Family Drug Court Programs from Chapter 122 of the Texas Government Code; 2) Drug Court Programs from Chapter 123 of the Texas Government Code; 3) Veterans Court Programs from Chapter 124 of the Texas Government Code; 4) Mental Health Court Programs from Chapter 125 of the Texas Government Code; or 5) Commercially Sexually Exploited Persons Court Programs from Chapter 126 of the Texas Government Code.



GOVERNOR GREG ABBOTT

Dear Grantee:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://eGrants.gov.texas.gov> and go to the 'My Home' tab. In the 'Pending Applications' section, locate the application with a 'Current Status' of "Pending AO Acceptance of Award". Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button. Grants must be accepted within 45 calendar days of the date the award was issued.

Be sure to review the Grantee Conditions and Responsibilities Memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer Public Safety Office grants. The Guide to Grants, also on the website, contains answers to questions frequently asked by grantees.

If you have any questions regarding this award, feel free to contact your grant manager, whose name is referenced in the Statement of Grant Award or you may always contact our office via the eGrants Help Desk at [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov).

We look forward to working with you to ensure the success of your program.

Aimee Snoddy  
Executive Director  
Public Safety Office





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval requested from the Treasurer's Office for a Payment Authorization to Automated Business Systems in the amount of \$282.00 for annual cleaning of check folder and sealer machine. A Purchase Order was not obtained in advance and the invoice was not received by FY23 submission deadline.

TO: Commissioners Court

DATE: 11/15/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR  
ALTERNATIVES: Request Approval.

**ATTACHMENTS:**

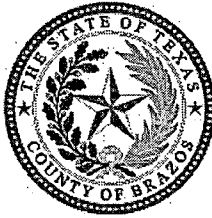
**File Name**

**Description**

**Type**

[Inv\\_30380\\_Automated\\_Business\\_Systems\\_48940.pdf](#) Automated Business Systems Invoice

Backup Material



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: NUMBER: 1

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval requested from the Treasurer's Office for a Payment Authorization to Automated Business Systems in the amount of \$282.00 for annual cleaning of check folder and sealer machine. A Purchase Order was not obtained in advance and the invoice was not received by FY23 submission deadline.

TO: Commissioners Court

DATE: 11/15/2023

FISCAL IMPACT: False

BUDGETED: False

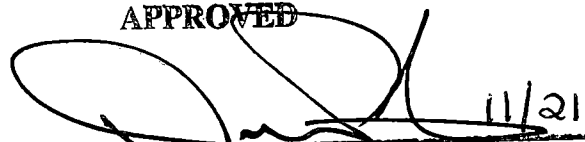
DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR ALTERNATIVES: Request Approval.

**ATTACHMENTS:**

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Inv_30380_Automated_Business_Systems_48940.pdf	Automated Business Systems Invoice	Backup Material

**APPROVED**

  
Duane Peters  
County Judge

11/21/23  
Date



# Automated Business Systems

5300 Hollister St.

Ste 100

Houston, TX 77040

Phone # 713-682-1919 Fax # 713-682-0147

www.absservices.com

# Invoice

Date	Invoice #
8/25/2023	30380

Bill To
Brazos County Auditor's Office P. O. Box 914 Bryan, TX 77803

Ship To
Brazos County Treasury Dept. 200 S. Texas Avenue, Suite 240 Bryan, Texas 77803

P.O. Number	Terms	Rep	Ship/Service	Via	F.O.B.
Melissa Gonzalez	Due on receipt	JW	8/24/2023		

Quantity	Item Code	Description	Price Each	Amount
1.0	Labor Houston	Labor - Formax FD1502, Folder / Sealer, SN: L172050	150.00	150.00
1.0	Mileage Hou	Mileage	120.00	120.00
1.0	MPS - Hou	MPS	12.00	12.00
			Subtotal	\$282.00
			Sales Tax	\$0.00
			Total	\$282.00
			Payments	\$0.00
			Balance Due	\$282.00

BuyBoard Approved  
Vendor

Thank You for Your Business!  
Please Visit our Web Site At: [www.absservices.com](http://www.absservices.com)



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: Road and Bridge                      NUMBER: CC2023 Payment Authorization-  
TexKan-Texas Commercial Waste

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval requested from Road and Bridge for a Payment Authorization to Tex-Kan/Texas Commercial Waste in the amount of \$243.57. A Purchase Order was not obtained in advance.

TO: Commissioners Court

FROM: Karen Tyler

DATE: 11/14/2023

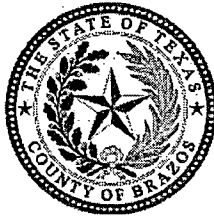
FISCAL IMPACT: False

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="#">TexKan-Texas Commercial Waste Invoice_450591.pdf</a>	Invoice	Backup Material



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC2023 Payment Authorization-  
TexKan-Texas Commercial Waste

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval requested from Road and Bridge for a Payment Authorization to Tex-Kan/Texas  
Commercial Waste in the amount of \$243.57. A Purchase Order was not obtained in advance.

TO: Commissioners Court

FROM: Karen Tyler

DATE: 11/14/2023

FISCAL IMPACT: False

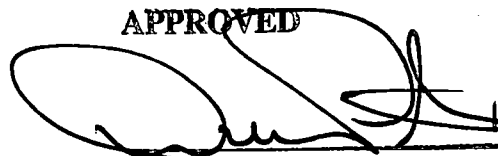
BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

<u>File Name</u>	<u>Description</u>	<u>Type</u>
TexKan- Texas_Commercial_Waste_Invoice_450591.pdf	Invoice	Backup Material

**APPROVED**



Duane Peters  
County Judge

Date

11/21/23





P.O. BOX 645  
1820 N HARVEY MITCHEL PWY  
BRYAN, TX 77806  
979-775-7171 / FAX 979-822-5006

# INVOICE

Invoice #: 450591

Invoice Date: 10/31/2023

**Bill To:**

BRAZOS COUNTY  
PO BOX 914  
BRYAN TX 77806

**Service Address:**

BRAZOS COUNTY  
PO #230008891  
0 TX 00000

Customer #: 02-8923 3

Date	Description	Quantity	Rate	Amount
	** SUB ACCT: 02- 8930 BRAZOS CTY CHACO CANYON YARD CHACO CANYON PO#: WO# 32066			
10/12/2023	STOP SERVICE 10/01-10/10			
10/12/2023	PORTABLE TOILET SERVICE # P/U: 1	1.00		17.75
	WORK ORDER#: 449591			
10/10/2023	PORTABLE TOILET PICKUP	1.00		
	Sub-Account:			
	Total 17.75			
	** SUB ACCT: 02- 8931 BRAZOS COUNTY COPPERHEAD YARD 12722 COPPERHEAD PO#: WO# 33400			
10/12/2023	STOP SERVICE 10/01-10/10			
10/12/2023	PORTABLE TOILET SERVICE # P/U: 1	1.00		17.75
	WORK ORDER#: 449593			
10/10/2023	PORTABLE TOILET PICKUP	1.00		
	Sub-Account:			
	Total 17.75			
	** SUB ACCT: 02- 8932 BRAZOS COUNTY KURTEN YARD FERRILL CREEK PO#: WO# 31713			
10/11/2023	STOP SERVICE 10/01-10/10			
10/11/2023	PORTABLE TOILET SERVICE # P/U: 1	1.00		17.75
	WORK ORDER#: 449594			
10/10/2023	PORTABLE TOILET PICKUP	1.00		
	Sub-Account:			
	Total 17.75			
	** SUB ACCT: 02- 8933 BRAZOS COUNTY HWY 21 YARD 2617 HWY 21 W PO#: WO# 25066			
10/11/2023	STOP SERVICE 10/01-10/10			
10/11/2023	PORTABLE TOILET SERVICE # P/U: 1	1.00		17.75
	WORK ORDER#: 449596			
10/10/2023	PORTABLE TOILET PICKUP	1.00		
	Sub-Account:			
	Total 17.75			
	** SUB ACCT: 02- 8934 BRAZOS CTY KATHY FLEMING YARD			



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PO #230008891  
0 TX 00000

Customer #: 02-8923 3

21303 KATHY FLEMING RD			
PO#: WO# 31743			
10/13/2023	STOP SERVICE	10/01-10/10	
10/13/2023	PORTABLE TOILET SERVICE	# P/U: 1	17.75
	WORK ORDER#:	449597	
10/10/2023	PORTABLE TOILET PICKUP		1.00
Sub-Account:			
Total 17.75			
** SUB ACCT: 02- 8937 BRAZOS COUNTY WELLBORN YARD			
15227 ROYDER RD			
PO#: WO# 31720			
10/13/2023	STOP SERVICE	10/01-10/10	
10/13/2023	PORTABLE TOILET SERVICE	# P/U: 1	17.75
	WORK ORDER#:	449598	
10/10/2023	PORTABLE TOILET PICKUP		1.00
Sub-Account:			
Total 17.75			
** SUB ACCT: 02- 8939 PRECINCT 1 COLLECTION STATION			
21303 KATHY FLEMING RD			
PO#: WO# 33405			
10/18/2023	STOP SERVICE	10/01-10/18	
10/18/2023	PORTABLE TOILET SERVICE	# P/U: 1	33.53
	WORK ORDER#:	449599	
10/10/2023	PORTABLE TOILET PICKUP		1.00
Sub-Account:			
Total 33.53			
** SUB ACCT: 02- 8940 PRECINCT 3 COLLECTION STATION			
10940 STATE HWY. 30 EAST			
PO#: WO# 32435			
10/13/2023	STOP SERVICE	10/01-10/10	
10/13/2023	PORTABLE TOILET SERVICE	# P/U: 1	17.75
	WORK ORDER#:	449600	
10/10/2023	PORTABLE TOILET PICKUP		1.00
Sub-Account:			
Total 17.75			
** SUB ACCT: 02- 8941 PRECINCT 4 COLLECTION STATION			
7250 W RAYMOND STOTZER PK			
PO#: WO# 32517			
10/12/2023	STOP SERVICE	10/01-10/10	
10/12/2023	PORTABLE TOILET SERVICE	# P/U: 1	17.75



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PO #230008891  
0 TX 00000

**Customer #: 02-8923 3**

10/10/2023	WORK ORDER#: 449601 PORTABLE TOILET PICKUP Sub-Account: Total 17.75 ** SUB ACCT: 02- 8944 PRECINCT 5 COLLECTION STATION 9125 MUMFORD RD PO#: WO# 32516	1.00	
10/12/2023	STOP SERVICE 10/01-10/10		
10/12/2023	PORTABLE TOILET SERVICE # P/U: 1 WORK ORDER#: 449602	1.00	17.75
10/10/2023	PORTABLE TOILET PICKUP Sub-Account: Total 17.75 ** SUB ACCT: 02- 8945 PRECINCT 6 COLLECTION STATION 1495 SILVER HILL RD PO#: WO# 33406	1.00	
10/12/2023	STOP SERVICE 10/01-10/10		
10/12/2023	PORTABLE TOILET SERVICE # P/U: 1 WORK ORDER#: 449603	1.00	17.75
10/10/2023	PORTABLE TOILET PICKUP Sub-Account: Total 17.75 ** SUB ACCT: 02- 8946 PRECINCT 2 COLLECTION STATION 12722 COPPERHEAD PO#: WO# 33407	1.00	
10/12/2023	STOP SERVICE 10/01-10/10		
10/12/2023	PORTABLE TOILET SERVICE # P/U: 1 WORK ORDER#: 449604	1.00	17.75
10/10/2023	PORTABLE TOILET PICKUP Sub-Account: Total 17.75 ** SUB ACCT: 02- 10314 BRAZOS CO ROAD & BRIDGE EXPO CENTER	1.00	
10/11/2023	STOP SERVICE 10/01-10/10		
10/11/2023	PORTABLE TOILET SERVICE # P/U: 1 WORK ORDER#: 449605	1.00	14.79
10/10/2023	PORTABLE TOILET PICKUP Sub-Account: Total 14.79	1.00	



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0 TX 00000

**Customer #: 02-8923 3**

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You can view or pay your bill online at:

[www.texascommercialwaste.com](http://www.texascommercialwaste.com)

Your Access Code: 0024733

Total Invoice

243.57

Customer #: 02-8923 3  
Service Address: PO #230008891

Invoice #: 450591



**BRAZOS COUNTY  
BRYAN, TEXAS**

---

DEPARTMENT: NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval of the Administrative Services Agreement with Texas Association of Counties for 2024.

TO: Commissioners Court

DATE: 11/16/2023

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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# TEXAS ASSOCIATION *of* COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

## **ADMINISTRATIVE SERVICES AGREEMENT (the Agreement)**

between

**TEXAS ASSOCIATION OF COUNTIES  
HEALTH AND EMPLOYEE BENEFITS POOL  
(HEBP)**

and

**Brazos County  
(Plan Administrator)**

**Group Number: 217225**

**Effective Date: January 1, 2024**

# **ADMINISTRATIVE SERVICES AGREEMENT**

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**Exhibit Number One: Fee Schedule**

**Addendum A: Transfer Payment and Other Financial Responsibilities**

**Addendum B: Required Notices**

**THIS ADMINISTRATIVE SERVICES AGREEMENT** (the Agreement) is made and entered into as of the Effective Date indicated on the cover page of this Agreement and is by and between **Texas Association of Counties Health and Employee Benefits Pool** (referred to as HEBP) and **Brazos County** (referred to as Plan Administrator or Member).

## **RECITALS**

**WHEREAS**, Plan Administrator, a governmental entity, has voluntarily established a self-funded employee health and welfare benefit plan ("the Plan") for the benefit of certain of its officials, employees, retirees and their dependents and the Plan Administrator shall be the final arbitrator and have the final authority regarding interpretation of the Plan;

**WHEREAS**, Plan Administrator desires to engage HEBP, also a governmental entity, to administer, supervise, and generally manage, certain health benefit coverages and to provide those services described below and in any attachments hereto to Plan Administrator to assist the Plan Administrator in performing its Plan Administration functions. HEBP shall not be deemed to have any discretionary authority or discretionary control regarding management of the Plan or any assets of the Plan; and

**WHEREAS**, HEBP and Member understand and agree that HEBP may use independent contractors to perform some or all of the services to be performed by HEBP pursuant to this agreement;

**NOW THEREFORE**, the parties agree as follows:

### **Section I. Definitions**

- 1.01 **Administrative Charge** means the Monthly consideration that is required by HEBP for the administrative services performed under this Agreement in support of the Plan. These charges are indicated in Item Five of the most current Fee Schedule.
- 1.02 **Agreement** means this Administrative Services Agreement and any amendments, addenda, exhibits, appendices, and/or schedules attached hereto.
- 1.03 **Certificate of Creditable Coverage** means a document that is generated for Participants terminating coverage under Member's Plan. The certificate is provided to Participants as evidence for credit of health coverage held under Member's Plan while it is administered by HEBP.
- 1.04 **Claims Administrative Documents** may include any benefit booklets, exhibits

(including Plan Service Area exhibit), and any other addenda, amendments, or changes hereto.

- 1.05 **Claims Administrator** means the Texas Association of Counties Health and Employee Benefits Pool (HEBP). It is understood by the parties to this Agreement that HEBP may, in its sole discretion, use independent contractors to perform some or all of its responsibilities under this Agreement.
- 1.06 **Effective Date** means the date shown on the cover page of this Agreement.
- 1.07 **Fee Schedule** means the attached specifications setting out certain particulars of this Agreement or any other subsequent set of specifications supplied by HEBP as a replacement Fee Schedule. The specifications or items of the Fee Schedule shall be applicable for the Fee Schedule Period, except that any item of the Fee Schedule may be changed in accordance with the provisions detailed in SECTION III - DUTIES AND RESPONSIBILITIES OF PLAN ADMINISTRATOR, Section 3.05b of this Agreement.
- 1.08 **Fee Schedule Period** means the period of time beginning and ending on the dates shown in Item One of the most current Fee Schedule.
- 1.09 **Member** means Somewhere County, a self-insured governmental entity and member of HEBP.
- 1.10 **Month** means each succeeding calendar month period beginning on the Effective Date of this Agreement.
- 1.11 **Network** means identified physicians, other professional health care providers, hospitals, ancillary providers, and other health care facilities and pharmacies that are available to Participants in the Plan.
- 1.12 **Participant** means an individual official or dependent(s) of an official, employee or dependent(s) of an employee, a retired official, employee or dependent(s) of a retired employee, and certain continued persons and their dependents covered under a continuation provision, whose coverage has become effective in accordance with the terms of Member's Plan.
- 1.13 **Plan** means a program of health and welfare benefits established by Member for the benefit of certain of its officials, employees, retirees and their dependents.
- 1.14 **Plan Administrator** as used in this Agreement, is the Member.
- 1.15 **Plan Service Area** means a geographical area in which a Network of preferred providers is offered and available, and is used to determine eligibility for managed health care benefits under Member's Plan.

- 1.16 **Plan Year** means the twelve-month period beginning on the Effective Date indicated on the cover page of this Agreement and continuing for twelve consecutive calendar Months thereafter (unless an alternative period of time is specified).
- 1.17 **Records** means a Participant's medical, financial, or personal data (including patient-specific diagnoses) or data that enable one to derive such Participant's medical, financial, or personal data.
- 1.18 **Run-Off Claim** means a claim incurred preceding termination of this Agreement that is considered for payment during the Run-Off Period.
- 1.19 **Run-Off Period** means the twelve-Month period immediately following termination of this Agreement.
- 1.20 **Subscriber** means an individual official, employee, retired employee or continued person whose coverage has become effective under this Agreement.
- 1.21 **Subscriber Unit** means the specific coverage issued for an individual Subscriber and his or her covered dependent(s), if any, under the Plan whose coverage is identified by a unique Subscriber identification (ID) number.
- 1.22 **Supplemental Billing** means an invoice billing for costs due and payable to HEBP that is separate and apart from the Administrative Charge detailed in this Agreement. Any customized materials or additional services or supplies mutually agreed between the parties and not documented in the most current Fee Schedule may be subject to Supplemental Billing.
- 1.23 **Termination Administrative Charge** means the consideration that is required by HEBP for the services performed during the Run-Off Period.
- 1.24 **Timely** means within ten (10) calendar days following the occurrence of an event, the receipt of a billing statement, or the creation of any legal or contractual obligation, unless an alternative standard is specified and agreed to in writing by the Plan Administrator and HEBP. A charge, equal to the amount specified in SECTION VIII, MISCELLANEOUS PROVISIONS, **Daily Charge** subsection, may be assessed for late remittances.
- 1.25 **Valid Claim** means a claim incurred for supplies and/or services rendered to a Participant that is determined by the Claims Administrator or the Plan Administrator to be a covered benefit under the Plan during the term of this Agreement. For additional information regarding Valid Claim, which may also include Network access fees and Subscriber liability recalculations, refer to Addendum B attached to and made a part of this Agreement.



## Section II. Duties and Responsibilities of HEBP

2.01 **Participant Eligibility.** In connection with the processing of claims for benefits, HEBP will determine if a Participant is enrolled under the Plan based on eligibility and other information provided by the Plan Administrator. HEBP does not have discretionary authority to determine eligibility under Member's Plan. Plan Administrator shall make all final determinations regarding eligibility.

### 2.02 **Claims Services.**

- a. **Claims Administration.** HEBP shall administer claims as provided in this Agreement. HEBP is empowered by the Plan Administrator to do all things it deems necessary to carry out the terms and purposes of Member's Plan only as expressly stated in this Agreement or as mutually agreed to in writing between the parties hereto. HEBP has discretion, subject to Member's final authority, to determine whether claims are payable under the Member's Plan.
- b. **Claims Processing.** HEBP will receive claims, enter claims data into the claims processing system, determine whether benefits are payable in accordance with the Plan Administrator's specifications, provide utilization review, apply allowable amount determinations, and administer coordination of benefits with other plans, when appropriate. HEBP will use its best efforts to correctly process claims and pay benefits in accordance with information provided by the Plan Administrator.
- c. **Claims Payment.** If HEBP determines that a claim for benefits is a Valid Claim, or if Plan Administrator directs HEBP, in writing, to honor a claim for benefits, HEBP will arrange for the payment of the claim pursuant to the terms of this Agreement and Addendum A: Transfer Payment and Other Financial Responsibilities.
- d. **Claims Notification.** HEBP will prepare and mail explanation of benefit forms for medical and dental claims.
- e. **Claims Recovery.** The Plan Administrator acknowledges that, because of the great volume of claims processed by HEBP, unintentional administrative errors may occur. When HEBP becomes aware of a claims overpayment, HEBP will promptly take the appropriate action, in accordance with HEBP's standard procedures, to recover the excess payment at HEBP's sole expense. HEBP, however, will not be required to enter into litigation to obtain a recovery, nor will HEBP be required to reimburse the Plan, except for gross negligence or intentional acts by HEBP.

HEBP will provide reasonable assistance to Plan Administrator in pursuing rights of recovery arising from claim overpayments or such provisions as coordination of benefits, subrogation, and fraud detection. Only subrogation recoveries are subject to those fees indicated in Item Three of the most current Fee Schedule.

- f. ***Claim Review and Interpretation of the Plan.*** HEBP will receive and review claims for benefits under the Plan. The operation and administration of the Plan require uniformity regarding the intent and the interpretation of the Plan's provisions. The Plan Administrator has full and complete authority and discretion to make decisions regarding Plan provisions and to determine questions of eligibility and benefits.

HEBP assumes only the authority and discretion as given by the Plan Administrator to interpret benefits based on medical necessity, allowable amount, or experimental/investigational guidelines that are in accordance with the provisions in Member's Plan. Any decision that is not arbitrary or capricious shall be final and conclusive, subject to any right to appeal a determination to the Plan Administrator.

On occasion, HEBP, in its role as Claims Administrator, may deny all or part of submitted claims. HEBP will provide a full and fair review of any determination of a claim, any determination of a request for precertification, and any other determination made as the Claims Administrator in accordance with the benefits and procedures detailed in Member's Plan. HEBP will use its best efforts, consistent with administrative practices and any procedures established in writing between HEBP and the Plan and consistent with industry standards, to accurately process all claims.

- g. ***Referral of Certain Claims/Inquiries.*** As provided in this Agreement, HEBP will receive eligibility information, review and process claims, and respond to customer inquiries; however, HEBP does not have final authority to determine Participants' eligibility or to establish or construe the terms and conditions of Member's Plan. Therefore, in certain instances, HEBP may refer certain claims to the Plan Administrator for review and final decision, particularly when those claims for services do not appear to qualify for payment under Member's Plan, claims or inquiries where there is a question of eligibility, claims where there is a question as to the amount of payment due, and claims involving litigation or the threat of litigation. Such referral shall be at the sole discretion of HEBP.
- h. ***Claim Dispute Resolution.*** If the Plan provides an appeals process, HEBP will cooperate by providing Records and documents. HEBP does not have final authority to make determinations regarding eligibility or benefits.

- i. **Pharmacy Benefit Management.** HEBP will provide pharmacy benefit management services, including claims administration, formulary management, pharmacy network management and mail-order pharmacy.
  - j. **Eligibility Management.** HEBP will provide an eligibility management program including access to an on-line eligibility database; weekly eligibility feeds to contractors, error resolution and periodic eligibility reports.
- 2.03 **Participant and Provider Education.** In accordance with its standard procedures, HEBP will assist the Plan Administrator, if requested, in initial enrollment activities, including education of Participants about benefits, the enrollment process, selection of health care providers, and how to file a claim for benefits. HEBP will also issue claim submission instructions on behalf of the Plan Administrator to health care providers who render services to Participants.
- 2.04 **Reports.** HEBP shall provide Monthly billing statements and periodic reports. In the event that Plan Administrator purchases stop-loss coverage from HEBP, all necessary reporting, tracking, notification, and other similar financial and/or administrative services for settlements of such stop-loss policy will be included.
- 2.05 **Claim Payment Information and Records.** HEBP shall maintain current Records on all Participants and shall safeguard the confidentiality of any medical information contained in such Records, pursuant to SECTION VII CONFIDENTIALITY of this Agreement. HEBP shall maintain adequate Records of claims made and benefits paid in such form and format as may be determined by HEBP. Plan Administrator shall have rights in and access to such Records, subject to the terms of SECTION VI ACCESS TO INFORMATION and SECTION VII CONFIDENTIALITY of this Agreement and the Business Associate Agreement previously executed by HEBP and Member.
- HEBP will provide copies of individual claim information for a specific Participant as provided in the Business Associate Agreement. Upon receipt of a written request from the Plan Administrator, HEBP will provide the specified information in accordance with the terms of the Business Associate Agreement.
- 2.06 **Reporting Services.** HEBP will prepare and file annual Internal Revenue Service (IRS) 1099 forms for the reporting of payments to health care providers who render services to Participants and who are reimbursed by the Plan for those services.
- 2.07 **Participant-Provider Relationship/Network Providers/Network Information.** The choice of a health care provider should be made solely by the Participant. The Claims Administrator does not furnish health care services or supplies but only makes payment for eligible health care expenses that are incurred by Participants. HEBP, as the Claims Administrator, is not liable for any act or

omission by any health care provider. The Claims Administrator does not have any responsibility for a health care provider's failure or refusal to provide services or supplies. Care and treatment received are subject to the rules and regulations of the health care provider selected by the Participant and are available only for sickness or injury treatment acceptable to the health care provider.

When the Plan Administrator has managed health care coverage, HEBP shall make available via the internet to Plan Administrator's Participants Networks and Network information. Upon request, HEBP shall periodically furnish Network provider directories to Participants enrolled under managed health care coverage administered by HEBP. The directories will list names, locations, and other information specific to those physicians, hospitals, and other health care providers and facilities in the Participant's designated Plan Service Area.

- 2.08 **Certificates of Creditable Coverage.** HEBP shall generate Certificates of Creditable Coverage for all Participants terminating group health coverage provided by the Plan, including coverage held under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The documents will provide the period of coverage beginning on the Participant's date of enrollment in the Plan (if provided by the Plan Administrator as specified under SECTION III – DUTIES AND RESPONSIBILITIES OF PLAN ADMINISTRATOR, 3.02 of this Agreement) and ending with the Participant's date of termination as verified by eligibility records provided by Plan Administrator and maintained by HEBP.

These Certificates of Creditable Coverage will be mailed to the Participant's last known address as provided to HEBP by the Plan Administrator. If such address is not made available to HEBP or is unavailable, the Certificate of Coverage will be sent to the Plan Administrator for appropriate delivery.

- 2.09 **Client Services and Materials.** As Claims Administrator, HEBP will provide those items selected from the listing below:

- a. **Enrollment Materials.** Implementation materials, if elected by the Plan Administrator, will be provided by HEBP during the enrollment process. Any custom designed materials may be subject to Supplemental Billing.
- b. **Subscriber Identification Cards.** HEBP will provide Subscriber identification cards for PPO Managed Health Care benefit coverage or Subscriber identification cards for Traditional (Out-of-Area) Indemnity benefit coverage. A Subscriber identification card will be prepared for each officer and employee and for each eligible family member. If the Plan Administrator requires customization of the Subscriber identification cards, a Supplemental Billing may be prepared by HEBP and submitted to the Plan Administrator for payment. HEBP will also provide Subscriber identification cards for prescription drug benefits.

- c. **Claims Administrative Documents and other Attachments.** Claims Administrative Documents will be provided. The Claims Administrative Documents and all attachments will be identified in the most current Fee Schedule attached to and made a part of this Agreement. Any customization of these documents at the request of the Plan Administrator, which requires manuscript modifications, may be subject to Supplemental Billing.
- d. **Managed Care Networks.** As applied to managed health care coverage, preferred provider Networks will be available and accessible. All decisions relating to medical care and treatment remain exclusively with the health care provider and the patient.
- e. **Provider Directories.** Network provider directories and periodic updates will be furnished by the Claims Administrator for each Subscriber upon their enrollment under the managed health care coverage benefits administered by HEBP. This service will be identified in the most current Fee Schedule attached to and made a part of this Agreement.
- f. **Customer Service.** A toll-free customer service telephone number, as listed in the benefit booklets and on the identification cards, will be available to Participants and their health care providers during normal customer service hours.
- g. **Medical Precertification Helpline.** For those services determined by the Plan Administrator and provided in writing to HEBP that require precertification, HEBP will review, in advance, the medical necessity of those services covered under the Plan. A toll-free medical precertification helpline will be made available for Participants and their health care providers to call for assistance.
- h. **Case Management.** Case Management is a service provided by the Claims Administrator whereby alternative benefits may be offered which are not otherwise eligible expenses but would prove to be more effective for the Participant and a cost savings to the Plan Administrator.
- i. **Utilization Review.** Utilization review management services are provided by HEBP as the Claims Administrator. Concurrent reviews, discharge planning and retrospective reviews are designed to reduce the occurrence of unnecessary or inappropriate hospitalizations of patients.



- j. ***Disabled Dependent Eligibility Review.*** HEBP will provide medical review to determine continued Dependent eligibility based on receipt of a completed Dependent Child's Statement of Disability Form provided by the Subscriber. If medical records or supporting documentation are required, such requirements will be communicated to the Subscriber who will be responsible for obtaining that information (including payment of any fees that may be assessed by a third party to provide such records) and submitting the information to HEBP.

- 2.10 **Additional Services Not Specified.** HEBP may provide additional services not specified in this Agreement. Such services will be mutually agreed upon between Plan Administrator and HEBP and will be identified in the most current Fee Schedule or through Supplemental Billing.
- 

### **Section III. Duties and Responsibilities of Plan Administrator**

- 3.01 **Plan Documents.** The Plan Administrator shall furnish to the HEBP all documents under which the Plan is established. The Plan Administrator may request, in writing, changes to the benefits or administration of the Plan within thirty (30) days in advance of such change. Plan Administrator understands that changes in benefits are subject to prior approval by HEBP and may result in adjustments to the Administrative Charge as explained in Subsection 3.05, Administrative Charges and Charges for Additional Services, below.
- 3.02 **Provision of Eligibility Information.** Plan Administrator will provide, on a Timely basis, from the date of receipt, eligibility information (including all changes in Participant eligibility whether by reason of termination, change in classification, additions, and any other reason, by entering such changes into the eligibility database in a format acceptable to HEBP. HEBP shall be entitled to rely on the accuracy of such information. Any loss related to the accuracy or availability of eligibility information, by either HEBP or the Plan Administrator, shall be subject to the terms of SECTION V LIMITATION OF LIABILITY AND INDEMNIFICATION of this Agreement. The Plan Administrator shall maintain any enrollment applications and change forms completed by Participants and allow HEBP reasonable access to this information as needed for administrative purposes.

Eligibility information includes but is not limited to:

- a. Copies of Subscribers' application forms, if on paper;
- b. Participants' home addresses (including any dependent's address, if different from that of the Subscriber);
- c. Participants' prior health coverage information; and
- d. Subscribers' employment dates and Participants' enrollment dates.

**3.03 Distribution of Information.** Plan Administrator shall maintain and distribute to all eligible Participants (and return to HEBP, if necessary) all appropriate materials and forms as may be required to comply with applicable law.

**3.04 Notification of Loss of Eligibility.** If a Participant ceases to be eligible for benefits, Plan Administrator will convey the termination to HEBP in a Timely manner upon knowledge of such information. Upon termination of the Participant, Plan Administrator, and not HEBP, will be liable for any and all claims occurring between the date eligibility is lost and the date HEBP receives actual notice of the termination of the Participant.

**3.05 Administrative and Other Charges.**

- a. Plan Administrator will pay to HEBP the Administrative Charges specified in this Agreement within ten (10) days of the first day of each Month. Administrative Charges will be paid based upon enrollment information HEBP receives regarding current enrollment as of the first day of each Month. Appropriate adjustments will be made for enrollment variances. HEBP shall provide notification regarding any discrepancies.
- b. Pharmacy Benefit Management Fees are assessed and collected per prescription filled.
- c. HEBP reserves the right to change the Administrative Charge if a substantial change occurs in the number or composition of employees covered, which results from:
  - 1. A change in the benefit specifications provided under the contract; or
  - 2. A change in the Member's contribution level or other consideration paid by the Member if it results in a decrease in participation; or

3. A substantial change in the number of Subscribers covered under this contract. A substantial change would be deemed to have occurred when the number of employees covered changes by:

- i. 10% or more over a 30 day period; or
- ii. 25% or more over a 90 day period.

In such event, HEBP reserves the right to adjust the rates on any due date occurring between the date such substantial change is identified and the next Fee Schedule period.

- d. Additional charges may be imposed if:

1. Either HEBP or Member files for bankruptcy or reorganization under state or federal law.
2. The Administrative Charge becomes subject to premium tax. Any Administrative Charges shall automatically be increased by the amount of any taxes imposed, increased, or adjudged due by any lawful authority on or after the contract date, which HEBP is required to pay or remit, whether relating to fees, services, benefits, payments, or any other aspect of this contract.
3. Future changes mandated by legislation or other law result in an increase in cost to HEBP in performing under this Agreement.

- e. In addition to the Administrative Charge, Plan Administrator shall reimburse HEBP for the direct cost of special or customized supplies, reports, forms, or other services provided by HEBP for Plan Administrator and indicated in the most current Fee Schedule. Reimbursement of charges for additional services will be limited to those mutually agreed upon by Plan Administrator and HEBP before HEBP incurs the cost of such services.

- f. In addition to the amounts due and payable each Month, HEBP may charge Plan Administrator for:

1. Reasonable fees for the reproduction or return of Records requested by Plan Administrator, a governmental agency, or pursuant to a court order; and
2. Any other fees that may be assessed by third parties for services rendered to the Plan Administrator and/or any other fees for services mutually agreed

upon by the parties, as shown in Item Three of the most current Fee Schedule.

- g. Performance of all duties and obligations of HEBP under this Agreement are contingent upon the payment of Administrative Charges in accordance with Section 3.05a of this Agreement.
- 3.06 **Bank Account.** Plan Administrator will establish an account with a state or nationally chartered bank (to be agreed upon by HEBP and the Plan Administrator). Plan Administrator shall maintain such account in conformance with Addendum A: Transfer Payment and Other Financial Responsibilities.
- 3.07 **COBRA Administration Compliance.** The Member is responsible for complying with COBRA and the Public Health Services Act concerning continuation of health coverage.
- 3.08 **Final Determination of Claims/Inquiries.** Member, as the Plan Administrator, retains the final authority and responsibility to establish and construe the terms and conditions of Member's Plan and to determine Participant eligibility. Certain claims and/or inquiries will be referred to the Plan Administrator for final review and determination in the following instances:
  - a. Pursuant to SECTION II – DUTIES AND RESPONSIBILITIES OF HEBP, 2.02, g, when claims for services do not appear to qualify for payment under Member's Plan, claims or inquiries where there is a question of eligibility, claims where there is a question as to the amount of payment due, and claims involving litigation or the threat of litigation; and
  - b. Pursuant to SECTION II – DUTIES AND RESPONSIBILITIES OF HEBP, 2.02, h, when a Participant chooses to appeal adverse determinations with the Plan Administrator after exhaustion of all remedies offered by HEBP.
- 3.09 **Compliance with Applicable Law.** Plan Administrator will comply with all legal requirements applicable to the Plan and satisfy any and all reporting, notice,

disclosure, filing, and modification requirements imposed by applicable laws and regulations (state and/or federal).

**3.10 Plan Administrator Liaison.** Plan Administrator shall designate a Pool Coordinator, who will:

- a. Obtain and follow-up on additional service information;
- b. Verify eligibility of Participants;
- c. Assist in resolving claim disputes and recurring problems with the administration procedures specific to Member's Plan;
- d. Report suspected fraud or other abuse of Member's Plan;
- e. Evaluate other specific situations that warrant attention; and
- f. Coordinate with and assist HEBP on any matters necessary to facilitate the proper administration of this Agreement.

**3.11 Acceptance of Networks and Plan Service Areas.** Plan Administrator shall be provided notice of the Plan Service Areas that are available for the Plan Administrator's managed health care benefit coverage and prescription drug coverage. The Plan Administrator agrees to accept Network providers and facilities located in such Plan Service Areas as in-network providers and facilities beginning on the Effective Date shown on the cover page of this Agreement. HEBP reserves the right to manage the Networks, as needed, in these Plan Service Areas.

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## **Section IV. Term and Termination**

**4.01** This Agreement shall continue in full force and effect from Plan Year to Plan Year unless terminated as provided herein.

**4.02** This Agreement may be terminated as follows:

- a. By either party at the end of any Plan Year following written notice to the other party given at least thirty (30) days prior to the end of the Plan Year;
- b. Except as provided in Section 4.03, below, by HEBP for cause, upon ten (10) days prior written notice (pursuant to the requirements in SECTION VIII - MISCELLANEOUS PROVISIONS, Notices and Satisfaction subsection), if Plan Administrator fails to meet any of its duties or obligations as provided in SECTION III - DUTIES AND RESPONSIBILITIES OF PLAN ADMINISTRATOR within thirty (30) days after notice of such deficiency is given to Plan Administrator by HEBP in writing;
- c. By Plan Administrator for cause, upon ten (10) days prior written notice (pursuant to SECTION VIII MISCELLANEOUS PROVISIONS, Notices and



Satisfaction subsection) to HEBP, if HEBP fails to correct any deficiency in the performance of its duties or obligations as provided in SECTION II DUTIES AND RESPONSIBILITIES OF HEBP within thirty (30) days after notice of such deficiency is given to HEBP by Plan Administrator in writing;

- d. By both parties on any date mutually agreed to in writing; or
- e. By either party, in the event of fraud or misrepresentation of a material fact by MEMBER or HEBP.

4.03 HEBP shall have the right to terminate this Agreement immediately:

- a. Upon failure of the Plan Administrator to pay Administrative Charges in accordance with the provisions of SECTION III- DUTIES AND RESPONSIBILITIES OF PLAN ADMINISTRATOR, 3.05 a; or
- b. Upon failure of the Plan Administrator to fund amounts due for payment of claims in accordance with Addendum A: Transfer Payment and Other Financial Responsibilities; or
- c. If HEBP is no longer the sole provider of Administrative Services to the Plan.

## **Section V. Limitation of Liability and Indemnification**

- 5.01 Regarding disputes between Member and HEBP that do not involve or implicate liability of Member to a third party, liability for any errors or omissions by HEBP (or its officers, directors, employees, agents, or independent contractors) in the administration of this Agreement, or in the performance of any duty or responsibility contemplated by this Agreement, shall be limited to the maximum benefits which should have been paid under this Agreement had the errors or omissions not occurred (including HEBP's share of any arbitration expenses incurred) unless any such errors or omissions are adjudged to be the result of intentional misconduct, gross negligence, or intentional breach of a duty under this Agreement by HEBP.
- 5.02 Except as provided otherwise under Section 5.03, below, if a claim of a third party arises from HEBP's performance under this Agreement, HEBP agrees to indemnify and hold harmless Plan Administrator, its officers, employees, agents, and affiliates against any and all liability, risks, expenses, costs, damages, losses or judgments incurred by Plan Administrator, or any of its officers, or employees, agents and affiliates to the extent such liability, obligations, risks, expenses, costs, damages, losses or judgments arise out of or result from, or are attributed to a breach of this Agreement by HEBP or the negligence, gross negligence or

intentional, willful, or reckless acts or omissions of HEBP in the performance of services or duties pursuant to this Agreement.

- 5.03 As Plan Administrator has final authority to determine eligibility and benefits under its Plan and HEBP defers final benefit and eligibility determinations to the Plan Administrator, HEBP shall have no liability for its determinations of eligibility or benefits except for a determination concerning eligibility or benefits that is reversed by Plan Administrator, in which case HEBP's potential liability shall be limited to damages arising in whole or in part during the period of time between HEBP's original denial and the reversal of that decision by Plan Administrator. HEBP will not be liable in situations where the Plan Administrator provides coverage that is outside the scope of its coverage document.
- 5.04 The Plan Administrator agrees to indemnify and hold harmless HEBP, its officers, directors, employees, affiliates and agents against any and all liability, obligations, risks, expenses, costs, damages, losses, or judgments incurred by HEBP or any of its officers, directors, employees, agents and affiliates to the extent such liability, obligations, risks, expenses, costs, damages, losses or judgments arise out of, result from, or are attributed to a breach by the Plan Administrator or its agents, directors, employees or affiliates of this Agreement, or by negligence, gross negligence or intentional, willful, or reckless acts or omissions of the Plan Administrator or its agents, officers or employees, in the performance of their obligations under this Agreement.

Examples of the conduct covered by this section include, but are not limited to:

- a. An interpretation of the Plan by the Plan Administrator or authorized agents upon which HEBP relies;
- b. Erroneous or incomplete information, including eligibility information, furnished to HEBP by the Plan Administrator, its employees or its agents;
- c. A breach of this Agreement by the Plan Administrator or authorized agent of the Plan Administrator; and
- d. Any action or proceeding resulting from an alleged failure to pay benefits under the Claims Administrative Document, except to the extent of HEBP's negligence.

- 5.05 The provisions of this section survive the termination of this Agreement.
- 5.06 Plan Administrator and HEBP agree to immediately notify each other of any cause or action for which either party could ultimately be required to accept liability for performance of its duties and responsibilities under this Agreement.

Plan Administrator and HEBP also agree not to compromise or settle any such cause or action without the express written consent of the other party. Each party may, at its discretion, choose to defend any such cause or action.

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## **Section VI. Access to Information**

- 6.01 **Access to Information.** HEBP and Plan Administrator will allow each other reasonable access to administrative information. Plan Administrator will allow HEBP prompt access to claims reporting systems. However, access to information that is a Record shall be under the terms of SECTION VIII CONFIDENTIALITY of this Agreement.
- 6.02 **Audits.** HEBP will, with thirty (30) days prior written notice from Plan Administrator, allow Plan Administrator or an authorized agent of the Plan Administrator (mutually agreed to by both parties to this Agreement) to inspect or audit all information and files maintained by HEBP concerning this Agreement. Plan Administrator will be responsible for all costs associated with the inspection or audit. A Plan Administrator or its agent that has access to the information and files maintained by HEBP will agree not to disclose any proprietary or confidential information and to hold harmless and indemnify HEBP in writing of any liability from disclosure of such information pursuant to SECTION VII CONFIDENTIALITY of this Agreement.
- 6.03 **Duration.** These rights of access and examination continue for three (3) years following the termination of this Agreement. HEBP will disclose information in accordance with the Business Associate Agreement executed by the parties.
- 6.04 **Disclosure of Information.** During the time Records are in its custody or control, HEBP will take all reasonable precautions to prevent disclosure or use for a purpose unrelated to claims administration. HEBP will disclose information only as necessary for HEBP or Member to provide services pertaining to Member's Plan, or as required by law. Any disclosures of Protected Health Information will be consistent with the Business Associate Agreement.
- 6.05 **Compliance with Laws and Regulations.** HEBP and Plan Administrator will comply with applicable state and federal laws and regulations regarding

confidentiality or privacy of Records and other information, and cooperate to ensure such compliance.

- 6.06 **Special Requests.** If the Plan Administrator requests a report in a customized format that requires system enhancements, or re-programming by HEBP, or customized requests for claim Record information, such requests will be evaluated as to the complexity and the associated costs involved to provide this information. Plan Administrator will be responsible for any additional costs that may be incurred and understands that any new program designs will delay the transfer of information and Records for the successor administrator.

All such information and Records described herein shall be subject to the terms of SECTION VII – CONFIDENTIALITY.

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## **Section VII. Confidentiality**

- 7.01 HEBP and Plan Administrator agree that Records are valuable and confidential information.
- 7.02 HEBP agrees to protect as confidential and not disclose Records and the information they contain to any person or entity other than the Plan Administrator except as permitted by the Business Associate Agreement, and to use Records to perform services for Plan Administrator pursuant to this Agreement.
- 7.03 Should Plan Administrator request Records or the information contained in Records from HEBP, Plan Administrator agrees to indemnify and hold harmless HEBP and its directors, officers, and employees against any and all loss, liability, damage, penalty, and expense resulting from or arising out of any allegation or claim based upon the disclosure by HEBP of any Record, or any information contained within a Record to Plan Administrator.

Nothing contained herein shall be construed to require HEBP to provide Plan Administrator with copies of individual claim information for a specific Participant

unless the Plan Administrator secures a valid written release from the Participant specifically related to the claim information.

7.04 HEBP and Plan Administrator agree that HEBP's obligations in 6.02, above, do not apply to information that:

- a. Is, or becomes, in the public domain;
  - b. Is independently developed by Plan Administrator;
  - c. Is previously known by Plan Administrator;
  - d. Is rightfully legally acquired from a third party not under an obligation of confidentiality;
  - e. Is disclosed pursuant to subpoena or similar process of a court or governmental agency; or
  - f. Is disclosed pursuant to a written release executed by a Participant.
- 

## **Section VIII. Miscellaneous Provisions**

8.01 **Arbitration.** In the event the parties fail to agree with respect to any matter covered herein, wherein the amount in contest does not exceed two hundred fifty thousand dollars (\$250,000.00), the question in dispute shall be submitted for arbitration in Austin, Texas. Upon declaration by one of the parties hereto that a deadlock exists, the parties shall select an arbitrator. If the parties fail to agree on an arbitrator within thirty (30) days, the American Arbitration Association shall select an arbitrator.

The arbitrator will submit a decision within thirty (30) days after appointment or as soon as reasonably feasible and such decision shall be binding on the parties hereto. Arbitration expenses will be shared equally by the parties. All other expenses (legal, incidental, etc.) shall be borne by the losing party or, if both parties prevail, be apportioned by the arbitrator to each party. Arbitration proceedings will be governed by the Rules of the American Arbitration Association then in effect.

This arbitration provision does not preclude arbitration for a matter in controversy that exceeds two hundred fifty thousand dollars (\$250,000.00). If either HEBP or Plan Administrator is named as a defendant in litigation filed by a third party



concerning this Agreement, this section does not apply to such litigation, and the parties agree that Section VI may be applicable to such litigation.

Nothing contained herein shall be construed to prohibit the parties from a written mutual agreement to submit a dispute in excess of two hundred fifty thousand dollars (\$250,000.00) to binding arbitration.

- 8.02 **Assignment.** Except as provided in Section 1.05, no part of this Agreement, or any rights, duties, or obligations described herein, shall be assigned or delegated without the prior express written consent of both parties. Any such attempted assignment shall be null and void. HEBP's standing contractual arrangements for the acquisition and use of facilities, services, supplies, equipment, and personnel shall not constitute an assignment under this Agreement.
- 8.03 **Captions.** Captions appearing in this Agreement and its attachments are provided for convenience only and in no way define, limit, construe, or describe the scope of sections or paragraphs to which they are inserted.
- 8.04 **Daily Charge.** Upon the sole discretion of HEBP, a daily charge shall be assessed for the late remittance of any amount(s) due and payable to HEBP by Plan Administrator. This charge shall be calculated by multiplying the amount due times the lesser of:
- a. The rate of .0219% per day (which equates to an amount of 8.0% per annum); or
  - b. The maximum rate permitted by state law.
- 8.05 **Enforcement.** Any delay or inconsistency in the enforcement of any part of this Agreement shall not constitute a waiver of any rights with respect to the enforcement of this Agreement at any future date nor shall it limit any remedies which may be sought in any action to enforce any provision of this Agreement.
- 8.06 **Entirety.** This Agreement and any attachments (including the Business Associate Agreement), shall constitute the entire Agreement between the parties for the purposes of this Agreement and shall supersede any and all prior or contemporaneous Agreements or understandings, either oral or in writing, between the parties respecting the subject matter herein.
- 8.07 **Forces Majeure and Majesture.** Neither party shall be liable for any failure to Timely perform its obligations under this Agreement if prevented from doing so by a cause or causes beyond its commercially reasonable control including, but

not limited to, acts of God or nature, fires, floods, storms, earthquakes, riots, strikes, wars, or restraints of government.

- 8.08 **Gender and Mode.** The use herein of a personal pronoun in the masculine or feminine gender or in the singular or plural mode, shall be deemed to include the opposite gender or mode unless the context clearly indicates the contrary.
- 8.09 **Governing Law and Limited Waiver of Sovereign Immunity.** This Agreement shall be governed by, and shall be construed in accordance with, the laws of the State of Texas. HEBP, as a governmental entity, hereby consents to be sued for breach of this Agreement, but only in Travis County, Texas.
- 8.10 **Legal Construction.** Should any provision(s) contained in this Agreement be held to be invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall be construed in their entirety as if separate and apart from the invalid, illegal, or unenforceable provision(s) unless such construction were to materially change the terms and conditions of this Agreement.
- 8.11 **Modifications.** Except for the Fee Schedule, which may be changed at any time in accordance with the provisions described in SECTION III – DUTIES AND RESPONSIBILITIES OF PLAN ADMINISTRATOR, 3.05b, of this Agreement by notifying the Plan Administrator in writing of such change, no modification, amendment, change, or waiver of any provision of this Agreement shall be valid unless agreed to in writing by an officer of HEBP and an authorized representative of the Plan Administrator.
- 8.12 **Notices.** All notices given under this Agreement must be in writing and shall be deemed to have been given for all purposes when personally delivered and received or when deposited in the United States mail, first-class postage prepaid

and addressed to the parties at their respective addresses or when transmitted by facsimile.

For the Plan Administrator, the name, address and facsimile number of the Pool Coordinator shall be provided to HEBP, and notices shall be sent to the Pool Coordinator or the County Judge.

The Plan Administrator will provide HEBP with the name and address of a person with authority to address financial issues related to this Agreement.

For HEBP, the address and facsimile for the financial contact division is as shown below:

Quincy Quinlan  
Director of Health & Benefits Services  
Texas Association of Counties Health and Employee Benefits Pool

P.O. Box 2131  
Austin, Texas 78768-2131  
FAX: (512) 481-8481

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## **Section IX. Attachments to this Agreement**

The following Exhibits are attached to and made a part of this Agreement:

- Exhibit One: Fee Schedule
- Addendum A: Transfer Payment and Other Financial Responsibilities
- Addendum B: Required Notices

IN WITNESS WHEREOF, the parties have executed this Agreement to take effect on the Effective Date.

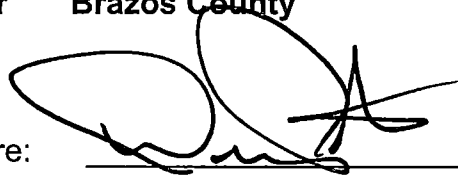
**Texas Association of Counties  
Health and Employee Benefits Pool**

**Member      Brazos County**

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

Susan Redford  
TAC Executive Director

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



Printed Name: Duane Peters

Title: Brazos County Judge

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

Date: 11/21/2023



# TEXAS ASSOCIATION of COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

## Brazos County ASO AND STOPLOSS EXHIBIT HEALTH

Medical Plan: Custom Plan 1100 NGS (Blue Choice PPO Network)  
Custom Rx 7/25/40 with no Rx Deductible

AD = 1/1/2024

	Composite	1/1/2024	Annual *
Assumed employee enrollment	1,006		1,006
Expected paid claims - medical	\$847.87		\$10,235,487
Expected paid claims - Rx	\$476.72		\$5,754,964
<b>Total Expected Paid Claims</b>	<b>\$1,324.59</b>		<b>\$15,990,450</b>
Base Administration Charge **	\$35.03		\$422,882
BCBS Wellbeing Management - Enable level (base plan)	\$4.16		\$50,220
OP UM / pain mgt, joint & spine =	\$0.52		
MD Live Telehealth	\$0.54		\$6,519
Estimated Rx Admin cost (see note 9 below)	\$2.92		\$35,250
Stoploss Charges ***			
\$200,000 per Participant (medical and Rx)	\$217.20		\$2,621,978
125% Aggregate (medical and Rx)	\$1.98		\$23,903
<b>Monthly Estimated Fixed Cost w/o Optional Services</b>	<b>\$262.35</b>		<b>\$3,160,752</b>
<b>Maximum Claim Liability Factor ****</b>	<b>\$1,655.74</b>		<b>\$19,988,093 ***</b>
<b>Projected Maximum Cost For Administration, Stoploss And Paid Claims</b>	<b>\$1,918.09</b>		<b>\$23,155,122</b>

Minimum funding amounts should include expected paid claims (EPC), administration, stoploss charges and estimated reserves. If actual paid claims exceed EPC, the County will be required to make additional funds available up to the Maximum Claim Liability.

\* This annual projection is based on current enrollment; the actual results will differ.

\*\* Costs associated with special services or custom materials provided will be billed separately from the Administrative Charges outlined in this exhibit.

\*\*\* If the specific (individual) Stoploss limit is changed, the Stoploss charge & Liability Factors will be adjusted.

\*\*\*\* This annual aggregate amount is based on current enrollment; in no event will the group's Claim Liability be less than: \$18,988,689

<b>Estimated Monthly Rebates:</b> (see note 10 below)	<b>\$91.82 PEPM</b>		<b>\$1,108,391</b>
<b>Optional Services</b> (see information on additional programs)	<b>PEPM</b>	<b>Annual enrollees =</b>	<b>1,006</b>
BCBS Wellbeing Management add-on services			
Expanded Utilization Mgt - Pain mgt, joint & spine surgery	\$0.52		\$6,277 OR
Expanded Utilization Mgt - Advanced Imaging & Cardiology	\$0.62		\$7,485
Interactive Wellness Coaching through Well on Target	\$0.11		\$1,328
MD Live Telehealth Program (with or without Behavioral health)			
Medical Only	\$0.47		\$5,674
Medical and Behavioral Health	\$0.54		\$6,519

### TERMINATION

Run-Off Administration	\$0.00		\$0
Run-Off Liability Factor	\$431.99		\$1,303,746
		<b>Total</b>	<b>\$1,303,746</b>

At termination, BCBS will process run-off claims for 12 months. The run-off factors above will be multiplied by the total number of enrolled employees for each of the three months immediately preceding contract termination. The result will be the obligation of the group.

In addition, the following provisions will apply:

The rates above are effective for **twelve** months contingent upon:

- 1) The effective date will be not be later than **01/01/24**
- 2) The County paying 100% of the employee - only cost for all lines of coverage;
- 3) A minimum enrollment of **1,006** employees with **37%** carrying dependent coverage;
- 4) A monthly enrollment of no fewer than **956** employees;
- 5) The maximum medical and prescription drug claims for each participant applying to the aggregate stoploss is **\$200,000**
- 6) Medical and Rx claims will apply to both the aggregate and the specific stoploss insurance subject to the levels identified above;
- 7) Basis of stop loss: both aggregate and specific stop loss are on a **24 / 12** basis;
- 8) The County is required to fund bank account for medical and Rx claims;
- 9) The actual Navitus Rx admin cost will be \$1.67 per member per month (PMPM). We have converted it to a per employee basis herein;
- 10) Estimated rebates are based on the County's actual rebates for the last four quarterly rebate checks, adjusted for the county's 75% rebate share; rebates will be paid quarterly.
- 11) **Traditional Non-Par Stop Loss Quote. Note, the above offer is contingent upon being awarded the stop loss contracts**

Proprietary and Confidential

Run date: 8/10/22

Signature of Contracting Authority:

Date:

11/21/23





**TEXAS ASSOCIATION *of* COUNTIES  
HEALTH AND EMPLOYEE BENEFITS POOL**

**FEE SCHEDULE – 07**

**Specifications for the**

**ADMINISTRATIVE SERVICES AGREEMENT  
(the Agreement)**

**between**

**TEXAS ASSOCIATION OF COUNTIES  
HEALTH AND EMPLOYEE BENEFITS POOL  
(HEBP)**

**and**

**BRAZOS COUNTY  
(Member)**

**Group Number: 217225**

**Effective Date: January 1, 2024**

These specifications are to apply for the period of time indicated herein and shall continue in force and effect until the end of the Fee Schedule Period, the Agreement is terminated, or this Fee Schedule is superseded in whole or in part by a later executed Fee Schedule.

### **Item One Fee Schedule Period**

These specifications are for the **Fee Schedule Period** commencing on January 1, 2024 and ending on December 31, 2024.

### **Item Two Reports**

Monthly billing statement..... No additional charge  
Stop-loss reporting, tracking, and notification..... No additional charge  
Standard reports\* as specified by the most current reporting policy..... No additional charge

\* Any additional reports required by the Plan Administrator must be mutually agreed upon between the Plan Administrator and HEBP. Such reports may be subject to additional charges, which will be addressed through Supplemental Billing.

★ HEBP provides administrative claims payment services only and does not assume any financial risk or obligation with respect to claims.

### **Item Three Charges for Additional Services**

The following **Additional Services** shall be furnished:

Subrogation..... 15.0% of any recovered amounts  
BlueCard® Program/Network access fees..... The lesser of 10.0% of the discount  
or \$2,000 per claim  
BlueCard® Worldwide Program International Group.....BCWW Fee Schedule  
(10 or more member living outside of the USA)  
Domestic Group..... No additional charge  
(under 10 members living outside of the USA)  
Optional Services for International or Domestic Group.....BCWW Fee Schedule  
Wellness Management.....\$4.16 per contract per month  
Expanded UM: Pain Management, Joint, and Spine.....\$0.52 per contract per month  
MD Live Telehealth (Medical and Behavioral Health)..... \$0.54 per contract per month  
Rx Administration..... \$1.67 per member per month

**Item Four  
Plan Design Materials**

**Claims Administrative Document  
Schedule of Specifications  
Exhibit A - Plan Service Area**

**Benefit Booklets:**

Accept/Decline

- |                                     |                                     |                                   |  |
|-------------------------------------|-------------------------------------|-----------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Benefit Booklets .....            | <input checked="" type="checkbox"/> No additional charge<br><input type="checkbox"/> \$Supplemental Billing* |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Customized Benefit Booklets ..... | <input type="checkbox"/> No additional charge<br><input type="checkbox"/> \$Supplemental Billing*            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Customized Covers .....           | <input type="checkbox"/> No additional charge<br><input type="checkbox"/> \$Supplemental Billing*            |

**Subscriber Identification (ID) Cards:**

Accept/Decline

- |                                     |                                     |                           |  |
|-------------------------------------|-------------------------------------|---------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Subscriber ID Cards ..... | <input checked="" type="checkbox"/> No additional charge<br><input type="checkbox"/> \$Supplemental Billing* |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Customized ID Cards ..... | <input type="checkbox"/> No additional charge<br><input type="checkbox"/> \$Supplemental Billing*            |

**Network Provider Directories:** ..... ☒ No additional charge  
*Per employee enrolled in Managed Care coverage, only* ☐ \$Supplemental Billing\*

**Subscriber Claim Forms, Application Forms,**

**Enrollment Materials:** ..... ☒ No additional charge  
☐ \$Supplemental Billing\*

**Special Mailings: Cost has been included in Administrative Charge:** Yes ☒ No ☐

Identification Cards mailed to home addresses	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Provider Directories mailed to home addresses	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

\*Any customized materials or additional services or supplies not documented in this Fee Schedule may be subject to Supplemental Billing upon mutual agreement of the parties.

**Item Five**  
**Administrative Charges and Credits**

- A. The **Administrative Charge**, calculated Monthly, shall be equal to the sum of the amounts obtained by multiplying the total number of covered Subscriber Units by category by the appropriate factors shown below.

**Fee schedule**

<b>Medical</b>	<b>Dental</b>	
\$40.03	\$2.38	For each Composite Subscriber Unit

- B. The **Termination Administrative Charge** shall be equal to the amount obtained by multiplying the sum of all covered Subscriber Units during the three months immediately preceding the date of termination by the factors shown below:

<b>Medical</b>	<b>Dental</b>	
\$0.00	\$0.00	For each Composite Subscriber Unit

- C. In further consideration of the administrative services rendered pursuant to this Agreement, HEBP will retain 50% of any manufacturers rebates earned by HEBP as a result of sale of prescription drugs to Participants in the Plan. The remaining 50% will be allocated to the Member.
- D. Pharmacy Benefits Management Fees per prescription filled are invoiced periodically as follows:

\$0.00 per electronic claim  
\$0.00 per manual claim  
\$0.00 per mail order claim.

**Item Six  
Plan Coverage**

**Health Benefit Plan** coverage inclusive of one or more of the following:

- PPO Managed Health Care coverage
- Dental Care coverage (optional per group)

By: \_\_\_\_\_  
Susan Redford  
TAC Executive Director

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

Printed Name: DUANE PETERS

Title: COUNTY JUDGE

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

Date: 11/21/2023





# TEXAS ASSOCIATION *of* COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

## **ADDENDUM A TRANSFER PAYMENT AND OTHER FINANCIAL RESPONSIBILITIES**

**for the**

### **ADMINISTRATIVE SERVICES AGREEMENT (the Agreement)**

**between**

### **TEXAS ASSOCIATIONS OF COUNTIES HEALTH & EMPLOYEE BENEFITS POOL (HEBP)**

HEBP provides administrative claims payment services only and does not assume any financial risk or obligation with respect to claims.

**and**

### **BRAZOS COUNTY**

Group Number: 217225

Effective Date: January 1, 2024

## **ADDENDUM A TRANSFER PAYMENT AND OTHER FINANCIAL RESPONSIBILITIES**

The Transfer Payment and Other Financial Responsibilities (Transfer Payment Agreement) described herein shall apply to the Administrative Services Agreement ("the Agreement") between the Texas Association of Counties Health and Employee Benefits Pool (HEBP) and Brazos County to which this Addendum A will be attached beginning January 1, 2024 and shall remain in full force and effect according to the terms of the Agreement unless amended or replaced by the parties to this Agreement in writing.

All provisions of the Agreement, its addenda, schedules, and amendments shall apply to this Addendum A, including any definitions. This Transfer Payment Agreement replaces and supersedes the Banking Arrangement and other Financial Responsibilities attached to the Agreement as Addendum A.

## SECTION I. DEFINITIONS AS USED IN THIS ADDENDUM A:

- 1.1 **HEBP's Bank** means a banking entity organized and existing under the laws of the United States, whose address and account number are provided on each request for Transfer Payment and each claim settlement.
- 1.2 **Net Claims Paid** means the net benefit payment calculated by HEBP, upon submission of a Valid Claim, in accordance with the benefits specified in Brazos County's health benefit Plan, plus any supplemental charges as authorized in the Agreement.
- 1.3 **Transfer Payment** means a payment (in the amount outlined in Section 2, below), via electronic draft initiated by HEBP, from Brazos County to HEBP's Bank.
- 1.4 **Transfer Payment Period** means a seven day period, beginning Saturday and ending the following Friday.

## SECTION II. NET CLAIMS TRANSFER PAYMENT

- 2.1 In consideration of the HEBP's responsibilities as set forth in this Agreement and at the end of each Transfer Payment Period, Brazos County shall transfer to the HEBP's Bank an amount equal to the Transfer Payment Period's Net Claims Paid less any refunds or reimbursements due to Brazos County including but not limited to stoploss claims, subrogation payments or provider refunds.
- 2.2 The Transfer Payment Period shall be weekly. The HEBP shall advise Brazos County by e-mail or facsimile, at an e-mail address or facsimile number to be furnished by Brazos County prior to the effective date of this Transfer Payment Agreement, of the amount of Net Claims Paid pursuant to this Agreement for which reimbursement has not been previously made by Brazos County to the HEBP.
- 2.3 If any day on which a Transfer Payment is due is a holiday, such payment will be made on the next business day.
- 2.4 Transfer Payment must be made within 48 hours of notification. Late payments are subject to the penalties outlined in section 8.04 of the Agreement. If Transfer Payment is not made within 48 hours, claims processing may be suspended and a minimum deposit may be required in order to resume processing of claims.

## SECTION III. OUT-OF-STATE CLAIMS

### 3.1 Out-of-State Claims

- (a) In the event that Valid Claims, as defined in the Agreement, are incurred by Brazos County Participants in states other than Texas, then those other participating Blue Cross and/or Blue Shield plans will pay most claims directly to their providers. HEBP is required under these arrangements to reimburse such other participating Blue Cross and/or Blue Shield plans.
- (b) On a weekly basis, HEBP shall notify Brazos County of, and Brazos County shall include in the Transfer Payment, the amounts HEBP reimbursed such other participating Blue Cross and/or Blue Shield plans.



# TEXAS ASSOCIATION *of* COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

## **ADDENDUM B**

### **REQUIRED NOTICES AND DISCLOSURES**

for the

#### **ADMINISTRATIVE SERVICES AGREEMENT (the Agreement)**

between

#### **TEXAS ASSOCIATION OF COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL (HEBP)**

HEBP provides administrative claims payment services only and does not assume any financial risk or obligation with respect to claims.

and

**Brazos County  
Group Number:  
217225**

**Effective Date: January 1, 2024**

## **REQUIRED NOTICES AND DISCLOSURES**

### **Blue Cross and Blue Shield Association Non-Contracting Agent Notice**

The Group Health Plan (GHP), on behalf of itself and its Participants, understands that this Agreement constitutes a contract solely between the GHP and Texas Association of Counties Health and Employee Benefits Pool (HEBP). HEBP has subcontracted certain of its responsibilities to Blue Cross Blue Shield of Texas (BCBSTX). BCBSTX is a division of Health Care Service Corporation. Health Care Service Corporation is a Mutual Legal Reserve Company, and an independent licensee of the Blue Cross and Blue Shield Association (the Association). The license from the Association permits BCBSTX to use the Blue Cross and Blue Shield Service Marks in the State of Texas. BCBSTX is not contracting as the agent of the Association. Said GHP also understands that it has not entered into this Agreement based upon representations by any person other than BCBSTX. No person, entity, or organization other than BCBSTX shall be held accountable or liable to the GHP for any of BCBSTX's obligations to the GHP created under this Agreement. This paragraph shall not create any additional obligations whatsoever on the part of BCBSTX other than those obligations created under other provisions of this Agreement.

### **BlueCard**

Like all Blue Cross and Blue Shield Licensees, the Claim Administrator participates in a program called "BlueCard." Whenever Participants access health care services outside the Claim Administrator's service area, the claims for those services may be processed through BlueCard and presented to the Claim Administrator for payment in conformity with network access rules of the BlueCard Policies then in effect ("Policies"). Under BlueCard, when Participants receive covered services within the geographic area served by an on-site Blue Cross and/or Blue Shield Licensee ("Host Blue"), the Claim Administrator will remain responsible to the Employer for fulfilling the Claim Administrator's contract obligations.

However, the Host Blue will only be responsible, in accordance with applicable BlueCard Policies, if any, for providing such services as contracting with its participating Providers and handling all interaction with its participating Providers. The financial terms of BlueCard are described generally below.

### **Liability Calculation Method Per Claim**

The calculation of a Participant's liability on claims for covered services incurred outside the Claim Administrator's service area and processed through BlueCard will

be based on the lower of the Provider's billed charges or the negotiated price the Claim Administrator pays the Host Blue.

The calculation of the Employer's liability on claims for covered services incurred outside the Claim Administrator's service area and processed through BlueCard will be based on the negotiated price the Claim Administrator pays the Host Blue.

The methods employed by a Host Blue to determine a negotiated price will vary among Host Blues based on the terms of each Host Blue's Provider contracts. The negotiated price paid to a Host Blue by the Claim Administrator on a claim for covered services processed through BlueCard may represent:

- (i) The actual price paid on the claim by the Host Blue to the health care Provider ("Actual Price"), or
- (ii) An estimated price, determined by the Host Blue in accordance with BlueCard Policies, based on the Actual Price increased or reduced to reflect aggregate payments expected to result from settlements, withholds, any other contingent payment arrangements and non-claims transactions with all of the Host Blue's health care Providers or one or more particular Providers ("Estimated Price"), or
- (iii) An average price, determined by the Host Blue in accordance with BlueCard Policies, based on a billed charges discount representing the Host Blue's average savings expected after settlements, withholds, any other contingent payment arrangements and non-claims transactions for all of its Providers or for a specified group of Providers ("Average Price"). An Average Price may result in greater variation to the Participant and the Employer from the Actual Price than would an Estimated Price.

Host Blues using either the Estimated Price or Average Price will, in accordance with BlueCard Policies, prospectively increase or reduce the Estimated Price or Average Price to correct for over- or underestimation of past prices. However, the amount paid by the Participant and the Employer is a final price and will not be affected by such prospective adjustment. In addition, the use of a liability calculation method of Estimated Price or Average Price may result in some portion of the amount paid by the Employer being held in a variance account by the Host Blue, pending settlement with its participating Providers. Because all amounts paid are final, the funds held in a variance account, if any, do not belong to the Employer and are eventually exhausted by Provider settlements and through prospective adjustments to the negotiated prices.

Statutes in a small number of states may require a Host Blue either (1) to use a basis for calculating a Participant's liability for covered services that does not reflect the entire savings realized, or expected to be realized, on a particular claim or (2) to add a surcharge. Should any state statutes mandate liability calculation methods that differ from the negotiated price methodology or require a surcharge, the Claim



Administrator would then calculate the Participant's liability and the Employer's liability for any covered services consistent with the applicable state statute in effect at the time the Participant received those services.

### **Return of Overpayments**

Under BlueCard, recoveries from a Host Blue or from participating Providers of a Host Blue can arise in several ways, including, but not limited to, anti-fraud and abuse audits, Provider/hospital audits, credit balance audits, utilization review refunds, and unsolicited refunds. In some cases, the Host Blue will engage third parties to assist in discovery or collection of recovery amounts. The fees of such a third party are netted against the recovery. Recovery amounts, net of fees, if any, will be applied in accordance with applicable BlueCard Policies, which generally require correction on a claim-by-claim or prospective basis.

### **BlueCard Fees and Compensation**

The Employer understands and agrees (1) to pay certain fees and compensation to the Claim Administrator which the Claim Administrator is obligated under BlueCard to pay to the Host Blue, to the Blue Cross Blue Shield Association, or to the BlueCard vendors and (2) that fees and compensation under BlueCard may be revised from time to time without the Employer's prior approval in accordance with the standard procedures for revising fees and compensation under BlueCard. Some of these fees and compensation are charged each time a claim is processed through BlueCard and include, but are not limited to, access fees, administrative expense allowance fees, Central Financial Agency Fees, and ITS Transaction Fees. Also, some of these Claim-based fees, such as the access fee and the administrative expense allowance fee, may be passed on to the Employer as an additional Claim liability. Other fees include, but are not limited to, a toll-free phone number fee and a fee for providing certain Provider directories.



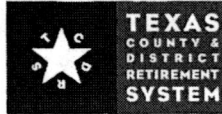
**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT:	NUMBER:
DATE OF COURT MEETING:	11/21/2023
ITEM:	Approval of the Texas County District Retirement System Plan Agreement for 2024.
TO:	Commissioners Court
DATE:	11/16/2023
FISCAL IMPACT:	False
BUDGETED:	False
DOLLAR AMOUNT:	\$0.00

**ATTACHMENTS:**

<u>File Name</u>	<u>Description</u>	<u>Type</u>
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**Plan Agreement for Plan Year 2024  
Brazos County – 120  
Effective as of Jan. 1, 2024**

**Basic Plan Options**

Employee Deposit Rate:	7%
Employer Matching:	225%
Prior Service Credit:	120%

**Retirement Eligibility**

At 60 (Vesting)	8 years of service
Rule of	75 years total age + service
At Any Age	30 years of service

**Optional Benefits**

Partial Lump-sum Payment at Retirement:	No
Group Term Life:	None

**Retirement Plan Funding**

Elected Rate:	17.00%
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**Total Contribution Rate**

Retirement Plan Rate:	17.00%
Group Term Life Rate:	N/A
Total Contribution Rate:	17.00%

**Certification**

I certify that the plan agreement for the participation of Brazos County in TCDRS for the 2024 plan year truly and accurately reflects the official action taken during properly posted and noticed meeting on 11/21/23 (mm/dd/yy) by the Commissioners Court and such action is recorded in the official minutes.

County Judge's Printed Name:

DWANE PETERS

County Judge's Signature:

Date:

11/21/23



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval of Amendment #3 to 18-035 Index and Imaging Services with Kofile to add additional services.

TO: Commissioners Court

FROM: Josue Loyola

DATE: 11/15/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Partially\\_Executed\\_Amendment\\_#3.pdf](#)

[Fully\\_Executed\\_Contract.pdf](#)

**Description**

Amendment #3.

Contract.

**Type**

Backup Material

Backup Material



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AMENDMENT NO. 3 TO  
CONTRACT FOR FULL SERVICE COMPUTERIZED INDEXING, OPTICAL IMAGING SYSTEMS  
AND SERVICES FOR VITALS AND REAL PROPERTY RECORDS

This Amendment No. 3 (this "**Amendment**") is an amendment to that certain Contract for Full Service Computerized Indexing, Optical Imaging Systems and Services for Vitals and Real Property Records (the "**Contract**"), by and between Brazos County, a political subdivision of the State of Texas (hereinafter "**Client**"), and GovOS, Inc. (hereinafter referred to as "**GovOS**"), and is made effective as of December 31, 2023 (the "**Amendment Effective Date**"). References to a "**Party**" mean Client or GovOS. References to the "**Parties**" mean Client and GovOS. Capitalized terms utilized but not defined herein shall have the meaning set forth in the Contract.

BACKGROUND:

WHEREAS, Client and Kofile Technologies, Inc. ("**Kofile**") entered into the Contract and GovOS is a corporate affiliate to Kofile and the successor-in-interest to the Contract; and

WHEREAS, the current term of the system and services provided pursuant to the Contract (collectively, the "**System**") expires December 31, 2023, and Client and GovOS wish to extend the provision of the System for an additional five (5) years (the "**Extension Period**").

NOW, THEREFORE, in consideration for continued performance, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties mutually agree the Contract is amended as follows:

AGREEMENT:

1. ASSIGNMENT. Client agrees to the assignment of the Contract from Kofile to GovOS and GovOS hereby assumes all rights and obligations of Kofile under the Contract. All references to Kofile in the Contract are hereby amended to be GovOS.
2. EXTENSION PERIOD. This Amendment extends the term of the Contract for an additional five (5) years. Therefore, the Contract shall expire on December 31, 2028, subject to the annual appropriation of currently available funds by the Brazos County Commissioners Court.

*(Remainder of this page intentionally left blank)*



3. EXTENSION PERIOD FEES. Fees during the Extension Period shall be at the rates indicated in the table(s) below:

**System-Related Fees:**

<b>Period:</b>	<b>Fees Per Document Filed into the System:</b>	<b>Annual Fees for Cloud Records Digital Archive Repository Workstation Licenses (19 license cap):</b>
January 1, 2024 - December 31, 2024	\$2.43	\$58,942.80
January 1, 2025 - December 31, 2025	\$2.55	\$61,889.94
January 1, 2026 - December 31, 2026	\$2.67	\$64,984.44
January 1, 2027 - December 31, 2027	\$2.81	\$68,233.66
January 1, 2028 - December 31, 2028	\$2.95	\$71,645.34

**Fees for PDF/A Services:**

- **Creation of PDF/A:** \$.03 per image filed into the System following the Amendment Effective Date.
- **Archive Storage:** \$1,000 flat fee per year for Cloud Storage for PDF/A files, which shall include archival of images filed into the System after December 18, 2017.

4. HARDWARE OWNERSHIP AND RESPONSIBILITY. Promptly following the Amendment Effective Date, GovOS shall "refresh" the hardware provided to Client pursuant to the Contract with the following hardware.

<b>SYSTEM HARDWARE</b>		
<b>QTY</b>	<b>ITEM</b>	<b>SPECIFICATIONS</b>
<b>WORKSTATION PC</b>		
19	Dell Optiplex AIO 65W (7410)	i7 core processor, Windows 11 Pro, 16GB RAM, 256GB SSD, 23.8" FHD Non-Touch Monitor
20	Dell Wireless Keyboard & Mouse Combo	N/A
<b>PRINTERS</b>		
1	Canon ImagePROGRAF MFP Printer w/ Z36 Scanner	
3	HP LaserJet Enterprise M611dn Printer	[Monochrome, Duplex, Letter, Legal, 600 sheet capacity]
<b>SCANNERS</b>		





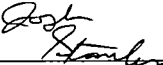
1	Fujitsu fi-7280	Flatbed, Duplex - 8.5 x 14 in - 600 dpi - ≤ 80 ppm - ADF (80 sheets) - ≤ 11,000 sheets/day - USB 3.0
2	Fujitsu fi-7770	Flatbed, Duplex - 8.5 x 14 in - 600 dpi - ≤ 80 ppm - ADF (300 sheets) - ≤ 44,000 sheets/day - USB 3.0
<b>ACCESSORIES</b>		
20	APC BACK-UPS ES 750	Battery Backup

Notwithstanding anything to the contrary contained herein or in the Contract (as amended), following the Amendment Effective Date, Client will be responsible to maintain an adequate technical environment to operate the System including maintaining any necessary hardware and equipment to meet the System requirements. Upon request, GovOS will identify System hardware requirements and recommend hardware and equipment that meets System requirements. GovOS (as successor in interest to Kofile) hereby conveys title and ownership "as is" and "where is" to any and all hardware and equipment previously provided to Client as well as the hardware indicated above. GovOS makes no representations and disclaims any and all warranties with respect to the hardware or equipment.

5. SCOPE OF AMENDMENT. Except to the extent expressly modified herein, all of the terms and provisions of the Contract are hereby ratified and confirmed and remain in full force and effect.

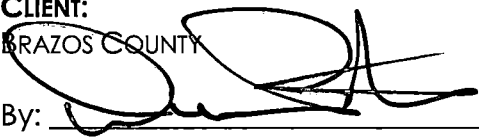
IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the Amendment Effective Date.

**GOVOS, INC.**

By:   
Josh Stanley, CFO

**CLIENT:**

BRAZOS COUNTY

By: 

Name: DUANE PETERS

County Judge, acting on behalf of, and by the authority of The Commissioners Court of Brazos County, Texas.

**ATTEST:**

Brazos County Clerk

Signature: 

Name: KAREN MCQUEEN

**CONTRACT FOR FULL SERVICE COMPUTERIZED INDEXING,  
OPTICAL IMAGING SYSTEMS AND SERVICES FOR VITAL AND REAL PROPERTY RECORDS,  
BRAZOS COUNTY, TEXAS**

STATE OF TEXAS                   §  
   §     KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF BRAZOS           §

This Contract for Full Service Computerized Indexing, Optical Imaging Systems and Services for Vital and Real Property Records (herein the "Contract"), is made and entered into by and between BRAZOS COUNTY, a political subdivision of the State of Texas, on behalf of its County Clerk, hereinafter referred to as "Client" or "Brazos County", and KOFILTE TECHNOLOGIES, INC., formerly Kofile Preservation, Inc., 6300 Cedar Springs Road, Dallas, Texas 75235, hereinafter referred to as "Provider" or "Kofile", individually referred to as "party" and collectively as "parties".

**RECITALS**

WHEREAS, Provider provides microfilming, digital imaging, indexing and storage and maintaining on-line Real Property Records and Vital Statistics Records for various counties throughout the State of Texas; and

WHEREAS, Brazos County wishes for Provider to microfilm, digitize, index, store, and maintain Brazos County Records on-line.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS that for and in consideration of the services and product stated herein the parties agree to the terms and conditions set forth herein.

**1.0 CONSIDERATION**

Client agrees to pay for Real Property Recording, Full-Service Computerized Indexing, and Digital Imaging Systems and Internet Services, as those services are specifically described in this Contract and the Exhibits attached hereto, as follows:

See Exhibit "A" – Pricing of Systems and Services

See Exhibit "B" – Equipment

See Exhibit "C" – Description of Processing

See Exhibit "D" – Description of Computerized Indexing System

See Exhibit "E" – Service Level Availability

Exhibits A, B, C, D, and E are attached hereto and made a part hereof for all purposes.

The costs of the systems and services described herein have been negotiated by the Texas Comptroller of Public Accounts Texas Smart Buy System. These negotiated prices are offered to Brazos County through the Kofile TXMAS Contract Number TXMAS-13-36010, Kofile Preservation, Inc. n/k/a Kofile Technologies, Inc.

## **2.0 TERM**

This Contract shall commence on \_\_\_\_\_, 2017 and shall expire on \_\_\_\_\_, 2022 subject to the annual appropriation of currently available funds by the Brazos County Commissioners Court. Client shall have three consecutive twelve month renewal options to commence upon expiration of the previous term. The Client shall notify the Provider in writing of its decision to exercise this option thirty (30) days prior to the expiration of the initial term or a renewal term. Such renewal terms or any other contract change shall be negotiated at that time.

## **3.0 CONFLICT OF INTEREST**

No public official shall have interest in this Contract, in accordance with Vernon's Texas Codes Annotated Local Government Code Title 5, Subtitle C, Chapter 171.

## **4.0 CONFIDENTIALITY**

All information disclosed by Client to Provider for the purpose of the work and services to be done in performance of the Contract, or information that comes to the attention of the Provider during the course of performing such work is to be kept strictly confidential. Provider shall not publish, distribute, or reproduce in any way the Client's records without the express written authorization of the Brazos County Clerk.

## **5.0 SYSTEM AND PROCESS**

Provider represents that the mechanical process to be used to create the records to be imaged and stored hereunder is as set forth on Exhibit "C." Provider further warrants and represents that the indexing system to be leased hereunder shall conform to the specifications and descriptions set forth in Exhibit "D."

## **6.0 CHANGE ORDERS**

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in this Contract. All change orders to the Contract shall be made in writing and signed by both parties. Either party may request a change order. Within 5 days of receiving or initiating a written change order, Provider will prepare a written cost estimate and schedule for the requested change to Client. All technology or service related change orders shall be agreed to by Provider and the Brazos County Clerk. If a change order effects the cost of the Contract, or any term not described above, such change order must be submitted to the County Commissioners Court for approval. Such change order shall be considered at the next regularly scheduled Commissioners Court hearing after such change order is submitted and for which adequate notice is possible under the Texas Open Meetings Act.

## **7.0 ASSIGNMENT**

The Provider shall not sell, assign, transfer or convey to any third-party this Contract in whole or in part, without the prior written consent of the Brazos County Commissioners Court.

## **8.0 INDEMNIFICATION**

Provider shall defend, indemnify and hold harmless Brazos County and all of its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Provider, or of any agent, employee, subcontractor or supplier in the execution of, or performance of, this Contract. Provider shall pay any judgment with costs which may be obtained against Brazos County growing out of such injury or damages.

## **9.0 SALES TAX**

Brazos County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the price shall not include taxes.

## **10.0 DESIGN, STANDARDS, AND PRACTICES**

Services to be furnished by Provider must conform to the highest standards of practices in the industry. The digitized microfilm to be processed pursuant to this Contract shall meet the highest standards of the industry and shall conform to the standards adopted subsequent to the date of this Contract, if any, by the American National Standard's Institute and/or the Texas State Library and Archive Commission.

## **11.0 COMPLIANCE WITH GOVERNING LAWS**

All services provided for herein must comply with all federal, state, county, and local laws governing or covering the type of services included in this Contract.

## **12.0 PATENTS/COPYRIGHTS**

If any claim is asserted or action or proceeding brought against the Client which alleges that all or any part of the software provided hereunder in the form supplied by Provider, or the Client's authorized use thereof, infringes or misappropriates any United States copyright or patent, or any trade secret, license, grant, or other proprietary right, the Client shall give Provider prompt written notice thereof. Provider shall defend any such claim or action with counsel of Provider's choice and at Provider's expense and shall indemnify the Client for any costs, including reasonable attorney's fees, incurred by the Client in connection therewith. The Client shall cooperate fully with and may monitor Provider in the defense of any claim, action or proceeding and will make employees available as Provider may reasonably request with regard to such defense, subject to the reimbursement by Provider of all reasonable costs and expenses occasioned by Client's cooperation in such defense.

If the software provided by Provider is, in either Client's or Provider's opinion likely to become or does become the subject of a claim of infringement or misappropriation of a copyright, patent, trade secret or other contractual or proprietary right, or if a temporary restraining order or other injunctive relief is entered against the use of part of or all of the software, Provider shall at its sole cost and expense select one of the following remedies, which selection shall be in Provider's sole discretion:

1. Promptly replace the software with a compatible functionally equivalent, non-infringing and/or non-restrained software; or
2. Promptly modify the software to make it non-infringing; or
3. Promptly procure the right of the Client to use the software as intended.

Notwithstanding any provision in this Contract to the contrary, Provider will not be responsible for indemnifying Client in the event that the Provider's software has been modified by Client or a third party without the prior written consent of Provider.

### **13.0 INSURANCE**

Provider shall, at all times, maintain sufficient insurance coverage to protect Client from all reasonable loss by liability claims arising out of Provider's performance or lack of performance of this Contract. If Provider materially changes or cancels any insurance policy required by this Contract, Provider shall give Client prompt written notice of same.

1. The Provider 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 Provider shall furnish and keep in full force the following insurance during the term of this Contract:
  - a. Statutory Workmen's Compensation and \$1,000,000 Employer's Liability Insurance with waiver of subrogation.
  - b. General Liability with limits for bodily injury and for property damages of not less than \$2,000,000 aggregate, \$1,000,000 each occurrence with Brazos County named as an additional insured.
  - c. Comprehensive Automotive Liability with \$1,000,000 CSL for Bodily Injury and Property Damage Liability.
  - d. Cargo Insurance to sufficiently cover materials transported.
3. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Provider receives notification of award.

4. The Provider agrees to hold harmless Brazos County from any and all claims and liability due to the acts of the Provider's employees and the operation of his equipment. The Provider 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 Provider's employees' activities. Further, the Provider 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 Provider against Brazos County due to personal injuries and/or death to such employee resulting from any negligent act or willful misconduct on the part of the Provider.

Upon request, Provider will provide evidence of coverage on a standard ACORD form certificate of insurance.

#### **15.0 INVOICES**

Invoices shall be mailed directly to:

Honorable Karen McQueen  
Brazos County Clerk  
Brazos County Courthouse  
300 E. 26<sup>th</sup> Street, #120  
Bryan, Texas 77803

The invoices shall show:

1. Name and address of Provider.
2. Detailed breakdown of all charges for the services or products delivered stating any applicable period of time.

Invoices shall be based upon actual services rendered and actual hours of performance and/or products delivered.

#### **16.0 PAYMENT**

Agreed payments will be made to the Provider within 30 days after receipt of the invoice by the Client and the Client's acceptance of all completed services and/or products ordered and receipt of a valid invoice in accordance with V.T.C.A., Government Code Section 2251.021. Client agrees to pay late charges of one and one half percent (1.5 %) of any balance due to Provider that is outstanding for more than thirty (30) calendar days after receipt of invoice.

#### **17.0 DELIVERY OF HARDWARE EQUIPMENT**

Provider shall install and implement the computer hardware and other equipment set forth on Exhibit "B" and thereafter as may be needed due to hardware or equipment failure, on Client's premises for use of Client during the term of this Contract. Subject to the terms



hereof, the title and possession of the hardware and other equipment furnished by Provider shall at all times, after delivery to Client, be and remain the sole and exclusive property of Provider.

The hardware and equipment furnished Client according to this Contract shall not be used by Client during the time period of this Contract except in the furtherance and performance of the specific terms of this Contract.

Any operating software that Provider has received from the manufacturer of the hardware or vendor of the hardware shall be delivered to Client for its use, subject to the rights retained in such operating software and restrictions set forth by such manufacturer or vendor and shall at all times remain the property of Provider. Provider, or its vendor(s), retains all proprietary right to such operating software.

#### **18.0 SITE PREPARATION**

Client will provide at its own expense a site adequate in space and design for the installation and operation of the hardware. Client shall be responsible to provide (i) a site that is temperature-controlled (ii) has the necessary electrical outlet, circuits, and wiring for the hardware, and electric current of sufficient quality and quantity to operate the hardware, and (iii) cooperate with Provider in making arrangements with the local phone carrier for installation of a DSL, ISDN or phone line to the County Courthouse. Any charges due to the phone carrier for installation and monthly service charges shall be at Provider's expense. Client shall be responsible, at its cost, for the proper cabling and wiring of the County Clerk's Office with cabling sufficient to operate the system described herein. Provider shall notify the Client of the type and quality of cabling required to service the equipment. Provider has no duty to prepare the site for installation of the hardware, except as provided above, but does have a duty to give notice to Client of any inadequate conditions, which it finds regarding the site.

#### **19.0 INSTALLATION AND TRAINING**

Provider shall have the duty to install or reinstall, if necessary, the hardware at the site designated by Client. Provider shall also have the duty to provide the adequate and necessary training, as determined in Client's sole judgment, of Client's employees for the operation of the above-described hardware and for the understanding of the use of the software. If requested by Client, Provider will furnish additional training at Client's site to compensate for any employee turnover or software upgrade, and to ensure Client's ability to fully utilize all hardware provided. All installation and training is included in the prices set forth in Exhibit "A."

#### **20.0 LICENSE**

Provider grants to Client the non-exclusive, nontransferable, revocable right to use the software provided under this Contract during the term of this Contract; such right specifically excludes the right of Client to sublicense, assign, or sublease any of its right hereunder without express written consent of Provider. Client agrees that the software products licensed herein are proprietary, and that Provider or the owner of the licensed software products retains ownership of all rights, title, and interest of its licensed software products. Provider agrees to provide all updates of the Software described herein at no

additional charge. All enhancements made on behalf of Client by Provider will be proprietary to Provider.

#### **21.0 TERMINATION FOR BREACH OR DEFAULT BY PROVIDER**

If Provider materially breaches any of the terms and conditions set forth in this Contract or fails to perform the obligations set forth in this Contract and fails to cure the breach or failure within forty-five (45) calendar days (or other reasonable period stated in the notice) after receipt of written notice from Client at least thirty (30) days prior without penalty specifying the basis for the breach or failure to perform, Client may terminate this Contract. Termination by Client shall be effective upon delivery of final payment to Provider of all sums due under this Contract to the effective date of the termination. Client agrees to discontinue use of all hardware, software, and other Provider-owned materials no later than the effective date of termination. The Client will accommodate the return of the hardware, software, and other Provider-owned materials for the Provider to pick-up within thirty (30) calendar days after termination.

#### **22.0 TERMINATION FOR BREACH OR DEFAULT BY CLIENT**

If Client materially breaches any of the terms or conditions set forth in this Contract or fails to perform the obligations set forth in this Contract and fails to cure the breach or failure within forty-five (45) calendar days (or other reasonable period stated in a notice sent by Provider) after receipt of written notice at least thirty (30) days prior without penalty specifying the basis for the breach or failure to perform, Provider may terminate this Contract for breach. Termination by Provider shall be effective upon receipt by Client of a written notice to terminate. Client agrees to discontinue use of all hardware, software, and other Provider-owned materials no later than the effective date of termination. The Client will accommodate the return of the hardware, software, and other Provider-owned materials for the Provider to pick-up within thirty (30) calendar days after termination.

#### **23.0 TERMINATION WITH NOTICE**

Either party may terminate this Contract at the end of the initial term or any renewal term by providing ninety (90) calendar days written prior notice to the other party of the non-renewal of the Contract.

#### **24.0 TERMINATION FOR LOSS OF FUNDING**

This Contract is subject to termination for convenience upon not less than thirty (30) days written notice to Provider if Client has failed to receive funds for the continued procurement of the products or services set forth in this Contract after every reasonable effort has been made by Client to secure the necessary funding and if no substitute arrangement is made by Client to obtain the same or similar products or services from another source.

#### **25.0 INTERNET SERVICES**

Provider will, as part of the pricing set forth on Exhibit A, place all Brazos County Clerk's Real Property Records (indices and records) on-line commencing with the date of this Contract

and going back to January 1, 1956. Such records will be accessed at Kofile's website. Fifty percent (50%) of the revenue derived from the searching of the records on the internet will be reimbursed to the Client by Kofile deducting the amount of money Provider received from the internet searches from the County Clerk's monthly invoice. Provider will rebate 50% of all revenues generated from Brazos County records. Provider agrees to provide a monthly accounting to Client to verify internet revenue and administration fees. Client reserves the right to have such records audited annually at Client's expense. The per image retrieval and per copy price and subscription fee will be set by Provider.

## **26.0 INDEPENDENT CONTRACTORS**

It is agreed and understood that Provider, and its employees, agents, representatives, and anyone acting on behalf of Provider are independent contractors for the purpose of this Contract.

## **27.0 PROPRIETARY RIGHTS**

Provider shall have the sole and exclusive right to patent or copyright any work resulting from its services. In order to protect Provider's interest in these materials, Provider will retain all proprietary rights including but not limited to source programs, object programs, control language procedures, systems design, modular program structure, system logic flow, technical documentation, report and video formats, subroutines, processing techniques and procedures, and report generation which were prepared on behalf of Client, subject, however, to the section of this Contract entitled "Title to Recorded Media". As part of this Contract, Client is granted a non-exclusive license to use these materials.

## **28.0 WARRANTY AND DISCLAIMER**

Services to be performed by Provider will be done by qualified personnel, properly supervised, and will meet such other specifications as are mutually agreed upon by the parties. Provider further warrants and represents that the hardware and software together will perform in accordance with the terms of this Contract. Provider warrants that each delivered and installed product will be in good operating condition on the day it is accepted. If any delivered material or product is not in good operating condition on the date of installation, Provider will make adjustments, repairs, and replacements necessary to place the product or material in good operating condition as promptly as possible after installation. If Provider cannot make the system operable after adjustment or repairs within 5 days of installation, Provider will install new hardware and/or software.

THE LIMITED WARRANTIES SET FORTH IN THIS SECTION, AND THIS CONTRACT, ARE MADE TO CLIENT EXCLUSIVELY AND ARE IN LIEU OF ALL OTHER WARRANTIES. PROVIDER MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO ANY HARDWARE, SOFTWARE OR THE SERVICES PROVIDED UNDER THIS CONTRACT, IN WHOLE OR IN PART. PROVIDER EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. PROVIDER EXPRESSLY DOES NOT WARRANT THAT ANY SOFTWARE OR ANY HARDWARE WILL BE ERROR-FREE, OR WILL OPERATE WITHOUT INTERRUPTION. CLIENT WAIVES ANY CLAIM THAT ANY OF THESE WARRANTIES OR THE REMEDIES PROVIDED UNDER THIS CONTRACT FAIL OF THE ESSENTIAL PURPOSE FOR WHICH THE WARRANTIES OR REMEDIES ARE PROVIDED.

## **29.0 CARE AND USE**

Client shall protect the hardware and software furnished by Provider from deterioration other than normal wear and tear. During the period of this Contract, Client shall not use the systems furnished by Provider according to the Contract for any other purpose other than that for which they were designed and only for the purposes intended for the performance of this Contract. Parties agreed that the cost of hardware maintenance service is included in the charges as stated in Exhibit "A." Provider assumes the obligation to repair and maintain such systems in good operating condition and repair at all times during the term of this Contract, subject to the risk of loss provision below.

The Client shall not, without prior written consent of Provider, affix or install any accessory equipment or device on the hardware that will either impair the originally intended function or use of such hardware.

Client will not move the hardware or permit the removal of any hardware from the original installation site without Provider's prior knowledge.

Notwithstanding any provision in this Contract to the contrary, the parties agree that Provider will bear the risk of loss or damage to any hardware while in transit to Client installation site(s). Client will bear all risk of loss or damage to hardware after delivery to the installation site(s), unless the loss or damage is due to the negligence or willful acts of Provider, its employees, agents, representatives, or subcontractors.

"Exhibit E" outlines the Service Level Availability to support the Vanguard Records Management system.

## **30.0 SUPPORT**

Provider has its primary customer support and development center in Dallas, Texas. This center only supports Provider's products and services. It handles hardware and software calls. Provider serves as the single point of contact for all support and maintenance issues for its customers. "Exhibit E" outlines the Service Level Availability to support the Vanguard Records Management system.

Provider's philosophy is to insure that if a customer has a problem they can access the customer support center by its online Help Desk. All problems identified by submittals to the Help Desk shall be resolved within a reasonable amount of time. Provider will login to the records management and imaging system and perform proactive support as well as normal maintenance and software problem resolution. Provider will guarantee a response or resolution within a reasonable amount of time.

Provider will maintain in conjunction with the system design specification a problem log that details all customer requests; regardless as to whether they are scope issues, software problem reports or enhancement requests. This log shall be available to all customer and project personnel at all times. Each issue identified in the log will contain a date of submission and the name of the person submitting the request. As a function of Provider status reports, Provider will provide a summary of the number of issues opened, the number of issues closed, issues requiring management attention (such as contractual issues), and copies of all resolved issues (resolution forms) from the previous month. It is the intention of Provider to have all issues resolved as soon as possible.

### **31.0 TITLE TO RECORDED MEDIA**

It is expressly agreed by Client and Provider that title to all media recorded pursuant to this Contract, in any form, (including, but not limited to: silver halide microfilm, hard disks, internet images, and any other magnetic recording) shall belong to the County Clerk of Brazos County.

### **32.0 DEFAULT**

The occurrence of any one or more of the following events shall constitute a default under this Contract:

- a. Failure by Provider to perform any term, covenant or condition of this Contract, which default shall continue for a period of thirty (30) days after Client furnishes Provider written notice of such failure to perform;
- b. Failure of Provider to repair or replace faulty or malfunctioning equipment, products, or materials within 48 hours of receipt of notice from the County Clerk, or failure of Provider to furnish adequate and proper training or retraining of Client's employees as deemed reasonably necessary by the County Clerk for Client to properly use the hardware and software of Provider;
- c. Failure of Provider to furnish the necessary hardware or software to site of Client as agreed upon herein;
- d. Except as provided herein, failure of Provider to protect from dissemination, without Client's prior written consent, the data which is indexed and stored by Provider;
- e. Failure by Client to pay payments or other amounts payable by Client under this Contract pursuant to the Texas Government Code §2251.021;
- f. Failure by Client to perform any term, covenant or condition of this Contract, which default shall continue without the commencement of a cure, for a period of thirty (30) days after Provider furnishes Client written notice of such failure to perform.

### **33.0 REMEDIES UPON DEFAULT**

Client reserves the right to enforce the performance of this Contract, in the event of a breach, in any manner prescribed by law.

Provider shall reimburse Client for all reasonable costs and reasonable expenses incurred in connection with the Client's enforcement of any right or remedy under this Contract, including reasonable attorney's fees.

Client shall reimburse Provider for all reasonable costs and reasonable expenses incurred in connection with the Provider's enforcement of any right or remedy under this Contract, including reasonable attorney's fees.

Breach of Contract or default by Provider authorizes Client to terminate this Contract.

### **34.0 LIMITATION OF LIABILITY**

NEITHER PARTY SHALL BE LIABLE, UNDER ANY CIRCUMSTANCES FOR ANY SPECIAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, INCIDENTAL, OR INDIRECT DAMAGES OF ANY KIND RESULTING FROM THE PERFORMANCE OR NON-PERFORMANCE OF OBLIGATIONS UNDER THIS CONTRACT EVEN IF THOSE DAMAGES ARE ATTRIBUTED TO BREACH OF THIS CONTRACT, TORT, NEGLIGENCE, OR OTHER CAUSE OF ACTION. THE PARTIES AGREE THAT THIS LIMITATION SHALL APPLY EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF NON-DIRECT DAMAGES OR IF, UNDER APPLICABLE LAW, NON-DIRECT DAMAGES ARE CONSIDERED TO BE DIRECT DAMAGES. PROVIDER SHALL NOT BE LIABLE FOR ANY FAILURE TO REALIZE SAVINGS OR OTHER BENEFITS FROM THE HARDWARE, SOFTWARE, OR SERVICES PROVIDED UNDER THIS CONTRACT.

CLIENT ACKNOWLEDGES THAT PROVIDER HAS SET ITS PRICING AND ENTERED INTO THIS CONTRACT IN RELIANCE UPON THE LIMITATIONS OF LIABILITY AND THE DISCLAIMERS OF WARRANTY AND DAMAGES SET FORTH IN THIS CONTRACT, AND THAT THESE LIMITATIONS AND DISCLAIMERS FORM AN ESSENTIAL BASIS OF THE BARGAIN BETWEEN THE PARTIES. EXCEPT FOR SERVICE FEES AND AMOUNTS EXPRESSLY DUE AND PAYABLE TO PROVIDER UNDER THIS CONTRACT, IN NO EVENT SHALL EITHER PARTY TO THIS AGREEMENT BE LIABLE TO THE OTHER PARTY FOR ANY CLAIMS, PENALTIES OR DAMAGES, WHETHER IN CONTRACT, TORT, OR BY WAY OF INDEMNIFICATION, IN AN AMOUNT EXCEEDING FIFTY PERCENT (50%) OF THE FULL PRICE OF THIS CONTRACT.

### **35.0 NOTICES**

Any notice required or permitted under this Contract shall be in writing and sent by certified mail, personal delivery, or overnight courier to the following:

Client:

Honorable Karen McQueen  
Brazos County Clerk  
Brazos County Courthouse  
300 E. 26<sup>th</sup> Street, #120  
Bryan, Texas 77803

Provider:

Kofile Technologies, Inc.  
6300 Cedar Springs Road  
Dallas, Texas 75235  
Attention: John Woolf

### **36.0 RETURN SOFTWARE TO PROVIDER**

Upon the termination, regardless of cause, or expiration of this Contract, Client shall within ten (10) days of such termination or expiration, return all software furnished herein to Provider. Within fifteen (15) days immediately following such termination or expiration of this Contract, a representative of Provider shall have the right to go onto Client's premises, access all hardware furnished by Provider and remove from such hardware, hard-drives, and software furnished by Provider that has been downloaded onto such hardware.

### **37.0 MISCELLANEOUS**



If any provision of this Contract is held to be illegal, invalid, or unenforceable, that provision shall be severed or reformed to be enforceable and the remaining provisions hereof shall remain in full force and effect.

This Contract embodies the entire contract of the parties with respect to the subject matter hereof. This Contract cannot be modified except by written amendment or change order signed by both parties hereto.

This Contract shall be construed and enforced in accordance with the laws of the State of Texas, and performable in Brazos County, Texas.

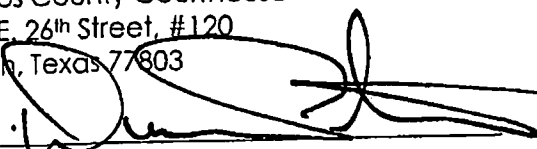
The undersigned officer and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this Contract on behalf of the parties hereto and each party hereby certifies to the other that any necessary resolutions extending said authority have been duly passed and are now in full force and effect.

For the purpose of this original Contract, time is of the essence.

EXECUTED in two (2) originals in Brazos County, Texas on this the 13<sup>th</sup> day of June, 2017.

**CLIENT:**

Brazos County, Texas  
Brazos County Courthouse  
300 E. 26<sup>th</sup> Street, #120  
Bryan, Texas 77803

By:   
Duane Peters, County Judge  
Acting on behalf of, and by the authority of

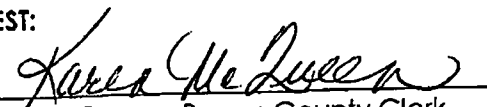
The Commissioners Court of  
Brazos County, Texas

**PROVIDER:**

Kofile Technologies, Inc.  
6300 Cedar Springs Road  
Dallas, Texas 75235

By:   
John D. Woolf, CFO

**ATTEST:**

  
Karen McQueen, Brazos County Clerk

## EXHIBIT "A"

### PRICING

#### I. Full Service Computerized Indexing: Real Property Records

Price Per Instrument Per Month: \$ 2.31 per instrument number.

*In the year 2016, the Brazos County Clerk averaged paying \$7,400.00 per month for Full Service Computerized Indexing for Real Property Records. Monthly prices fluctuate depending on the number of instruments filed in the County Clerk's Office each month.*

Average Monthly Cost: \$7,400.00 per month.

#### II. Optical Imaging System: Real Property Records and Vital Statistic Records

Flat Monthly Cost: \$5,978.00 per month.

#### III. Internet Distribution Revenue: Kofile will rebate 50% of all revenue generated from the Brazos County data maintained, compiled and distributed by Kofile on behalf of Brazos County Clerk. Monthly rebate will be applied in the form of a deduction to the monthly Kofile invoice.

Estimated Monthly Revenue distributed to Brazos County: \$2,300 per month.

The above (items I and II) includes the following:

1. Computer hardware, software, hardware upgrades, software upgrades, training, and maintenance.
2. Full Service Indexing of Real Property records filed daily. *Daily indexing services include:*
  - a. 12- to 24-hour turnaround on Daily Indexing
  - b. Key & Blind Re-Key Verification of all Documents
  - c. Document Code Consolidation
3. Creation of 16 mm microfilm from daily new filed document digital images. This backup security microfilm copy will be stored in Kofile's vault in Dallas, TX.
4. OPTICAL CHARACTER RECOGNITION (OCR)—OCR processing of ALL existing historical Real Property images that currently reside on the ACS 20/20 system. These images will be processed and loaded to the **Vanguard Records Management** allowing key word searching of all historical records. All existing data conversion and this OCR processing is included in the quoted **Vanguard Records Management** pricing at no additional cost

5. All supplies: Paper, toner cartridges, binders and related consumables.
6. Storage of all Brazos County Clerk's existing records security microfilm in a temperature/humidity controlled vaults for safekeeping and backup.
7. Storage of Grantee/Grantor indices on magnetic tape for security backup and safekeeping.
8. All Brazos County existing data from January 1, 1955 forward will be converted to Kofile's format and loaded into your new system and internet.
9. All available Real Property images will be maintained and distributed on-line at Kofile's designated web site dedicated to Brazos County Clerk's office.

**III. Total Average Monthly Billing: \$12,700.00**

Full Service Computerized Indexing of Real Property Records, and Optical Imaging System for Real Property Records and Vital Statistic Records

**SPECIAL NOTE:**

Subject to the "Care and Use" provision in the Contract, Provider is responsible for all hardware maintenance, including but not limited to the backing up of the hard-drive on all equipment leased hereunder. In the event that a hardware component is damaged or not working properly, it is Provider's full responsibility to replace the damaged component/equipment for the County in the most efficient and timely manner.

In the unlikely event that the hard drive of the server is damaged, Provider has the capability to load down all index information and images onto another server and replace the damaged one in the most efficient and timely manner.

## EXHIBIT "B"

### HARDWARE CHECKLIST

Kofile has estimated the size of the Brazos County Clerk's new Land Records System. Based on the current need, Kofile will provide:

Two (2) Full Scanning Workstations (one with a large 17" flatbed)  
 Eight (8) Full Cashiering Workstations  
 Twelve (12) Public Workstations (with future possibility of more)  
 Three (3) High Speed Duplex Laser Printers  
 One (1) High Quality Map/Plot Scanner and Printer 36 Inch  
 One (1) Podium Wide Kiosk Public Station

SYSTEM HARDWARE SCHEMATICS		
QTY	ITEM	SPECIFICATIONS
<b>WORKSTATION PC</b>		
22	Optiplex 7440 AIO 23.8" Desktop PC	i7-6700, 16GB RAM, M.2 128GB SATA SSD, DVD-RW, WiFi
8	Dell Wireless Keyboard & Mouse Combo KM714	
<b>PRINTERS</b>		
1	Paradigm EIS Supra Wide Format Scan/Copy/Print System —Plat Scanner/Printer	Canon iPF770, Scanner: Graphtec CSX530 , PC: Acer Veriton Z2660G
3	HP LaserJet Enterprise M605DN Printer	Monochrome, Duplex, Letter, Legal, 600 Sheet Capacity
2	HP Input - Media Tray/Feeder - 500 Sheets	
<b>SCANNERS</b>		
1	Fujitsu fi-7180 Color & Mono Desktop Document Scanner	Duplex - 8.5x14 - 600 dpi x 600 dpi - ≤80 ppm (mono or color) - ADF (80 sheets) - ≤6,000 scans/day - USB 3.0
1	Fujitsu fi-6770 Color & Mono Desktop Document Scanner	Duplex - 12x18 - 600 dpi x 600 dpi - ≤90 ppm (mono or color) - ADF (200 sheets) - ≤15,000 scans/day - USB 2.0, SCSI
<b>KIOSK</b>		
1	P2 Podium Wide Kiosk, Silver	<a href="http://www.iekiosk.com/podium-stands.htm">http://www.iekiosk.com/podium-stands.htm</a>
	Kiosk IE-SS-KB SS Keyboard	Keyboard with SS trackball, metal bottom cover, mounting shelf, & kbd arm
	Bracket for Kiosk Signage	Top Mounted Sign Bracket
<b>ACCESSORIES</b>		
8	Topaz SignatureGem LCD 4X3	Signature Pad & Card Reader/3 Track MSR (TM-LBK755SE-HSB-R)
22	APC BACK-UPS ES 750 - UPS - 450W - 750 VA	Battery Backup

CASH DRAWER		
6	APG Vorario 1616 (VB320-BL1616) [Color: Black]	16.2Wx16.3Dx4.3H, 320 MultiPRO Interface for 24V printer & terminal, Dual Media Slots, Fixed Till 5 bill/5 coin. Cables separate.
SOFTWARE		
8	Microsoft Office STD 2016 OLP	Office Open License
8	Adobe Acrobat Standard DC	1 Year Subscription
1	BlackIce TIFF Writer (1 License)	TIFF Print Driver (used for TERS)
RMM		
8	MAX FOCUS RMM - (Per Month)	Remote Monitoring Management - \$1 Managed Antivirus - \$1 Web Protection - \$1 Backup & Recovery - \$ 0.50 Per GB

## **EXHIBIT "C"**

### **BRAZOS COUNTY PROCESSING**

The following is a step-by-step process for the operation of the Brazos County Clerk's office for Real Property Records with the new equipment.

1. After a document has been filed through cashiering, it is ready to be scanned. The document number and the number of pages are passed through the system to the scanning station. The Client has the option to scan the image immediately or wait until it receives a range of instruments to scan. The programs can run reports on which documents were scanned for the date and let you know if any numbers were skipped. The Client also has the ability to rescan if an image didn't scan properly onto the system. Once the Client saves that image to the system, it is ready to be viewed by the instrument number.
2. When the Client is done scanning for the day, they will transmit the daily images (documents) to Kofile. The images will be transferred to Kofile by DSL, ISDN, or modem line, whichever is available and most feasible, to be indexed. Once Provider receives these images, it will return the index back to Client the next day. Provider will blind verify the indexing, and create a roll of security microfilm to be stored in our temperature/humidity-controlled vault.
3. The index information will attach to the proper images that coincide with that instrument. At that moment, the instrument is ready for search by the public.
4. Provider will transmit the electronic Grantor/Grantee indices to Client, the next day, after Provider receives the scanned images.

### **Electronic Recording System**

Kofile will implement the Electronic Recording Program into the recording and indexing process.

Kofile shall fulfill the following duties and obligations in support of the electronic recording system.

- a. Kofile will be responsible for providing, supporting, and maintaining the electronic recording system software and the interface to the Vanguard System.
- b. Kofile will ensure that electronic recording system is secure and that once documents are received, they remain immutable until such time as they are recorded.
- c. Kofile will work with the Submitting Company and County to resolve issues encountered in the Electronic Recording Process that are within the scope of the system and software used to support the Electronic Recording Program.



- d. Kofile will also enable a direct filing procedure and link for local submitters to file directly into the Brazos County system eliminating e-recording processors such as ACS eRX, Simplifile, Ingeo, etc.
- e. Kofile will maintain an audit trail of documents received, the source received from, dates and times received, receipts received, receipts transmitted, and any errors encountered.

The aforementioned duties and obligations will be fulfilled in a timely fashion at Kofile's expense.

County shall fulfill the following duties and obligations.

- a. County shall protect the integrity of the recordation process through ongoing monitoring of documents received and recorded through the Electronic Recording Program.
- b. County (and, if applicable, any third-party providers retained by County) will work with Kofile to install, configure, and administer the necessary infrastructure components to facilitate the Electronic Recording Program.
- c. County (and, if applicable, any third-party providers retained by County) shall test and maintain the software and hardware required to operate the Electronic Recording program.
- d. County shall apply the same level of diligence in handling documents submitted electronically as those submitted through the normal paper process.

The aforementioned duties and obligations will be fulfilled in a timely fashion at County's expense.

## **EXHIBIT "D"**

### **FULL SERVICE COMPUTERIZED INDEXING OF LAND RECORDS**

Provider utilizes a virtually error-free procedure for the entering of land records index data involving a combination of 100 percent key verification, machine editing procedures that will catch alphabetic data in numeric field and vice versa as well as machine checks for missing instrument numbers, missing parties to the document, et cetera, intensive operator training on documented reference materials for key entry personnel.

The computerized indexing services includes an alphabetic listing of the Grantors, an alphabetic listing of the Grantees, a "Missing Numbers Report" to account for all the Clerk's instrument numbers showing all the documents indexed in each group of documents submitted by Brazos County Clerk.

The Grantor/Grantee index output reports have the following specifications:

1. The names fields are 40 characters to minimize the need for operator judgments on abbreviations and to assure a truer alphabetic sort procedure.
2. The type of document field has 20 characters to provide adequate room to spell out most document types and certain combination document types.
3. Case numbers and money amounts are shown on all index entries for abstracts of judgements and tax liens.
4. Money amounts are shown on deeds of trust index entries.
5. Prior document references on assignments and releases are shown on the index report. If both volume and page prior document reference and a money amount are shown on the same document, the volume and page prior document reference will take priority over the money amount with respect to the information printed on the index report.
6. The page format of the data prominently displays the inclusive certification dates for the index series at the top of each page.
7. If requested by the Brazos County Clerk, all properties described on a document are shown on the index, regardless of number.
8. Provider will furnish a quarterly index print out and the necessary sectional post binders of a plastic or poly material comparable in quality and style to those currently in use by the Client. Alphabetic and "current" divider tabs and customized printing or labeling of the binders are also included.
9. Each quarterly index will be merged with the prior quarter(s) index. All quarterly indices will be merged to create a year's index. At the end of each year, that year's index is merged with the previous years' indices. The indices are merged in five (5) year periods, then the two (2) five-year merges are merged into a 10-year merge. Index output will be printed two sided.

**EXHIBIT "E"**  
**SERVICE LEVEL AVAILABILITY**

Support staff are always available to answer questions or solve issues in either hardware or software. They are trained to handle any type of problem and understand the need to use simple, easy to follow instructions when stepping a customer through a problem.

Kofile's goal is to resolve reported issues in the reported business day—whether received via customer phone, email, or Internet. Users can issue support tickets on the Internet via web interface, and track status and resolution on-line, without needing to pick up the phone.

**1. Vanguard Records Management Service Availability**

The Kofile Service Availability commitment is 99.5% per quarter. Service availability is calculated as:

- total minutes in a quarter
- (-) less the planned outage and unplanned outage times
- (/) divided by total minutes
- (-) minus the planned outage time

Planned outages are scheduled outages where Kofile performs system maintenance activities. Kofile will only schedule these outages off hours. For Public Search which is available 24x7, Kofile will not perform any planned outages before 9:00 P.M. CST on business days (weekends and Federal Holidays are available for planned outages.)

Since the County can deploy updates to its configuration instance at a time of its choosing, deployments to the Brazos County configuration instance that are County-requested and done during business hours are considered planned outages.

**2. Vanguard Records Management Service Response Time**

Fifty percent (50%) of all transactions will occur in three seconds or less and not more than 10% will take six seconds or more. Transaction times are measured as time required for a transaction to process from the web browser. Kofile provides response time reports on demand but no more than once per month.

**3. Hardware Support**

All software maintenance and support is provided by Kofile. The manufacturer provides certain hardware maintenance when a warranty is applicable.

Any OEM warranties on hardware are passed onto Brazos County. Kofile shall repair or replace a covered hardware component that has been determined to be defective at its option with new or reconditioned equipment. The customer agrees to assist Kofile in determining corrective action necessary to resolve malfunction. This may require an on-site visit by a Kofile representative or a third-party representative authorized by Kofile.

Kofile relies on the hardware manufacturer's warranty service agreement for hardware defects. Should the customer elect to acquire premium services most manufacturers provide upgraded gold support (response is less than four hours) service. Optionally,

critical components may have on-site replacement and/or redundant components/servers to increase availability at all times.

**4. Kofile Service Update Process and County Notifications**

Kofile periodically updates the Vanguard Records Management service modules to deliver enhancements or defect remedies. The County is notified prior (no less than 60 days) to any update made to the service. All updates are deployed off hours. Updates are made to the Kofile staging environment where the County's configuration instance is tested prior to application of the service update.

**5. Customer Service Availability**

Kofile support staff are available during the County's business hours with a buffer of 30 minutes before and after closing. Off-hour support is available and is initiated by an agreed to County resource who will have direct contact with Kofile support management.

Customer Service staff may be reached via telephone, email, chat or via the Kofile internet accessible support ticket system.

**6. Customer Service Response Time**

All customer cases must be reported to the Kofile Support Organization. Kofile will manage each case in the timelines established in this SLA and will use reasonable efforts to resolve each case. Actual resolution time will vary depending on the nature of the case and the resolution.

**7. Case Severity Levels**

**A. Severity Level 1**

- The Vanguard Records Management service is unavailable.
- Response time commitment is 30 minutes.
- Escalation of a Severity Level 1 case is one (1) hour from opening of the case.

**B. Severity Level 2**

- The Vanguard Records Management service contains a defect that prevents the County from performing one or more critical business activities and results in significant negative impact to the county and there is no acceptable workaround.
- Response time commitment is 30 minutes.
- Escalation of a Severity Level 2 case is four (4) hours from opening of the case.

**C. Severity Level 3**

- The Vanguard Records Management service contains a defect that prevents the County from performing one or more important business activities. A workaround exists but is not acceptable as a solution.
- Response time commitment is four (4) hours.
- Escalation of a Severity Level 3 case is based upon customer request. Kofile will provide a timeline for when a fix is included in the product without escalation.

#### **D. Severity Level 4**

- The Vanguard Records Management service contains a defect that is minor or infrequent, and an acceptable or the defect does not impair the County's ability to conduct business.
- Response time commitment is 24 hours.
- Escalation of a Severity Level 4 case is based upon customer request. Kofile will provide a timeline for when a fix is included in the product without escalation.



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AMENDMENT NO. 3 TO  
CONTRACT FOR FULL SERVICE COMPUTERIZED INDEXING, OPTICAL IMAGING SYSTEMS  
AND SERVICES FOR VITALS AND REAL PROPERTY RECORDS

This Amendment No. 3 (this "**Amendment**") is an amendment to that certain Contract for Full Service Computerized Indexing, Optical Imaging Systems and Services for Vitals and Real Property Records (the "**Contract**"), by and between Brazos County, a political subdivision of the State of Texas (hereinafter "**Client**"), and GovOS, Inc. (hereinafter referred to as "**GovOS**"), and is made effective as of December 31, 2023 (the "**Amendment Effective Date**"). References to a "**Party**" mean Client or GovOS. References to the "**Parties**" mean Client and GovOS. Capitalized terms utilized but not defined herein shall have the meaning set forth in the Contract.

BACKGROUND:

WHEREAS, Client and Kofile Technologies, Inc. ("**Kofile**") entered into the Contract and GovOS is a corporate affiliate to Kofile and the successor-in-interest to the Contract; and

WHEREAS, the current term of the system and services provided pursuant to the Contract (collectively, the "**System**") expires December 31, 2023, and Client and GovOS wish to extend the provision of the System for an additional five (5) years (the "**Extension Period**").

NOW, THEREFORE, in consideration for continued performance, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties mutually agree the Contract is amended as follows:

AGREEMENT:

1. ASSIGNMENT. Client agrees to the assignment of the Contract from Kofile to GovOS and GovOS hereby assumes all rights and obligations of Kofile under the Contract. All references to Kofile in the Contract are hereby amended to be GovOS.
2. EXTENSION PERIOD. This Amendment extends the term of the Contract for an additional five (5) years. Therefore, the Contract shall expire on December 31, 2028, subject to the annual appropriation of currently available funds by the Brazos County Commissioners Court.

*(Remainder of this page intentionally left blank)*





3. EXTENSION PERIOD FEES. Fees during the Extension Period shall be at the rates indicated in the table(s) below:

**System-Related Fees:**

<b>Period:</b>	<b>Fees Per Document Filed into the System:</b>	<b>Annual Fees for Cloud Records Digital Archive Repository Workstation Licenses (19 license cap):</b>
January 1, 2024 - December 31, 2024	\$2.43	\$58,942.80
January 1, 2025 - December 31, 2025	\$2.55	\$61,889.94
January 1, 2026 - December 31, 2026	\$2.67	\$64,984.44
January 1, 2027 - December 31, 2027	\$2.81	\$68,233.66
January 1, 2028 - December 31, 2028	\$2.95	\$71,645.34

**Fees for PDF/A Services:**

- **Creation of PDF/A:** \$.03 per image filed into the System following the Amendment Effective Date.
- **Archive Storage:** \$1,000 flat fee per year for Cloud Storage for PDF/A files, which shall include archival of images filed into the System after December 18, 2017.

4. HARDWARE OWNERSHIP AND RESPONSIBILITY. Promptly following the Amendment Effective Date, GovOS shall "refresh" the hardware provided to Client pursuant to the Contract with the following hardware.

<b>SYSTEM HARDWARE</b>		
<b>QTY</b>	<b>ITEM</b>	<b>SPECIFICATIONS</b>
<b>WORKSTATION PC</b>		
19	Dell Optiplex AIO 65W (7410)	i7 core processor, Windows 11 Pro, 16GB RAM, 256GB SSD, 23.8" FHD Non-Touch Monitor
20	Dell Wireless Keyboard & Mouse Combo	N/A
<b>PRINTERS</b>		
1	Canon ImagePROGRAF MFP Printer w/ Z36 Scanner	
3	HP LaserJet Enterprise M611dn Printer	[Monochrome, Duplex, Letter, Legal, 600 sheet capacity]
<b>SCANNERS</b>		



1	Fujitsu fi-7280	Flatbed, Duplex - 8.5 x 14 in - 600 dpi - ≤ 80 ppm - ADF (80 sheets) - ≤ 11,000 sheets/day - USB 3.0
2	Fujitsu fi-7770	Flatbed, Duplex - 8.5 x 14 in - 600 dpi - ≤ 80 ppm - ADF (300 sheets) - ≤ 44,000 sheets/day - USB 3.0
<b>ACCESSORIES</b>		
20	APC BACK-UPS ES 750	Battery Backup

Notwithstanding anything to the contrary contained herein or in the Contract (as amended), following the Amendment Effective Date, Client will be responsible to maintain an adequate technical environment to operate the System including maintaining any necessary hardware and equipment to meet the System requirements. Upon request, GovOS will identify System hardware requirements and recommend hardware and equipment that meets System requirements. GovOS (as successor in interest to Kofile) hereby conveys title and ownership "as is" and "where is" to any and all hardware and equipment previously provided to Client as well as the hardware indicated above. GovOS makes no representations and disclaims any and all warranties with respect to the hardware or equipment.

5. SCOPE OF AMENDMENT. Except to the extent expressly modified herein, all of the terms and provisions of the Contract are hereby ratified and confirmed and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the Amendment Effective Date.

**GOVOS, INC.**

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

Josh Stanley, CFO

**CLIENT:**

BRAZOS COUNTY

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

Name: DUANE PETERS

County Judge, acting on behalf of, and by the authority of The Commissioners Court of Brazos County, Texas.

**ATTEST:**

Brazos County Clerk

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

Name: KAREN McQUEEN



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval of Amendment to Contract #24-021 Copier Maintenance to increase the number of machines on the service contract and to purchase replacement copiers for various departments in the amount of \$94,055.00 with Texas Document Solutions.

TO: Commissioners Court

FROM: Presley Nelson

DATE: 11/15/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[New Service Agreement.pdf](#)

Service Agreement

Backup Material

[New Equipment List.pdf](#)

New Equipment List

Backup Material

[Partly Executed Amendment #1.pdf](#)

Partly Executed Amendment

Backup Material

**AMENDMENT #1 TO 24-021- COPIER MAINTENANCE FOR BRAZOS COUNTY**

**THIS AMENDMENT TO 24-021 ALSO KNOWN AS Copier Maintenance for Brazos County** ("Amendment") is entered into and effective this 21<sup>st</sup> day of November, 2023 ("Effective Date") through September 30, 2024 ("Expiration Date") by and between **Brazos County** ("Customer"), and **Texas Document Solutions** ("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 #24-021 ("Agreement") for purposes of Texas Document Solutions to provide copier maintenance for Brazos County; and

WHEREAS, the Parties desire to amend the list of maintained machines as set forth in original contract #24-021.

**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 number of machines included on the contract from 21 to 39.

**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*

DWANE PETERS

*Name*

COUNTY JUDGE

*Title*

11/21/23

*Date*

**Texas Document Solutions**



*Signature*

Kinze Storm

*Name*

Branch Manager

*Title*

11/15/2023

*Date*

# TEXAS DOCUMENT SOLUTIONS

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• 4619 Troup Highway

• 6807 Woodway Drive

• 512-886-4100

• 979-775-5500

• 936-699-2800

• 903-509-8900

• 254-881-7500

(Fax) 512-886-4101

(Fax) 979-775-5900

(Fax) 936-699-4299

(Fax) 903-509-9905

(Fax) 254-754-0555

CUSTOMER NO.		ORDER DATE 10/1/2023		INSTALL DATE		TECH REP.		SALES REP. Kinze Storm	
<b>BILL TO:</b>					<b>SHIP TO (if other than Bill To):</b>				
NAME Brazos County Purchasing Department					NAME				
ADDRESS 200 South Texas Ave #352					ADDRESS				
CITY Bryan		STATE Tx		ZIP 77803		CITY		STATE ZIP	
CONTACT Presley					CONTACT				
PHONE 979-361-4291		FAX 979-361-4293		PHONE		FAX			
ADDITIONAL COMMENTS  pnelson@brazoscountytexas.gov									
<input type="checkbox"/> New Customer <input type="checkbox"/> Existing Customer		CUSTOMER STATUS: <input type="checkbox"/> CGEM/NJPA Account <input type="checkbox"/> State Contract		<input type="checkbox"/> Rental <input type="checkbox"/> Sale/Lease		TYPE ACTION REQUEST: <input type="checkbox"/> Trial Dates: <input type="checkbox"/> Other:		SHIP VIA: P.O. NO.	
QTY.	PROD. NO.	DESCRIPTION			SERIAL NO.	METER	UNIT PRICE	TOTAL	
1		Monthly Maintenance						\$925.00	
		Effective October 1, 2023 - September 30, 2024							
		Includes 100,000 Black & White copies per month. Black & White overages billed at .0055 each monthly. All Color Billed at .05 Each. Includes toners, drums, fusers, developers, staples, parts, labor and travelttime. <b>**Excludes Paper**</b>							
		All Copies to be divided between the following equipment:							
	MX-M464N	CSCD #1			ID #31724				
	MX-M364N	CSCD #2			ID #31719				
	MX-M623N	County Clerk			ID #31965				
	MX-M314N	Constable Precinct #3			ID #31726				
	MX-M623N	District Clerk #1			ID #31966				
	MX-M464N	District Clerk #2			ID # 31722				
	MX-M464N	Juvenile			ID #31720				
	MX-M314N	272nd District Court			ID #32028				
	M3540idn	Associate Judge #1			ID #32000				
	M3540idn	County Clerk			ID #31714				
	MX-M314N	Jury Services			ID #31822				
	MX-M363N	County Judges Office			ID # 31874				
	MX-M314N	Purchasing Department			ID #31866				

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• 979-775-5500 (Fax) 979-775-5900

• 936-699-2800 (Fax) 936-699-4299

• 903-509-9900 (Fax) 903-509-9905

• 254-881-7500 (Fax) 254-754-0555

CUSTOMER NO.	ORDER DATE 10/1/2023	INSTALL DATE	TECH REP.	SALES REP. Kinze Storm		
<b>BILL TO:</b>			<b>SHIP TO (if other than Bill To):</b>			
NAME Brazos County Purchasing Department			NAME			
ADDRESS 200 South Texas Ave #352			ADDRESS			
CITY Bryan	STATE Tx	ZIP 77803	CITY	STATE ZIP		
CONTACT Presley			CONTACT			
PHONE 979-361-4291	FAX 979-361-4293	PHONE FAX				
ADDITIONAL COMMENTS <p style="text-align: center;"><a href="mailto:pnelson@brazoscountytexas.gov">pnelson@brazoscountytexas.gov</a></p>						
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New Customer  <input type="checkbox"/> Existing Customer         </div> <div> <b>CUSTOMER STATUS:</b>  <input type="checkbox"/> CGEM/NJPA Account  <input type="checkbox"/> State Contract         </div> <div> <input type="checkbox"/> Rental  <input type="checkbox"/> Sale/Lease         </div> <div> <b>TYPE ACTION REQUEST:</b>  <input type="checkbox"/> Trial Dates:  <input type="checkbox"/> Other:         </div> <div> <b>SHIP VIA:</b>            P.O. NO.         </div> </div>						
QTY.	PROD. NO.	DESCRIPTION	SERIAL NO.	METER	UNIT PRICE	TOTAL
	BP-50C55	County Attorney				
	BP-50M55	Records Management				
	M2640dw	Information Technology				
	BP-50C55	85th District Court				
	BP-70M75	Constable Precinct #2				
	BP-50M55	CCL #2				
	BP-50M31	Brazos County Expo				
	BP-70M75	Jail Admin				
	BP-50M55	JP Precinct 1				
	BP-50M55	361st District				
	BP-70M75	Sheriff's Office Downstairs				
	BP-70M75	Sheriff's Office Upstairs				
	BP-50M55	JP Precinct 2				
	BP-70M75	Collections				
	BP-50M55	JP Precinct 3				
	BP-50M55	County Auditors				
	BP-50M36	Risk Management				
	BP-50M55	472nd District Court				



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CUSTOMER NO.	ORDER DATE 10/1/2023	INSTALL DATE	TECH REP.	SALES REP. Kinze Storm
<b>BILL TO:</b>		<b>SHIP TO (if other than Bill To):</b>		
NAME Brazos County Purchasing Department		NAME		
ADDRESS 200 South Texas Ave #352		ADDRESS		
CITY Bryan	STATE Tx	ZIP 77803	CITY	STATE ZIP
CONTACT Presley		CONTACT		
PHONE 979-361-4291	FAX 979-361-4293	PHONE		FAX
ADDITIONAL COMMENTS				

[pnelson@brazoscountytexas.gov](mailto:pnelson@brazoscountytexas.gov)

- ☐ New Customer  
☐ Existing Customer

- CUSTOMER STATUS:**  
☐ CGEM/NJPA Account  
☐ State Contract

- ☐ Rental  
☐ Sale/Lease

- TYPE ACTION REQUEST:**  
☐ Trial Dates:  
☐ Other:

**SHIP VIA:**  
P.O. NO.

QTY.	PROD. NO.	DESCRIPTION	SERIAL NO.	METER	UNIT PRICE	TOTAL
	MX-M564N	District Attorney	ID #31717			
	MX-M314N	Associate Court # 2	ID #31723			
	MX-M314N	Facilities Services	ID #32110			
	MX-M314N	Constable Precinct 4	ID #31721			
	MX-M564N	85th District Court Extra Area	ID #31725			
	M3540idn	Law Library	ID #32109			
	MX-314N	JP Precinct 4	ID #31718			
	MX-M6051	Rental Assistance	ID #32929			

Page 3

SALES MANAGER	DATE 11/14/2023	Subtotal	
SERVICE MANAGER	DATE	Sales Tax	N/A
CUSTOMER ACCEPTANCE	DATE 11/21/23	TOTAL	\$925.00

# TEXAS DOCUMENT SOLUTIONS

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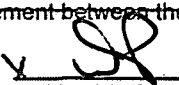

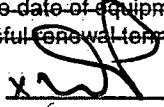


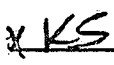
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• 254-881-7500 (Fax) 254-754-0555

## SERVICE / SUPPLY PLATINUM USER AGREEMENT

### Terms and Conditions

1. This Agreement shall remain in full force and effect, unless cancelled by either party in writing. This Agreement may be terminated or changed at any time, by either party on thirty (30) days written notice. Customer's obligation to pay all charges, which have accrued, shall survive any termination of this Agreement, the prorated portion of any amount prepaid will be refunded.
2. Monthly and Quarterly Base costs are payable in advance based on the Copy Volume Level and specification provided on the reverse side of this agreement, whereas the excess cost per copy changes are payable in the arrears.
3. Texas Document Solutions, Inc. shall provide inspections during the contract period at appropriate intervals. Inspections may be made in conjunction with regular or emergency service calls. Inspections, as well as all service calls, shall be made during normal business hours.
4. Texas Document Solutions, Inc. will provide parts, which have been broken or worn through normal use and are necessary for servicing and maintenance adjustments. Parts damaged by misuse or carelessness will be charged to the customer in accordance with the Texas Document Solutions, Inc. parts list price. Photoreceptive Drums are included, except for facsimile systems and cartridge type copiers and printers.
5. All service calls under this Agreement will be made during normal business hours at the customer's address as shown on the reverse side hereof. Should the equipment be moved to a location in a more distant zone, there may be an increase in the annual maintenance charge. Should the equipment be moved out of the Company's authorized serving area, this contract shall be terminated. Relocation of equipment is not covered by this agreement and will be billed at the agreed upon rate.
6. This Agreement shall not apply to repairs made necessary by accident, misuse, abuse, neglect, theft, riot, vandalism, electrical power failure, or surges, acts of God, fire, water, unauthorized supplies, or other repairs made necessary by service personnel other than those of Texas Document Solutions, Inc. Charges for repairs or replacement due to the foregoing shall be borne by the Customer.
7. This Agreement does not include applicable taxes. All taxes levied or imposed, now or hereafter, by any governmental authority shall be paid by the Customer, in accordance with the law.
8. This Agreement covers only the equipment described and does not include any accessories not listed thereon, nor does it include third party add-on devices, such as accounting software and hardware, coin-op box, etc.
9. This Agreement does not cover the Customer's network or problems related to or from the connected network. There are no warranties or guarantees regarding problems associated with the operation of the Customer's software or operating systems. Texas Document Solutions, Inc. will not be held responsible for any down time at the client's location.
10. This Agreement is not transferable by the Customer, except with the written consent of Texas Document Solutions, Inc.
11. This Agreement includes all toner and developer used under normal use, unless otherwise noted. However, it does not include excess usage attributable to theft, misuse or sky copies.
12. ~~This Agreement constitutes the entire agreement between the Customer and Texas Document Solutions, Inc. with respect to furnishing of Texas Document Solutions, Inc. service.~~  
13. Optimum performance of the equipment covered by this Agreement can be expected only if supplies provided by, or meeting the specifications of Texas Document Solutions, Inc. are used.
14. ~~The initial term of this Agreement shall commence on the date of equipment installation. This Agreement shall be automatically renewed upon expiration of the initial period, for successful renewal terms at the standard published service rates, in effect at the time of applicable renewal.~~  
15. Texas Document Solutions, Inc. would setup and configure a total of 5 stations at the time of the initial sale installation. Additional charges will be billed at the standard hourly rate for a minimum of one hour for each additional work station or computer upgrade (hardware, hard drive, CPU, operating system software change, etc.).
16. ~~Shipping charges for consumable supplies will be billed separately; plastic waste toner bottles are a permanent part of your machine and are to be reused. The customer will be charged for replacement bottles.~~  

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• 254-881-7500 (Fax) 254-754-0555

CUSTOMER NO.	ORDER DATE 10/1/2023	INSTALL DATE	TECH REP.	SALES REP. Kinze Storm		
<b>BILL TO:</b>		<b>SHIP TO (if other than Bill To):</b>				
NAME Brazos County Purchasing Department		NAME				
ADDRESS 200 South Texas Ave #352		ADDRESS				
CITY Bryan	STATE Tx	ZIP 77803	CITY	STATE ZIP		
CONTACT Presley		CONTACT				
PHONE 979-361-4291	FAX 979-361-4293	PHONE		FAX		
ADDITIONAL COMMENTS pnelson@brazoscountytexas.gov						
<div> <input type="checkbox"/> New Customer  <input type="checkbox"/> Existing Customer </div> <div> <b>CUSTOMER STATUS:</b>  <input type="checkbox"/> CGEM/NJPA Account  <input type="checkbox"/> State Contract </div> <div> <input type="checkbox"/> Rental  <input type="checkbox"/> Sale/Lease </div> <div> <b>TYPE ACTION REQUEST:</b>  <input type="checkbox"/> Trial Dates:  <input type="checkbox"/> Other: </div> <div> <b>SHIP VIA:</b>  P.O. NO. </div>						
QTY.	PROD. NO.	DESCRIPTION	SERIAL NO.	METER	UNIT PRICE	TOTAL
1	BP-50C55	55 PPM Color Device				\$6,652.00
1	BP-DE15	Tandem Paper Cassette				
1	BP-FN11	50 Sheet Staple Finisher				
1	MX-PN14B	Hole Punch Unit				
1	BP-FX11	Fax Module				
1	BP-50M55	55 PPM B&W Device				\$4,958.00
1	BP-DE15	Tandem Paper Cassette				
1	BP-FN11	50 Sheet Staple Finisher				
1	MX-PN14B	Hole Punch Unit				
1	BP-FX11	Fax Module				
1		Kyocera M2640dw				\$450.00
1	BP-50C55	55 PPM Color Device				\$6,652.00
1	BP-DE15	Tandem Paper Cassette				
1	BP-FN11	50 Sheet Staple Finisher				
1	MX-PN14B	Hole Punch Unit				
1	BP-FX11	Fax Module				
1	BP-70M75	75 PPM B&W Device				\$8,388.00
1	MX-FN34	50 Sheet Staple Finisher				
1	MX-RB26	Paper Pass Unit				
1	BP-FX11	Fax Module				
1	MX-PN16B	Hole Punch Unit				

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(Fax) 903-509-9905

(Fax) 254-754-0555

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<b>BILL TO:</b>					<b>SHIP TO (if other than Bill To):</b>				
NAME Brazos County Purchasing Department					NAME				
ADDRESS 200 South Texas Ave #352					ADDRESS				
CITY Bryan		STATE Tx		ZIP 77803		CITY		STATE ZIP	
CONTACT Presley					CONTACT				
PHONE 979-361-4291		FAX 979-361-4293		PHONE		FAX			
ADDITIONAL COMMENTS pnelson@brazoscountytexas.gov									
<input type="checkbox"/> New Customer		<input type="checkbox"/> CGEM/NJPA Account		<input type="checkbox"/> Rental		<input type="checkbox"/> Trial Dates:		SHIP VIA:	
<input type="checkbox"/> Existing Customer		<input type="checkbox"/> State Contract		<input type="checkbox"/> Sale/Lease		<input type="checkbox"/> Other:		P.O. NO.	
QTY.	PROD. NO.	DESCRIPTION			SERIAL NO.	METER	UNIT PRICE	TOTAL	
1	BP-50M55	55 PPM B&W Device						\$4,958.00	
1	BP-DE15	Tandem Paper Cassette							
1	BP-FN11	50 Sheet Staple Finisher							
1	MX-PN14B	Hole Punch Unit							
1	BP-FX11	Fax Module							
1	BP-50M31	31 PPM B&W Device						\$4,162.00	
1	BP-DE15	Tandem Paper Cassette							
1	BP-FN11	50 Sheet Staple Finisher							
1	MX-PN14B	Hole Punch Unit							
1	BP-70M75	75 PPM B&W Device						\$8,388.00	
1	MX-FN34	50 Sheet Staple Finisher							
1	MX-RB26	Paper Pass Unit							
1	BP-FX11	Fax Module							
1	MX-PN16B	Hole Punch Unit							
1	BP-50M55	55 PPM B&W Device						\$4,958.00	
1	BP-DE15	Tandem Paper Cassette							
1	BP-FN11	50 Sheet Staple Finisher							
1	MX-PN14B	Hole Punch Unit							
1	BP-FX11	Fax Module							

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CUSTOMER NO.	ORDER DATE 10/1/2023	INSTALL DATE	TECH REP.	SALES REP. Kinze Storm		
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PHONE 979-361-4291	FAX 979-361-4293	PHONE FAX				
ADDITIONAL COMMENTS pnelson@brazoscountytexas.gov						
<div> <input type="checkbox"/> New Customer         <input type="checkbox"/> Existing Customer       </div> <div> <b>CUSTOMER STATUS:</b>  <input type="checkbox"/> CGEM/NJPA Account  <input type="checkbox"/> State Contract       </div> <div> <input type="checkbox"/> Rental  <input type="checkbox"/> Sale/Lease       </div> <div> <b>TYPE ACTION REQUEST:</b>  <input type="checkbox"/> Trial Dates  <input type="checkbox"/> Other:       </div> <div> <b>SHIP VIA:</b>          P.O. NO.       </div>						
QTY.	PROD. NO.	DESCRIPTION	SERIAL NO.	METER	UNIT PRICE	TOTAL
1	BP-50M55	55 PPM B&W Device				\$4,958.00
1	BP-DE15	Tandem Paper Cassette				
1	BP-FN11	50 Sheet Staple Finisher				
1	MX-PN14B	Hole Punch Unit				
1	BP-FX11	Fax Module				
1	BP-70M75	75 PPM B&W Device				\$8,388.00
1	MX-FN34	50 Sheet Staple Finisher				
1	MX-RB26	Paper Pass Unit				
1	BP-FX11	Fax Module				
1	MX-PN16B	Hole Punch Unit				
1	BP-70M75	75 PPM B&W Device				\$8,388.00
1	MX-FN34	50 Sheet Staple Finisher				
1	MX-RB26	Paper Pass Unit				
1	BP-FX11	Fax Module				
1	MX-PN16B	Hole Punch Unit				
1	BP-50M55	55 PPM B&W Device				\$4,958.00
1	BP-DE15	Tandem Paper Cassette				
1	BP-FN11	50 Sheet Staple Finisher				
1	MX-PN14B	Hole Punch Unit				
1	BP-FX11	Fax Module				
Page 3 (Continuation on Page 4)						

# TEXAS DOCUMENT SOLUTION

*You're in charge.*

Austin, TX 78758  
College Station, TX 77845  
Lufkin, TX 75901  
Tyler, TX 75703  
Waco, TX 76712

• 2800 Longhorn Blvd #101  
• 2151 Harvey Mitchell Pkwy #100  
• 2003 Atkinson Drive  
• 4619 Troup Highway  
• 6807 Woodway Drive

• 512-886-4100 (Fax) 512-886-4101  
• 979-775-5500 (Fax) 979-775-5900  
• 936-699-2800 (Fax) 936-699-4299  
• 903-509-9900 (Fax) 903-509-9905  
• 254-881-7500 (Fax) 254-754-0555

CUSTOMER NO.		ORDER DATE 10/1/2023		INSTALL DATE		TECH REP.		SALES REP. Kinze Storm	
<b>BILL TO:</b>					<b>SHIP TO (if other than Bill To):</b>				
NAME Brazos County Purchasing Department					NAME				
ADDRESS 200 South Texas Ave #352					ADDRESS				
CITY Bryan		STATE Tx		ZIP 77803		CITY		STATE ZIP	
CONTACT Presley					CONTACT				
PHONE 979-361-4291		FAX 979-361-4293		PHONE		FAX			
ADDITIONAL COMMENTS pnelson@brazoscountytexas.gov									
<input type="checkbox"/> New Customer <input type="checkbox"/> Existing Customer		CUSTOMER STATUS: <input type="checkbox"/> CGEM/NJPA Account <input type="checkbox"/> State Contract		<input type="checkbox"/> Rental <input type="checkbox"/> Sale/Lease		TYPE ACTION REQUEST: <input type="checkbox"/> Trial Dates: <input type="checkbox"/> Other:		SHIP VIA: P.O. NO.	
QTY.	PROD. NO.	DESCRIPTION		SERIAL NO.	METER	UNIT PRICE	TOTAL		
1	BP-70M75	75 PPM B&W Device					\$8,388.00		
1	MX-FN34	50 Sheet Staple Finisher							
1	MX-RB26	Paper Pass Unit							
1	BP-FX11	Fax Module							
1	MX-PN16B	Hole Punch Unit							
1	BP-50M55	55 PPM B&W Device					\$4,958.00		
1	BP-DE15	Tandem Paper Cassette							
1	BP-FN11	50 Sheet Staple Finisher							
1	MX-PN14B	Hole Punch Unit							
1	BP-FX11	Fax Module							
1	BP-50M55	55 PPM B&W Device					\$4,958.00		
1	BP-DE15	Tandem Paper Cassette							
1	BP-FN11	50 Sheet Staple Finisher							
1	MX-PN14B	Hole Punch Unit							
1	BP-FX11	Fax Module							
1	BP-50M36	36 PPM B&W Device					\$4,535.00		
1	BP-DE15	Tandem Paper Cassette							
1	BP-FN11	50 Sheet Staple Finisher							
1	MX-PN14B	Hole Punch Unit							
1	BP-FX11	Fax Module							
Page 4 (Continuation on Page 5)									



**You're in charge!** sim

- 512-886-4100 (Fax) 512-886-4101
- 979-775-5500 (Fax) 979-775-5900
- 936-699-2800 (Fax) 936-699-4299
- 903-509-9900 (Fax) 903-509-9905
- 254-881-7500 (Fax) 254-754-0555

CUSTOMER NO.	ORDER DATE 10/1/2023	INSTALL DATE	TECH REP.	SALES REP. <b>Kinze Storm</b>	
BILL TO:			SHIP TO (if other than Bill To):		
NAME <b>Brazos County Purchasing Department</b>			NAME		
ADDRESS <b>200 South Texas Ave #352</b>			ADDRESS		
CITY <b>Bryan</b>	STATE <b>Tx</b>	ZIP <b>77803</b>	CITY	STATE ZIP	
CONTACT <b>Presley</b>			CONTACT		
PHONE <b>979-361-4291</b>		FAX <b>979-361-4293</b>	PHONE FAX		
ADDITIONAL COMMENTS  <b>pnelson@brazoscourttytx.gov</b>					
CUSTOMER STATUS: <input type="checkbox"/> New Customer <input type="checkbox"/> CGEM/NJPA Account <input type="checkbox"/> Rental    TYPE ACTION REQUEST: <input type="checkbox"/> Existing Customer <input type="checkbox"/> State Contract <input type="checkbox"/> Sale/Lease <input type="checkbox"/> Trial Dates: <input type="checkbox"/> Other: <div style="text-align: right;">SHIP VIA: P.O. NO.</div>					
QTY.	PROD. NO.	DESCRIPTION	SERIAL NO.	METER UNIT PRICE TOTAL	
1	BP-50M55	55 PPM B&W Device			\$4,958.00
1	BP-DE15	Tandem Paper Cassette			
1	BP-FN11	50 Sheet Staple Finisher			
1	MX-PN14B	Hole Punch Unit			
1	BP-FX11	Fax Module			
<b>Page 5</b>					
Texas Buyboard Major Account Purchase Discount					-\$10,000.00
SALES MANAGER			DATE	Subtotal	\$104,055.00
SERVICE MANAGER			DATE	Sales Tax	
CUSTOMER ACCEPTANCE 			DATE <b>11/21/23</b>	TOTAL	\$94,055.00

# TEXAS DOCUMENT SOLUTIONS

*You're in charge!* SM

Austin, TX 78758

College Station, TX 77845

Lufkin, TX 75901

Tyler, TX 75703

Waco, TX 76712

• 2800 Longhorn Blvd #101

• 2151 Harvey Mitchell Pkwy #100

• 2003 Atkinson Drive

• 4619 Troup Highway

• 6807 Woodway Drive

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• 979-775-5500

• 936-699-2800

• 903-509-9900

• 254-881-7500

(Fax) 512-886-4101

(Fax) 979-775-5900



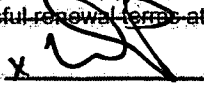
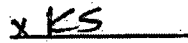
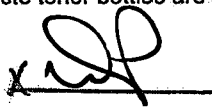

(Fax) 936-699-4299

(Fax) 903-509-9905

(Fax) 254-754-0555

## SERVICE / SUPPLY PLATINUM USER AGREEMENT

### Terms and Conditions

1. This Agreement shall remain in full force and effect, unless cancelled by either party in writing. This Agreement may be terminated or changed at any time, by either party on thirty (30) days written notice. Customer's obligation to pay all charges, which have accrued, shall survive any termination of this Agreement, the prorated portion of any amount prepaid will be refunded.
2. Monthly and Quarterly Base costs are payable in advance based on the Copy Volume Level and specification provided on the reverse side of this agreement, whereas the excess cost per copy changes are payable in the arrears.
3. Texas Document Solutions, Inc. shall provide inspections during the contract period at appropriate intervals. Inspections may be made in conjunction with regular or emergency service calls. Inspections, as well as all service calls, shall be made during normal business hours.
4. Texas Document Solutions, Inc. will provide parts, which have been broken or worn through normal use and are necessary for servicing and maintenance adjustments. Parts damaged by misuse or carelessness will be charged to the customer in accordance with the Texas Document Solutions, Inc. parts list price. Photoreceptive Drums are included, except for facsimile systems and cartridge type copiers and printers.
5. All service calls under this Agreement will be made during normal business hours at the customer's address as shown on the reverse side hereof. Should the equipment be moved to a location in a more distant zone, there may be an increase in the annual maintenance charge. Should the equipment be moved out of the Company's authorized serving area, this contract shall be terminated. Relocation of equipment is not covered by this agreement and will be billed at the agreed upon rate.
6. This Agreement shall not apply to repairs made necessary by accident, misuse, abuse, neglect, theft, riot, vandalism, electrical power failure, or surges, acts of God, fire, water, unauthorized supplies, or other repairs made necessary by service personnel other than those of Texas Document Solutions, Inc. Charges for repairs or replacement due to the foregoing shall be borne by the Customer.
7. This Agreement does not include applicable taxes. All taxes levied or imposed, now or hereafter, by any governmental authority shall be paid by the Customer, in accordance with the law.
8. This Agreement covers only the equipment described and does not include any accessories not listed thereon, nor does it include third party add-on devices, such as accounting software and hardware, coin-op box, etc.
9. This Agreement does not cover the Customer's network or problems related to or from the connected network. There are no warranties or guarantees regarding problems associated with the operation of the Customer's software or operating systems. Texas Document Solutions, Inc. will not be held responsible for any down time at the client's location.
10. This Agreement is not transferable by the Customer, except with the written consent of Texas Document Solutions, Inc.
11. This Agreement includes all toner and developer used under normal use, unless otherwise noted. However, it does not include excess usage attributable to theft, misuse or sky copies.
12. ~~This Agreement constitutes the entire agreement between the Customer and Texas Document Solutions, Inc. with respect to furnishing of Texas Document Solutions, Inc. service.~~  
13. Optimum performance of the equipment covered by this Agreement can be expected only if supplies provided by, or meeting the specifications of Texas Document Solutions, Inc. are used.
14. ~~The initial term of this Agreement shall commence on the date of equipment installation. This Agreement shall be automatically renewed upon expiration of the initial period, for successful renewal terms at the standard published service rates, in effect at the time of applicable renewal.~~  
15. Texas Document Solutions, Inc. would setup and configure a total of 5 stations at the time of the initial sale installation. Additional charges will be billed at the standard hourly rate for a minimum of one hour for each additional work station or computer upgrade (hardware, hard drive, CPU, operating system software change, etc.).
16. ~~Shipping charges for consumable supplies will be billed separately; plastic waste toner bottles are a permanent part of your machine and are to be reused. The customer will be charged for replacement bottles.~~  



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval of Renewal #24-007R with Cleveland Asphalts Products Inc. for Cutback Asphalt.

TO: Commissioners Court

FROM: Celina Nava

DATE: 11/13/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00


**ATTACHMENTS:**

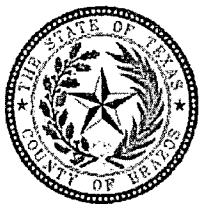
<b><u>File Name</u></b>	<b><u>Description</u></b>	<b><u>Type</u></b>
<a href="#">Tabulation.pdf</a>	Bid Tabulation	Backup Material
<a href="#">Partally Executed Renewal letter (1).pdf</a>	Partially Executed Renewal Letter	Backup Material
<a href="#">Fully Executed Contract-Cleveland.pdf</a>	Original Contract	Backup Material

Bid Tabulation # 24-077R  
Previously Known as #23-023  
December 1, 2023 - November 30, 2024

			Cleveland Asphalts Products Inc	
Item #	Description	Quantity	Price per Gallon	Extended Price
1	RC250 Rapid Curing Cutback Asphalt*	12,000 Gallons	\$4.75	\$57,000.00
2	Free Time:		2 Free Hours	
3	Specific charges per hour for demurrage		\$80.00/hr	
4	Minimum delivery		5,000 Gallons	
5	Location of Plant		100 Asphalt Lane, Shepherd, TX 77371	
6	Contact Person/Phone # for Plant		LeeAnn Ails, Orders 800-334-0177	
7	Directions to Plant		No Bid	
8	Number of owned Trucks to be used for contract		4	
9	Size of trucks to be used for contract		Semi-truck and trailer	
10	Any agreements in place to perform work?		No Bid	
Notes and Exceptions				

Recommend Award : Cleveland Asphalts Products Inc  
1st Renewal of 3

Approved by Commissioner's Court on this 21 day of NOVEMBER, 2023 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

Cleveland Asphalt Products Inc  
100 Asphalt Lane  
Shepherd, Texas 77371

**Re: Renewal of Contract # 24-077R for Cutback Asphalt.**

Brazos County appreciates the quality work your company has provided and would like to exercise the renewal option for ***Cutback Asphalt 24-077R, previously known as 23-023.***

All terms, conditions, and pricing shall remain the same. This renewal term will be for one year from December 1, 2023, to November 30, 2024.

To accept the renewal option, please fill out the information and sign below. Return the signed documents by email to [cnava@brazoscountytexas.gov](mailto:cnava@brazoscountytexas.gov) or fax to (979) 361-4293. Please then submit an updated Certificate of Insurance by email or mail to the address listed above. **Please return acceptance as soon as possible.** If you have any questions, I may be reached at (979) 361-4492.

Contact Name: Clayton Moore Title: Sales Rep

E-Mail: clayton.moore@clevelandasphaltproducts.com Telephone: 800-334-0177

CLEVELAND ASPHALT PRODUCTS INC.

  
Authorized Signature

10/18/2023  
Date

BRAZOS COUNTY  
  
Duane Peters, County Judge

11/21/2023  
Date



**REQUEST FOR BID**  
**BID NO. 23-023**  
**Cutback Asphalt**

**SEALED BIDS TO BE SUBMITTED BEFORE:**  
**Tuesday, August 23, 2022, 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: Cleveland Asphalt Products, INC.

By (Print): Clayton Moore Title: Sales Rep.

Physical Address: 100 Asphalt Lane, Shepherd, Texas 77371

Mailing Address: PO Box 1449, Shepherd, Texas 77371

Telephone: 800-334-0177 Fax: 936-628-6602 E-Mail: clayton.moore@clevelandasphaltproducts.com



Bids will be received at the Brazos County Administration Building, Purchasing Department, 200 South Texas Ave Suite 352, Bryan, Texas prior to 2:00 p.m., Tuesday, August 23, 2022 at which time bids will be publicly opened and read aloud.

**A. SCOPE OF BID**

1. Bids are solicited for furnishing the merchandise, supplies, service, and/or equipment set forth in this bid request for a one (1) year period beginning December 1, 2022 through November 30, 2023 in accordance with the following Conditions of Bidding.

**B. CONDITIONS OF BIDDING**

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

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



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

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

Visit [https://ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://ethics.state.tx.us/whatsnew/elf_info_form1295.htm) for more information.

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



same active ingredients in the same percentages or quantity of the items listed in the bid. If notation of substitution is not made, it is assumed the Respondent(s) is bidding the item specified.

30. The County does not guarantee to purchase any minimum or maximum quantities. If any quantities are listed in the bid, they are estimated quantities used for calculating purposes only.
31. In the event the Contractor is unable to furnish any item within a reasonable time after order is placed due to strikes, war or any reason beyond the Contractor's control, the County reserves the right to purchase these items from any source, without causing this Contract to be canceled.
32. Brazos County will only be required to pay for materials actually received and/or services actually provided. Brazos County shall not be required to pay for materials or services described in the contract that are not used or provided by the Contractor in completion of the Contract. This term supersedes any contradicting terms throughout the Contract and/or any attachments.
33. The Contractor should submit itemized invoices with clearly marked remittance copies to the following address:

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

Statements of accounts will not be sufficient to warrant payment. Unless other arrangements have been made; all invoices to be paid in full within 30 days after satisfactory delivery of commodities and or services and receipt of invoice at the listed address. Checks will be made payable to the Contractor only, and shall not include sub-contractors, assignees, or any other party.

34. As a governmental subdivision, Brazos County is exempt from most types of taxes, including but not limited to sales tax, excise tax, and import duties. Such costs must not be included in bid prices. Tax Exemption Certificates can be obtained upon request from County.
35. Upon award of Contract for any commodity or materials purchased by Brazos County, the Contractor agrees to protect the County from any claim involving patent right infringement, copyright infringement, sales franchise disputes.

36. Unless otherwise specified, all items ordered from the Contractor must be new, unused, and in first class condition. Products usually packaged for commercial sale shall be furnished in proper container so as to facilitate storage and handling.
37. This bid shall be governed by the laws of the State of Texas and Potential Respondent(s) and the subsequent Contractor(s) are advised they may have disclosure requirement pursuant to Texas Local Government Code, Chapter 176. This law requires persons desiring to do business with the County to disclose any gifts that have an aggregate value in excess of \$250.00 given to any employee of the County, County Official to the County Official's family members or employment of any employee of the County, County Official or the County Official's family members during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Brazos County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.
38. Venue for any dispute, shall lie exclusively in Brazos County, Texas, notwithstanding anything to the contrary.
39. Respondent(s) understands that Brazos County is a governmental entity subject to Texas State and Federal public information statutes. The requirements of Subchapter J, Chapter 552, Government Code, may apply to this bid and/or subsequent contract and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter. This provision is mandatory and may not be altered or deleted, as required by Sec. 552.372(b) of the Texas Government Code.
40. Notwithstanding any provisions contained herein, the obligations of Brazos County are expressly contingent upon the availability of funding for the obligations contained herein for the term of the contract and any extensions and renewals thereto.
41. The Contractor's work and materials shall comply with all state and federal laws, municipal ordinances, regulations, and directions of inspectors appointed by proper authorities having jurisdiction.
42. The Contractor shall perform and require all subcontractors to perform the work in accordance with applicable laws, codes, ordinances, and regulations of the State of Texas and the United States and in compliance with OSHA and other laws as they apply to its employees. In the event any of the conditions of the specifications violate the code for any industry, then such code conditions shall prevail.



43. The Contractor shall follow all applicable state and federal laws, municipal ordinances, and guidelines concerning soil erosion and sediment control throughout the Project and warranty term.

**C. SPECIAL PROVISIONS**

1. Brazos County reserves the right to request additional samples of products listed in the bid at any time. If a sample request is made after bids and original samples are received, additional samples requested shall be received within five (5) working days of the request.
2. All deliveries are to be made F.O.B. Brazos County Road and Bridge Department, during regular working days, and between the hours of 7:30 A.M. and 5:00 P.M. Monday through Thursday, unless otherwise requested by the County and loaded into County trucks by the Supplier; or loaded, hauled and delivered anywhere in the County by the Supplier during the mentioned working days and hours.
3. Contractor will be required to notify the County Engineer's Office in the event of unforeseen delay arising in the delivery of a specified shipment. In the event a shipment will not arrive at the job site within two (2) hours of designated time Brazos County shall have the right to refuse acceptance of the order.
4. Contractor will be required to deliver to Brazos County Road and Bridge Department or job site in Brazos County when and where requested and remain on the job with truck and operator as long as required to completely place load.
5. Brazos County reserves the right to test any materials delivered at the requested site for compliance with specifications. The Bidder will remove immediately from the job site or right of way any materials that are deemed unsatisfactory.
6. Material Safety Data Sheets and Placards must be furnished at the time of delivery as specified by State and Federal Regulations (IF APPLICABLE).
7. Any Contractor vehicles traveling on County roads will not exceed its legal gross weight.

**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 and \$1,000,000 Employer's Liability Insurance with waiver of subrogation.
4. General Liability with limits for bodily injury and for property damages of not less than \$1,000,000 aggregate, \$500,000 each occurrence with Brazos County named as an additional insured and waiver of subrogation.
  - a. Commercial Automotive Liability with \$500,000 CSL for Bodily Injury and Property Damage Liability with Brazos County named as additional insured.
  - b. Cargo Insurance to sufficiently cover materials transported.
5. All of the aforementioned policies and Certificates of Insurance should be issued immediately after the Contractor receives notification of award.
6. The Contractor agrees to release and hold harmless Brazos County from any and all claims and liability due to the acts of the Contractor's employees and the operation of his equipment. The Contractor also agrees to hold harmless Brazos County from any and all expenses, including attorney fees, incurred by Brazos County in litigation or otherwise resisting such claims or liabilities as a result of the Contractor's employees' activities. Further, the Contractor agrees to protect, indemnify and hold harmless Brazos County from and against all claims, demands and causes of action of every kind and character brought by any employees of the Contractor against Brazos County due to personal injuries and/or death to such employee resulting from any neglect act, by either commission or omission on the part of the Contractor or Brazos County.

#### **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: Waller County

Contact: Yancy Scott, County Engineer

Phone: 979-826-7670

Email: y.scott@wallercounty.us

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Company/Entity: Milam County

Contact: Jeff Muegge, Commissioner PCT# 4

Phone: 512-898-2115

Email: \_\_\_\_\_

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Company/Entity: Fayette County

Contact: Luke Sternadel, County Commissioner PCT#2

Phone: 936-249-3166

Email: \_\_\_\_\_

#### **F. SPECIFICATIONS & QUOTE**

1. **General Information** – Brazos County is seeking qualified companies to provide: Cutback Asphalt in accordance with Item 300 of the Texas Department of Transportation, Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges 2014.

Quantities shown are **estimated quantities**. The actual quantity purchased may be more or less. The County is not obligated to purchase any minimum amount and the County may purchase any reasonable amount greater than the estimate for the same unit price. Items will be ordered on an "As Needed" basis.

Brazos County reserves the right to award the bid in whole or to one contractor or to award a contract on each separate item or combination of items as may be most advantageous to the County. A primary, secondary, tertiary, and/or subsequent award may be made for this bid by the County.

It is expressly understood and agreed that in case Brazos County should need any item(s) not available within a specified time frame needed from the Successful Bidder(s) during the term of this contract, contractor must provide written verification that the specified



timeframe cannot be met. Brazos County then reserves the right to purchase the item(s) from vendors other than the Successful Bidder(s) and shall not be in violation of any terms or conditions of said contract.

## 2. Control of Materials

- a. **Source Control.** Use only materials that meet Contract requirements. Cutback Asphalts must meet requirements of table as shown in TxDOT Item 300 for the specified type and grade.
  - b. **Material Quality.** Correct or remove materials that fail to meet the contract requirements. Vendor is responsible for cost incurred if additional sampling and testing is required by a change of source or failure of initial test(s). Materials not meeting Contract requirements will be rejected, unless the Engineer approves corrective actions. Upon rejection, Contractor shall immediately remove and replace rejected materials. If the Contractor does not comply with this Article, the County may remove and replace defective material and the cost of testing, removal, and replacement will be deducted from invoice.
  - c. **Manufacturer Warranties.** Transfer to the County warranties and guarantees required by the Contract or received as part of normal trade practice.
  - d. **Plant Inspection and Testing.** The County may but is not obligated to, inspect materials at the acquisition or manufacturing source. Material samples will be obtained and tested for compliance with quality requirements. The supplier will accommodate the county or their representative with inspection or collection of samples.
3. Contractor will be required to maintain proper permits to operate on Brazos County roads and/or property. Any variation from these specifications must be indicated on the Bid or on a separate attachment to the Bid. The sheet shall be labeled as such.
  4. Due to fluctuations in crude oil costs over the past year, the awarded Contractor will be allowed to submit a request for an escalation in price only if substantiated by written documentation from the vendor's supplier stating an increase in price.

### ITEM 300 - ASPHALT, OIL AND EMULSION PRODUCTS

<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PRICE PER GALLON</u>	<u>TOTAL</u>
1.	12,000 Gallons	RC250 Rapid Curing Cutback Asphalt	\$ <u>4.75</u>	\$ <u>57,000.00</u>
2.	Free Time: <u>2 Free Hours</u>			
3.	Specific charges per hour for demurrage after free time:		\$ <u>80.00</u>	/HR
4.	Minimum Delivery (indicate Freight Charge for below Minimum Delivery): <u>5000 gallons</u>			
5.	Specific location of Contractor's Plant: <u>100 Asphalt Lane, Shepherd, Texas 77371</u>			

6. Contact person and phone number at plant: LeeAnn Ails, Orders 800-334-0177  
Clayton Moore, Sales 800-334-0177
7. Direction to plant (attach if necessary, please be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Number of trucks the company owns located at the facility that will be servicing Brazos County:  
  
4
9. The size of trucks the company owns located at the facility that will be servicing Brazos County:  
  
Semi-truck and trailer
10. Below or on a separate page, please describe any agreements that the vendor has in place to ensure ability to perform this work.

[illegible]

**G. V.T.C.A. LOCAL GOVERNMENT CODE §262.0276****THIS SECTION MUST BE COMPLETED. FAILURE TO COMPLETE THIS SECTION WILL DISQUALIFY THE BID.**

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

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

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

<b>Name</b>	<b>Title (Owner, Officer, Director, Manager, Etc.)</b>
Craig C. Moore	Owner
Scott M. Moore	Owner



**H. LEGISLATIVE CERTIFICATIONS**

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

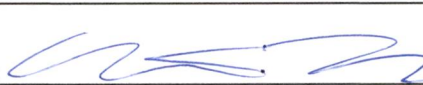
The company representative below further affirms, that the company submitting this proposal, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

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 for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
3. If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required.

Company Name: Cleveland Asphalt Products, INC.

Authorized Company Representative:  Clayton Moore

Address: PO Box 1449

Shepherd, Texas 77371

Signature: 

Date: 8.16.2022

Contract #: 23-027

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

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

**J. CERTIFICATION OF BID**

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

Signed By: 

Typed Name: Clayton Moore Title: Sales Rep.

Company Name: Cleveland Asphalt Products, INC.

Phone: 800-334-0177

Mailing Address: PO Box 1449, Shepherd, Texas 77371

Email Address: clayton.moore@clevelandasphaltproducts.com

Vendor Tax Identification Number: 76-02444-02

**END OF BID REQUEST NO. 23-023 Cutback Asphalt**

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By signing below, Brazos County agrees that this bid, 23-023 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:  \_\_\_\_\_

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

Date: SEPTEMBER 6, 2022

Attest: Karen McQueen

Brazos County Clerk: KAREN McQUEEN



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval of CIP #24-601 for Preservation & Imaging of Historical Records with Kofile for County Clerk's Office.

TO: Commissioners Court

FROM: Josue Loyola

DATE: 11/15/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Partially\\_Executed\\_Agreement.pdf](#)

**Description**

Contract.

**Type**

Backup Material

October 30, 2023

**Honorable Karen McQueen  
Brazos County Clerk County Clerk**

# **Critical Records Management**

## **Preservation & Imaging of Historical Records**

**SUBMITTED BY:**

Billy Gerwick  
Account Executive  
[billy.gerwick@kofile.com](mailto:billy.gerwick@kofile.com)  
(832) 373-9124

**Kofile** 

6300 Cedar Springs Road, Dallas, TX 75235  
p: 214.442.6668 | f: 214.442.6669  
[info@kofile.com](mailto:info@kofile.com) | [www.kofile.com](http://www.kofile.com)



Dear Honorable Karen McQueen,

This proposal addresses Brazos County Clerk's historical records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments, rehousing, and imaging. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Brazos County Clerk's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis. Each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

Preservation minimizes the chemical and physical deterioration of the page which prolongs the existence and useful life of the original format. Preservation can include removal of the original from public access, creating a security copy, treatment, stabilization, preventative care, digitization - or any maintenance or repair of the existing resource.

#### **AREAS OF CONCERN**

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

##### *Acidic Paper*

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also embrittles when relative humidity drops or fluctuates.

##### *Acidic Ink*

Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

##### *Mechanical Damage (Use & Abuse)*

Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Exposed fragments become abused even with careful use.

##### *Binding Margin*

The binding margins of many volumes are compromised due to guillotining. In order to rebind and protect these sheets, encapsulation is the only solution. If a volume were rebound as is, without encapsulation, vital information would be lost in the binding margin.

Always question vendors if they recommend power cutters (guillotining) to dismantle sewn books. Kofile never attempts any procedure that could result in a loss of text or weaken the integrity of the



paper. A sheet's binding margin should never be compromised.

#### *Broken Book Block*

Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments become abused and susceptible to loss.

#### *Failing Index Stacks*

Index Books sustain the most use. Thus, they suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use. Eventually, tabs and sheet fragments are lost. Immediate attention is required.

#### *Tape & Non-Archival Adhesives*

The Library of Congress warns about the culprits of "pressure sensitive tapes—such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes"—all are unstable. These tapes and adhesives "will stain the paper and may cause inks and colors to 'bleed.' Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove."

Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.

Page extenders are an inappropriate "quick fix" to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets' margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper's fibers.

#### *Lamination Removal*

Kofile conservators address the "Laminate" process to the fullest extent possible. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the "Laminate" depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not attempt removal if the removal process will damage either the document's paper or ink. If conservators cannot remove the laminate safely, Kofile will contact Brazos County Clerk directly to discuss alternatives.

#### *Non-Archival Quality Materials*

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.

### **TEMPERATURE & HUMIDITY MONITORING**

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point

of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48—72 hours.

**Red inks smear first, then blue inks, and lastly, black inks.**

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.

Visit the Image Permanence Institute (IPI) at [www.dpcalc.org](http://www.dpcalc.org) to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above). The image above is property of IPI.

#### **TREATMENT SPECIFICATIONS**

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

##### *Dismantle*

Original binding materials, such as threads and adhesive residues, are carefully removed. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften the materials that are otherwise difficult to remove. Guillotine cutters are never employed. If trimming is necessary, it is accomplished with handheld scissors or specialized shears designed for trimming fragile sheets carefully and accurately. One document is cut at a time to ensure no text is lost.

##### *Surface Cleaning*

Surface cleaning sheets removes materials and deposits including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

##### *Removal of Fasteners*

Kofile removes fasteners, page markers, and any metal mechanisms. Fasteners, such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc., cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

##### *Removal of Tape, Adhesives, Varnish, or Old Repairs*

Varnish, tape, and adhesive residue are reduced as much as possible without further degrading the

original. When possible, peelers and tape are removed with two primary mechanical techniques: Heat Removal or Peeling. Heat removal is used when adhesive is loose, old, or brittle. Peeling is used when removal by heat is unnecessary. Solvents are a last resort, and local application occurs only after testing.

A microspatula (sometimes heated) coaxes threads, tape, and glue from the paper. A Hot Tools remover can soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser.

Adhesive reduction begins with the most benign process. If mechanical tape removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. Previous repairs that cannot be removed safely will remain.

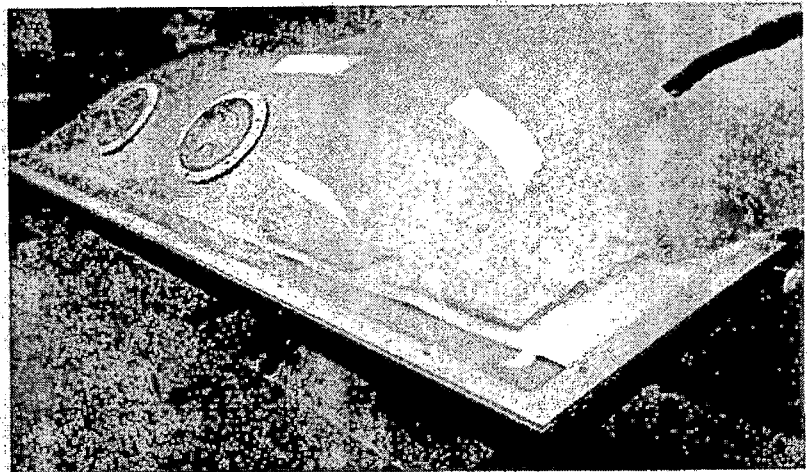
If possible, water-soluble repairs are removed with water or steam. Only fully-trained, experienced, and supervised staff attempt removal of water-soluble repairs. While iron gall ink is safe for aqueous treatment, many inks may fade and compromise legibility. Extensive testing is required.

#### *Flattening and Humidification*

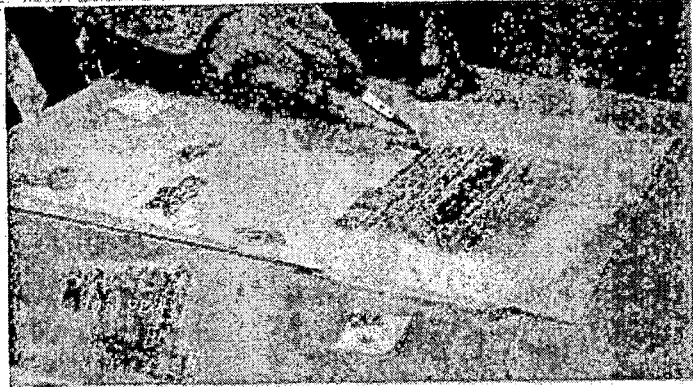
Improperly stored paper becomes inflexible and retains a memory of the storage position. Kofile's technicians are experienced with all methods and tools to "flatten" paper including the use of tacking irons, heat presses, and an Ultrasonic Humidification Chamber.

After careful testing, the Ultrasonic Humidification Chamber is used to correct the most fragile documents folds and bends. This significant investment, with which other private labs are rarely equipped, represents Kofile's foresight and commitment to offering the best available technology.

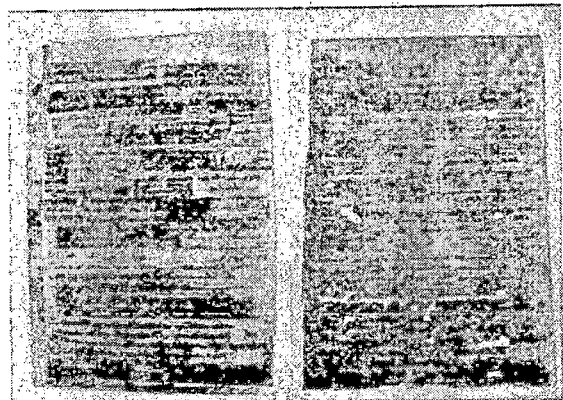
Mending torn paper is an art form and requires a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the document is going to be encapsulated.



A specialized paper and paste is commonly used and all mending materials are acid free and reversible. Mending strips are cut so the edge of the paper visually integrates with the page without clashing aesthetically or historically. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion. The mending paper used is strong and is transparent after application and while visible to the trained eye, it does not distract from the document.



A low-temperature, acrylic adhesive that bonds to the paper may also be used for reinforcement of damaged sheets. Kofile also constructs its own version with acid-free tissue paper and liquid acrylic adhesive. An 1848 Probate Record before and after treatment. The image to the right shows the page after deacidification, tape removal, and mending with archival tissue.



#### *Deacidification*

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

Once the buffer is applied, the paper's pH alters slowly. After deacidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

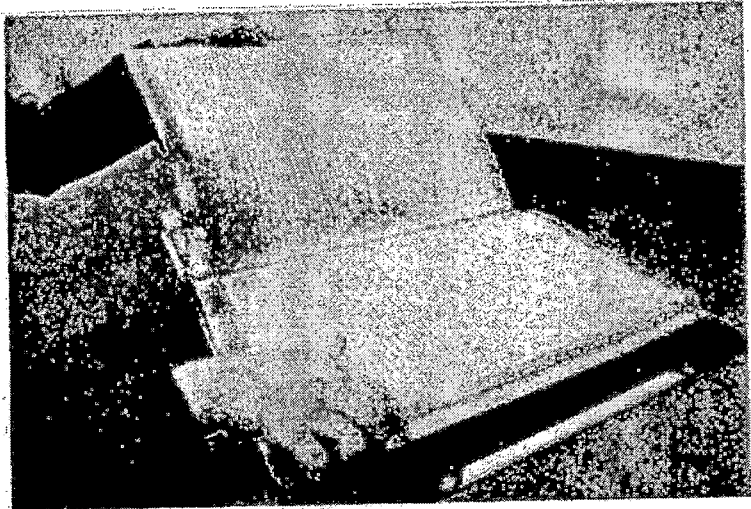


#### *Encapsulation*

In archival encapsulation, the document floats freely and is not taped or glued to the pocket. Kofile uses SKC SH725 polyester (Polyethylene Terephthalate - PET) which is the most inert, rigid,

dimensionally stable (dimstab), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, odorless, and is resistant to distorting or melting in case of fire.

Each sheet is encapsulated in a 2 mil patented polyester pocket: Lay Flat Archival Polyester Pocket™, US Patent #7,943,220 B1, 5/17/2011. This pocket is welded closed on three sides, and a Reemay® strip, or spunbond polyester, statically seals out atmospheric pollutants while allowing off-gassing on the fourth side. This provides easy access to the original document without cutting the pocket (some companies weld all four sides).

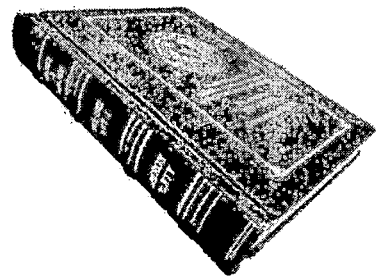


This construction allows for a flat book block and reinforces the binding edge for added strength and years of service. Available in custom sizes, the Pocket dimensions will match the 'book block' dimensions with a 1½" or 1¼" binding margin.

#### **ARCHIVAL RECORDER BINDERS**

Volumes are hand-cased at 250 pages or less and pockets are punched (on the binding edge). Books with large capacities may be split to account for the weight of the Mylar. Kofile punches pockets to any hole specifications and can repair/replace index tabs.

Kofile manufactures binder components at 1/4" incremental capacities on a per-book basis. Kofile punches sheets to any hole specifications and repair/replace index tabs as necessary. Kofile can manufacture custom binder sizes, shapes, spines, colors, and lettering. Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards and adhesives, are acid free.

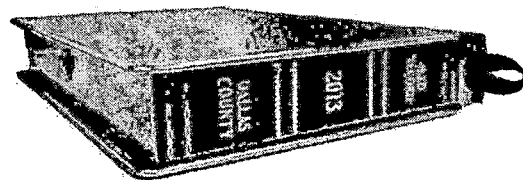


#### **Stamping**

Title stamping can follow the same format/style of the originals. A stamping sheet is sent for approval. If any titling, dates, or other information from an original volume is noted in error, Brazos County Clerk is notified. Any changes are approved by Brazos County Clerk. Tooling is performed with 23-karat gold foil.

#### **Disaster Safe Binder™ (DSB)**

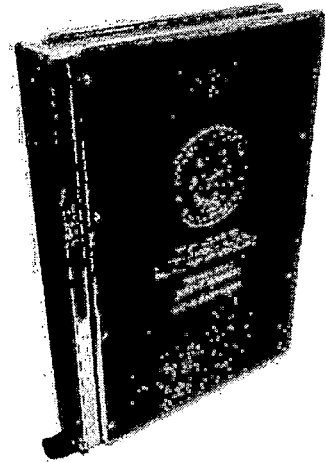
The DSB provides unparalleled protection and storage. Developed after Hurricane Katrina to address the devastation of the Orleans Parish archives, it protects sheets from water, fire, and physical disruption. The primary problem in 2005 was 100% relative humidity. With weeks of no power, mold was rampant. A hard lesson, the DSB addresses what went wrong in that disaster.



The DSB enables the encapsulated sheets to hang from the binder's posts—much like a hanging vertical plat cabinet. This feature allows collections to return in a smaller storage footprint with 4Post™ Shelving.

Any product that fails to operate properly or maintain its original integrity is replaced at no cost to Brazos County Clerk. This is Kofile's commitment of value and service to its customers.

The DSB provides functionality and access ease while offering the highest rate of return on the client's investment. It is a portable vault for housing records of enduring value. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. The DSB also features a lifetime warranty against rust.



**Other DSB Features Include:**

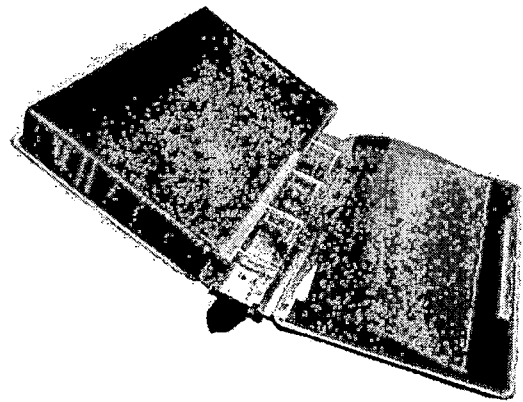
**Stainless Steel**—The metal mechanism and book block apron are constructed of stable, corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

**Support to the Book Block**—The DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block and allows library-style storage.

**Microclimate**—The DSB creates a Microclimate, an independent, stable environment separating sheets from the external atmosphere.

**Security Lock**—A security lock hinge protects from theft.

**Nonflammable & Self-Extinguishing**—With nonflammable cover boards and materials, the DSB is self-extinguishing. These proprietary features protect the contained pages in extreme temperatures.

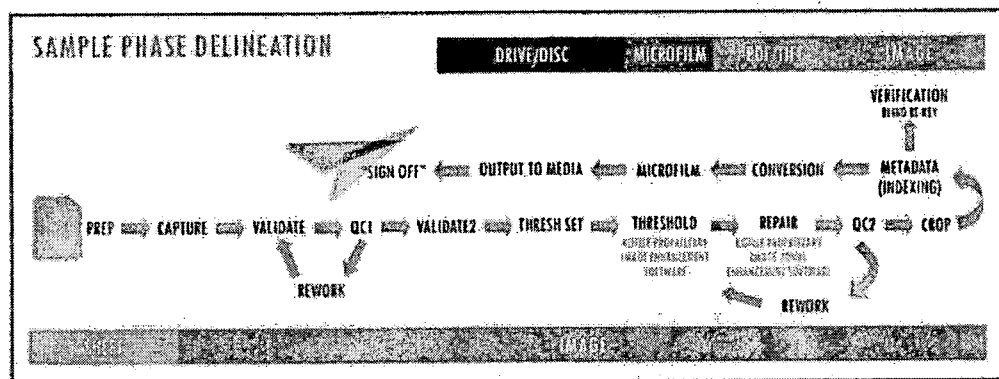




Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

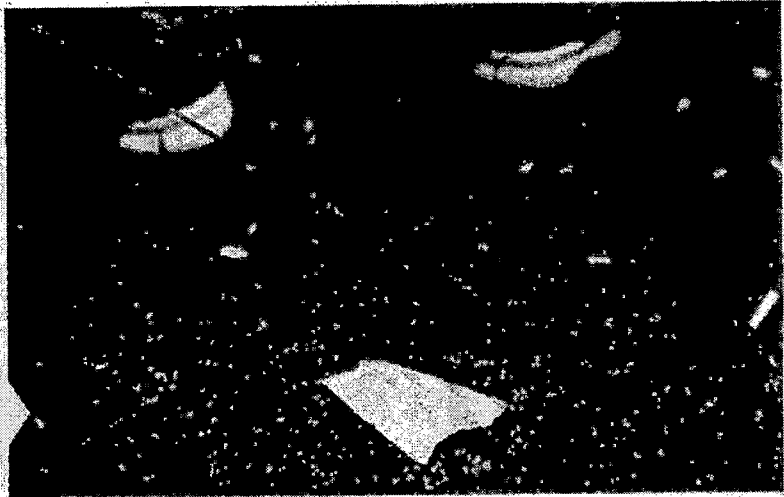
### Imaging WITHOUT Conservation

Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization. Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.



Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator indicates and inserts a review form for the quality assurance team to assess. The page is marked with a "Best Possible Image Indicator" or treated with further enhancements.

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output.



The article implies that partial document destruction is normal. This is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." *Evansville Courier & Press*, August 21, 2013.

#### IMAGE PROCESSING AND ENHANCEMENT

IMAGEPERFECT is Kofile's proprietary digital SLR-based software which utilizes proprietary algorithms, critical for capturing different densities and quality levels in a collection, to provide optimal quality and uniform images. Image Perfect measures each image at a minimum for the following attributes:

- White-on-white images
- Synchronizing images from different scanners
- Floating page cropping & segmentation
- Rotating & de-skewing images
- Tone correction
- Resolution adjustments
- Metadata Normalization

Kofile utilizes the Microsoft® SQL database as the underpinning for its production systems and IMAGEPERFECT allows operators to interactively build and edit image processing scripts, which can be saved for batch processing. Progress tracking capabilities can identify exceptions enabling supervisors to quickly and efficiently correct problems. This software automatically detects and compensates for a scanner(s) variances. The Assured Image delivers consistent, high-quality output.

IMAGEPERFECT enables repair of the currently displayed image without rescanning which could compromise image integrity, and uses custom image clean-up and enhancements such as deskew, despeckle, character repair, and zonal processing to improve legibility. Kofile maintains 100% document integrity and image control with exclusive image locking capabilities. The processing procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page.

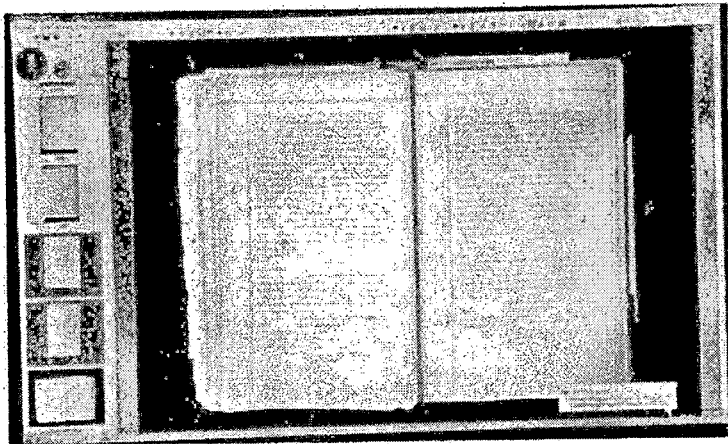
Quality Targets permit operators to view image quality at scan. Images, even those scanned on different devices, are "normalized." Rather than using ad-hoc algorithms and tricks, this software

measures image quality and propagates this data through the imaging chain. Quality Targets serve as the foundation for quality assurance analysis.

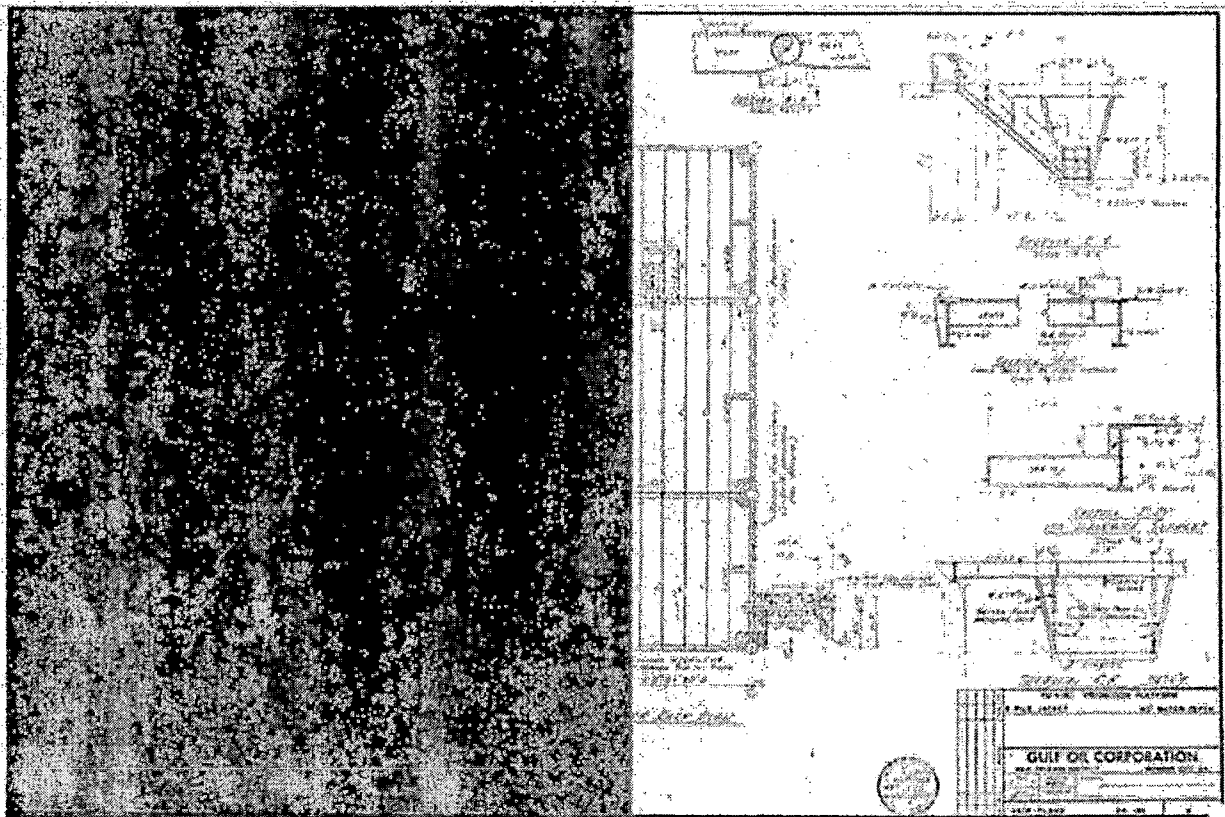
Quality Targets (pictured herein) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. IMAGEPERFECT measures each image at a minimum for:

- Target dpi
- Target Tone scale & correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data

If applicable to the project, Kofile performs negative Photostat polarity reversal (so that all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.



If requested, annotations are supported to allow the addition of Name, Book Type, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.



Examples of imaging before (L) and after (R) advanced image cleanup and enhancements.

#### *Quality Control (QC)*

Our Quality Control (QC) process ensures that all images are certified. **Each image is sight checked during QC.** Each page is checked to ensure there are no missing pages, double feeds, or "A" pages, which may have been added. Every image is inspected and a statistical, random, batch-based review of 8% of the inventory is conducted before delivery. Brazos County Clerk can receive an image log noting the steps employed.

#### *Advanced Equipment*

Kofile can scan mixed-sized and large-format documents. Kofile employs a range of scanners to tailor imaging services to the document that requires imaging. All of scanners employ page detection to adjust for varying sizes of paper and, more importantly, thicknesses to reduce "pull-throughs" on thin papers following thick bond. Fragile documents are imaged by hand and not fed through an automated Document feeder. Kofile's technicians are trained to handle fragile documents.

## SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

### *Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)*

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than  $\pm .5$ .
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller-shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

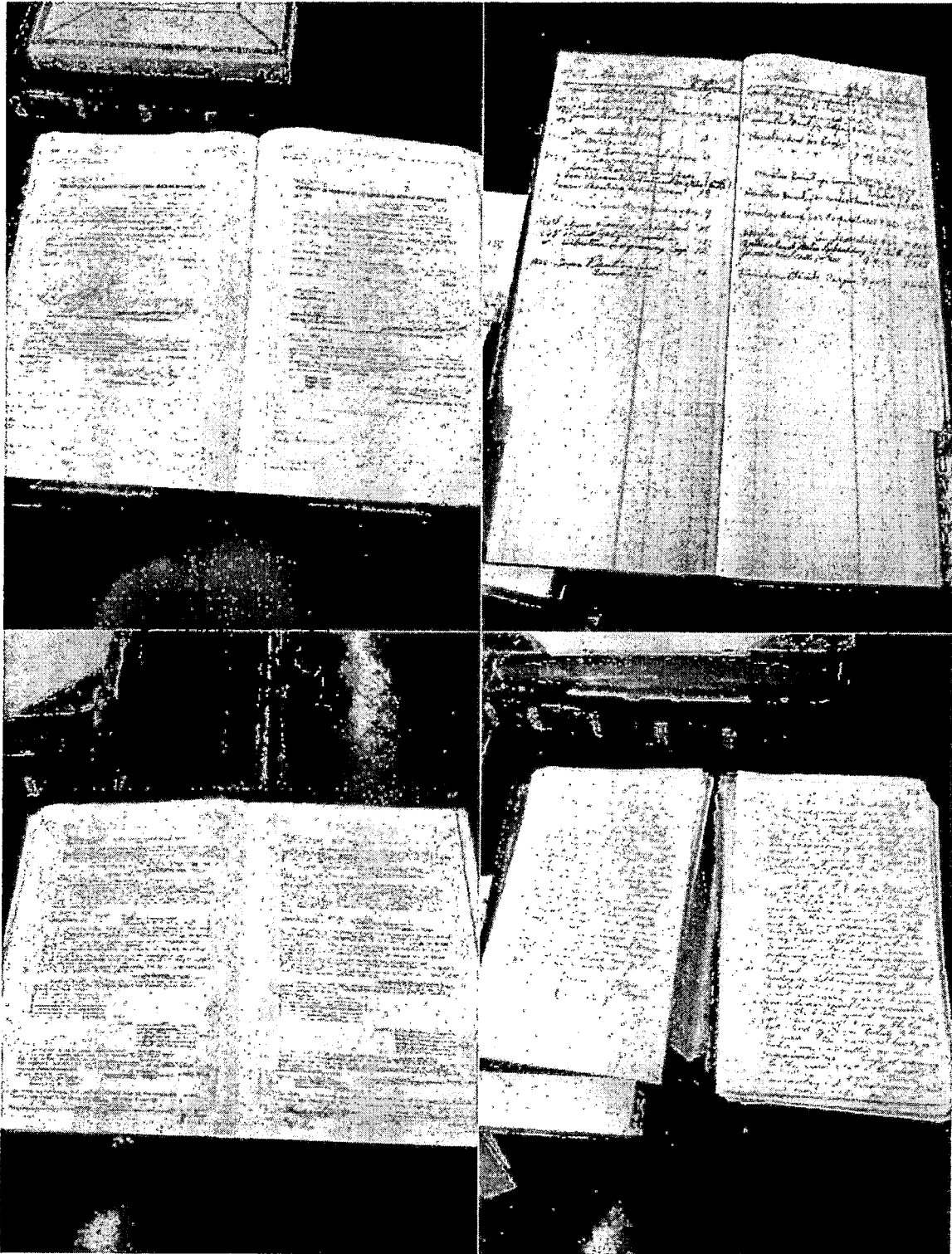
### *Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as bi-tonal images in a standard PDF or Group IV TIFF format.
- IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- Images are named (tagged for the directory file structure) at case level by book, volume, and page.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- If applicable, images are optimized and scaled for system output.
- Annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.

- 
- **STITCHING:** If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. Amendments are stitched to the appropriate Certificate and indexed in place of the original Certificate.
  - Brazos County Clerk receives a MASTER in a medium suitable to the project size (e.g., SFTP, USB).
  - Kofile can hold a security copy of all images for safekeeping.



# PHOTOGRAPHIC DOCUMENTATION



# PROJECT PRICING

This project is presented via TXMAS Contract No. **TXMAS-23-92001**. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Brazos County Clerk						
Project Overview						
Record Series	Date Range	Page Count	Level of Service			Estimated Total
			PRV	IM	Tab	
Lunacy Book/Criminal Fee Book		650	\$4,173.00	\$708.50	\$0.00	\$4,881.50
Election Fee Book	1912-1946	650	\$4,173.00	\$708.50	\$0.00	\$4,881.50
Comm. Court Minute, Volume H		670	\$4,301.40	\$730.30	\$0.00	\$5,031.70
Fee Book	1949-1957	520	\$3,338.40	\$566.80	\$0.00	\$3,905.20
Probate minute Book		212	\$1,361.04	\$231.08	\$0.00	\$1,592.12
Board of Nurse Examination		150	\$963.00	\$163.50	\$0.00	\$1,126.50
Judgement of Special Issues Lunacy		242	\$1,553.64	\$263.78	\$0.00	\$1,817.42
Register of Birth Index		100	\$963.19	\$109.00	\$153.36	\$1,225.55
Probate Minute Book		350	\$2,247.00	\$381.50	\$0.00	\$2,628.50
Record of Estates		250	\$1,605.00	\$272.50	\$153.36	\$2,030.86
Federal Tax Lien		175	\$1,629.25	\$190.75	\$153.36	\$1,973.36
Hospital Lien		175	\$1,123.50	\$190.75	\$0.00	\$1,314.25
Civil Docket		125	\$963.19	\$136.25	\$0.00	\$1,099.44
Financial Comm. Court Minute	1898-1917	200	\$1,284.00	\$218.00	\$0.00	\$1,502.00
Traffic License/Tuberculosis cases		220	\$1,412.40	\$239.80	\$0.00	\$1,652.20
Index to Records Attachment		250	\$1,605.00	\$272.50	\$0.00	\$1,877.50
Daybook		120	\$963.19	\$130.80	\$153.36	\$1,247.35
Notice of Assignment-Rental Licenses		100	\$963.19	\$109.00	\$0.00	\$1,072.19
Record of Election Returns	1886-1910	420	\$2,696.40	\$457.80	\$0.00	\$3,154.20
PROJECT TOTAL			\$37,318.79	\$6,081.11	\$613.44	\$44,013.34

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>, except the TXMAS terms and conditions remain in effect and to the extent they conflict, the TXMAS terms will control.  
 Payment Terms: Pay 50% upon inventory pick-up with the balance due upon project completion.

**CUSTOMER ACCEPTANCE**

Signature of Authorized Official

**DUANE PETERS**

Print Name of Authorized Official

**COUNTY JUDGE**

Title of Authorized Official

**11/21/2023**

Date

**KOFILE ACCEPTANCE**

**Michael Cobb**

Signature of Authorized Official

**Michael Cobb**

Print Name of Authorized Official

**Regional Vice President**

Title of Authorized Official

**11/01/2023**

Date

**PURCHASING VIA TXMAS**

Please reference Contract No. **TXMAS-23-92001** directly on the P.O. Kofile can prepare a 'Shopping Cart' in TxSmartBuy so Brazos County Clerk can complete this purchase.

STATE OF TEXAS CO-OP MEMBER LISTING FOR Brazos County Clerk	
LINK	<a href="https://www.txsmartbuy.com/membership_details?memberid=448">https://www.txsmartbuy.com/membership_details?memberid=448</a>
CO-OP #	C0211
Contact	Wm. Charles Wendt; cwendt@brazoscountytexas.gov
Expiration	7/28/2024

Brazos County Clerk is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No	NIGP	DESCRIPTION	UNIT	UNIT PRICE	QTY	LINE TOTAL
PRV701	96272	Record Book Preservation by Page	Page	\$6.42	5,134	\$32,960.28
PRV711	96272	Conservation Treatments: Adhesive, Old Repairs, and Scotch Tape Removal/Reduction	Page	\$2.89	175	\$505.75
PRV707	96272	Record Book Preservation by Volume (Minimum Charge)	Book	\$963.19	4	\$3,852.76
PRVX06	92030	Tab Set for Individualized Pricing	Book	\$153.36	4	\$613.44
IMG702	92030	Archival Imaging of Unbound Positive / Manuscript	Page	\$1.09	5,579	\$6,081.11
TOTAL						\$44,013.34

#### **ACCESSIBILITY OF RECORDS**

Records held at Kofile are maintained as private and confidential material. Brazos County Clerk is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Brazos County Clerk. This policy applies to any agreement, verbal or written, between Brazos County Clerk and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Brazos County Clerk. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Brazos County Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,

Billy Gerwick

*Billy Gerwick*

c: (832) 373-9124

e: billy.gerwick@kofile.com

lgs



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval of CIP 24-602 Replacement of Various Roofs - Phase XI Brazos County Courthouse with Jaco Roofing and Construction, Inc.

TO: Commissioners Court

FROM: Presley Nelson

DATE: 11/14/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[Partly\\_Executed\\_Contract.pdf](#)

**Description**

Partly Executed Contract

**Type**

Backup Material



**Proposal - Based on Contract # 21060301 with TIPS**

November 1, 2023

Brazos County  
300 E. 26<sup>th</sup> St.  
Bryan TX. 77803

**RE: FULL TEAR-OFF OF EXISTING ROOF COVERING AND ROOF ASSEMBLY DOWN TO THE STRUCTURAL CONCRETE DECK AND INSTALL NEW TAPERED INSULATION AND A NEW DURO-LAST ROOF SYSTEM ON @ BRAZOS COUNTY COURTHOUSE LOCATED AT 300 E. 26<sup>th</sup> STREET IN BRYAN TX.**

**(PROPOSAL PRICING BASED UPON DAYTIME HOURS OF OPERATION)**

Attn: William C. Wendt

We hereby propose to furnish the necessary labor, material, equipment, insurance and supervision to install a 20-year Duro-Last warranted roof system on the above referenced project.

This proposal is based upon the attached specifications provided by Duro-Last Roofing dated 10/3/2023 and Addenda #1 dated 10/15/2023 & Addenda #2 dated 10/17/2023:

1. Tear-off existing roof covering, components and insulation down to the concrete deck.
2. Adhere new rigid insulation (per attached taper layout) to the concrete deck.
3. Adhere new 1/4" primed gypsum cover board to the new insulation.
4. Adhere Duro-Last 80 mil. fleeceback white PVC reinforced deck membrane to the new cover board.
5. Adhered Duro-Last 80 mil. bareback white PVC reinforced membrane on all vertical surfaces.
6. Duro-Last All-Term edge metal at the perimeter.
7. Duro-Last accessories to make system complete such as but not limited to pre-fabricated curbs, boots, parapets sheets, screws, caulk, plates and etc. per Duro-Last Roofing, Inc. manufacturer's specifications.
8. Includes disconnect and reconnect of existing Lightning Protection and 3-year recertification.

**Qualifications/Clarifications:**

1. Jaco estimates the project to be complete within 60 calendar days.
2. Duro-Last Roofing, Inc. to have a Manufacturer Representative present for interim inspections once per week during the reroof; at no additional cost to Jaco.
3. Jaco will have a full-time non-working Superintendent onsite during the reroof, that has completed the Duro-Last factory training (Jaco will provide training certification of such).
4. Jaco will assign a dedicated Project Manager to the reroof project; and said Project Manager will also be present a minimum of once per week, when the manufacturer representative is present.
5. If required, any HVAC, plumbing, electrical, etc. that may need to be moved or disconnected and reconnected (other than normal roofing practice) will need to be done by a subcontractor of Owner's choice at Owner's expense.
6. Jaco Roofing & Construction, Inc. is not responsible for the calibration, recalibration, readjustment and/or testing on any electronic equipment such as but not limited to satellite dish, camera security, communication equipment or GPS devices.

1725 S. Velasco - Angleton, TX 77515  
(979)265-6101  
Fax (979) 265-6448

*"Duro-Last Platinum Contractor"*  
1-800-265-JACO  
www.jacoroofting.com  
info@jacoroofting.com

Mailing Address:  
P. O. Box 937  
Clute, TX 77531



Jaco TIPS Reroof Proposal  
November 1, 2023  
Brazos County  
Courthouse Reroof

7. This proposal is intended and shall become in its entirety part of, as if attached and/or written into any other purchase order, contract, or letter of acceptance, written or issued by the owner and is intended and agreed upon to be an integral part of any contract agreement between the parties. There shall be no changes, exclusions, or revisions made to the proposal without explicit agreement and acknowledgement by Jaco Roofing and Construction, Inc.
8. This pricing proposal was developed using Jaco's contract number 21060301 with the Interlocal Purchasing Systems (TIPS). If this proposal is accepted, the Jaco TIPS price schedule, terms and conditions will be applied. A purchase order, Notice to Proceed or AIA document will need to be sent to TIPS Purchasing @ [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).
9. City permit is included.
10. Bond is included.
11. State and local taxes are not included.
12. Quotation based on Jaco's Standard Insurance Limits: 1 Million General Liability, 2 Million General Aggregate with 10 Million Excess/Umbrella Liability, 1 Million Automobile Liability.
13. Payment terms: Jaco will invoice for the materials dollar amount total, when materials are delivered to the jobsite for reroof commencement, with balance due upon reroof completion and issuance of Factory Duro-Last Roof Warranty. All invoices are due on/or before 30 days after receipt unless otherwise agreed upon.
14. Price subject to change if not accepted within 20 days of quote date due to fluctuation of material market.
15. Buyer can cancel this contract within 3 days without penalty.

TOTAL PROPOSAL      \$ 586,960.00

Respectfully Submitted,

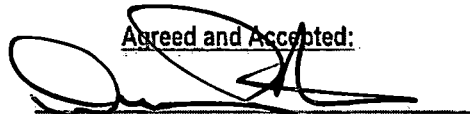
JACO ROOFING & CONSTRUCTION, INC.

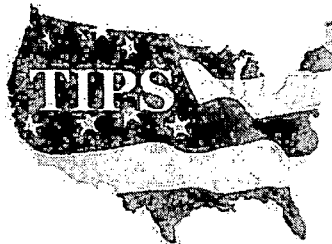


Wayne Parker  
Sales Manager

Agreed and Accepted:

By:

  
(Authorized Signing Officer)  
DUANE PETERS  
(Printed Name)  
COUNTY JUDGE  
(Title)  
11/21/23  
(Date)



THE INTERLOCAL PURCHASING SYSTEM

**JACO ROOFING**  
1-800-265-5226 & CONSTRUCTION, INC.

# Brazos County Courthouse

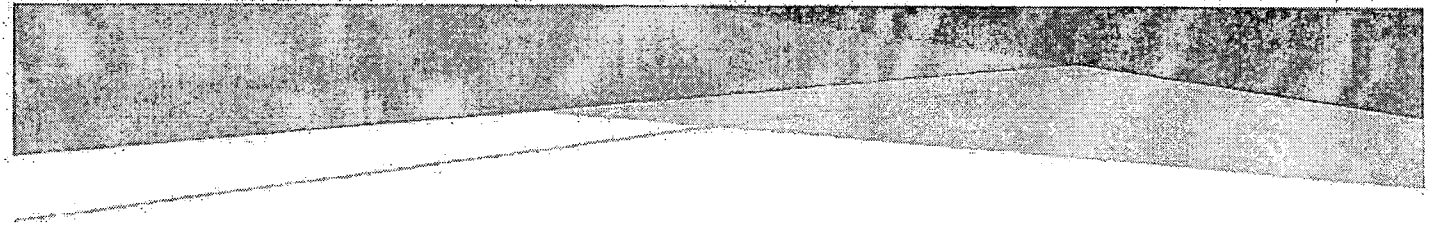
## UNIT PRICING

For each item requiring Unit Pricing, include a Description of the Work, the Unit of Measure, and the Cost Per Unit.

DESCRIPTION	UNIT	COST PER UNIT
Cost for new DL drain boot and CDR rings in lieu of existing drains	EA	\$ 250.00
Lumber 2x4 if missing wood or damaged	LF	\$ 3.00
Lumber 2x6 if missing wood or damaged	LF	\$ 3.50
Lumber 2x8 if missing wood or damaged	LF	\$ 4.00
Lumber 2x10 if missing wood or damaged	LF	\$ 5.00
Lumber 2x12 if missing wood or damaged	LF	\$ 7.50
Walk-Pad unit price	EA	\$ 125.00
Additional cricket at 1/4" per foot slope	sq. ft.	\$ 3.25

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**3-Part Specification**  
**Division 07 54 19 - Polyvinyl-Chloride Roofing**



**BRAZOS COUNTY**  
**Courthouse**

## **SITE GUIDELINES / SCOPE OF WORK: Brazos County Courthouse**

1. **Contractor Proposal Form:** RFP VI Contractor to submit RFP VI proposal response on RFP Proposal response form. No other forms will be accepted. Work to include all PVC low-sloped roof areas. Proposals to be submitted to Brazos County.
2. **Permit Fee(s):** Contractor will include any Permit costs and will include any administration cost for submitting and/or filing for a permit. Should a permit be required the contractor will include all costs for submitting for permit and any cost to collect the permit and post the permit at the appropriate locations.
3. **Insurance:** Contractor will submit proof of insurance (Certificate of Insurance) showing coverage that meets or exceeds all county requirements. All Insurance will be kept in good standing throughout execution of work. Any deviation could be reason for the County to terminate the contract.
4. **Occupant Notification:** Contractor to post 8 ½ x 11" Notification at access/entry doors and exits notifying public and occupant of work currently active on at this site.
5. **County Facility:** Contractor to include all required / necessary accommodations to assure that facility remains operational, no debris left on or near emergency vehicles and all other accommodations to assure emergency vehicles and personnel have clear entry and exit of the facility.
6. **Pre-Construction Meeting:** Prior to the execution contractor will attend a Pre-Construction meeting (Contractor Project Manager, Superintendent, Manufacture Representative, Owner, and Consultant) to review execution, scheduling, and general guidelines for the project. Contractor will submit submittals (PDF, Application Guidelines, Field Drawings, Warranties, Guaranties) prior to the Pre-Construction meeting for all required products and MSDS sheets. Contractor to provide a Project Contact Sheet with names, cell phones and email for all personnel to be involved with scope of work. (Project Manager, Site Project Manager, Crew Superintendent and Office Contact) Contractor should submit a soft copy of these documents no later than 10 days prior to this meeting.
7. **Site/ Project Manager:** Contractor to provide and maintain a minimum of one (1) non-working Project Manager to oversee operations, safety compliance and coordination with site personnel. Project Manager will report to Owner/Site Representative a minimum of once each morning and once each afternoon to assure site personnel are advised on all areas that construction activity will be taking place, coordination of any lifting activities and verify any areas of possible moisture entry from prior night or day.
8. **Project Update Meetings:** Weekly project update meetings will be held, in person or via call in. The meeting participants will include; Brazos County personnel, Contractor management level personnel, and Manufacture's representative.
9. **Project Team Contact Sheet:** Contractor to provide an emergency contact sheet with email and cell phone contact numbers for all key personnel. Contractor to bring to Pre-Construction meeting.

**3-Part Specification**  
**Division 07 54 19 - Polyvinyl-Chloride Roofing**

10. **Background Information:** Contractor may be asked to supply all required background information required to comply with Brazos County requirements and the Brazos County Courthouse Building.
11. **Special Conditions:** Please see special conditions set forth by occupant and the County Courthouse Building on additional crew/personnel requirements.
12. **Manufacture Inspections:** The contractor shall provide access to the Manufacture's Rep on a weekly basis for interim inspections. The contractor shall ensure, at a minimum, that project manager level personnel is onsite during the inspection. Pictorial documentation of roofing processes shall be available to the manufacture's rep, if so requested.
13. **Low-Sloped Roofing roof areas in this scope of work:** Contractor to include all of the following referenced roof areas in part A Brazos County Courthouse low-slope roofing repairs. **Adhered attached PVC (two roofs) – Main Upper 12,541.97 s.f.**
14. **General Scope Overview (Single Ply Roof Areas):** Complete tear off and disposal of the existing single ply roofing membrane and all substrate materials, down to the deck and wall substrate. Adhere attach multiple layers of rigid insulation and ISO HD cover board to a concrete deck with manufacture's approved adhesive. Adhere attach a Duro-Fleece – 80 MIL membrane (98 mils with fleece) using the splatter spray method, to the ISO HD, with manufacture's approved Two-part Low-Rise Foam adhesive. Adhere attach an 80 MIL bareback membrane to the clean wall substrate, with a manufacture's approved Solvent Based adhesive.
15. **Lightning Protection:** Contractor is to include the disconnect and reconnect of existing lightning protection in his proposal. **Mechanically attached PVC (two roofs) – Main Upper roof Detach, Reset, Certify for 5-years / 275 l.f.**
16. **Staging area:** Contractor will maintain a single designated staging area. Based on county approval. All material storage, equipment storage is required to be kept at staging unless in use. All breaks, Lunches, and safety meetings to be held in staging area at all times. Unless authorized and identified with the Pre-Construction minutes. Contractor will stage equipment, material, and Company/ Crew vehicles in the assigned staging area location. Contractor will conduct safety meetings, lunch and breaks in the staging area. Contractor will maintain a Porta John and wash area within the area. Staging area should be marked with safety cones and caution tape to help prevent accidental access by the public.
17. **Storage:**
  - a. Contractor is responsible for assuring that all material is secure on the roof and ground.
  - b. All materials, roof top and ground locations, shall be tarped when not being accessed. ALL MATERIALS WILL BE COVERED AT THE END OF EVERY WORK DAY.
  - c. All trash and debris should be bagged on a regular basis. Site should be free of wind-blown wrappers, trash, or debris. Contractor will maintain surrounding

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grounds with no debris, wrappers, water bottles etc. The roof and ground areas WILL BE POLICED (picked up) daily.

- d. At no time may contractor throw or discharge any materials or debris from roof. **This is a multi-story / multi-level building making it even more important that all material and equipment be away from the building edge, encumbrances and windows. At all times material on the ground and staged on the roof must be secure.**
- 18. **Roof Access:** Contractor will provide their own exterior access to the building. All access points are to be removed, or closed and locked, when contractor is not on site or construction activity is not in process. Anyone accessing thru the building must comply with all COVID-19 and CDC Guidelines. Contractor personnel will perform temperature checks each day and document each crew member result.
- 19. **Building Access:** Contractor will provide their own access to and from the roof. Contractor crew is to refrain from entry, interior roof hatch or exit of the building. Only the Project Manager and Crew Superintendent shall access or traffic the building but only with an approved County escort. Contractor to provide proper notice and schedule thru facility contact.
- 20. **Demolition and debris:** Contractor will include all required debris control and removal of all demolition, wrappers and other. If required Contractor will utilize waste removal company currently under contract with the county. Any and all receptacle bins must remain covered at all times when not being loaded to protect from any wind-blown debris.
- 21. **Signage:** Contractor will post one sign at the **staging area** identifying the site is an active construction site. Signage should include Company name, Office contact (Phone and Email) Site Project Manager name and phone number.
- 22. **Ground Protection:** Contractor will mark with cones on the ground whenever working within 10' of the perimeter over doors, exits and vehicle garage doors.
- 23. **Rain & Weather:** Contractor will have personnel on site or within 15-30 min. from the job site 7 days a week and including Holidays until substantially complete. At any time that the building is exposed to weather (Rain, Wind or Other) Contractor will meet Owner representative to assure all water tie offs are in place and to assure there is no moisture entry into the building. Contractor is responsible for keeping the building in a watertight condition from start of construction until complete. If crew or personnel dispatch for holidays or weekends contractor is required to maintain a minimum of two personnel 15-mile radius to respond, should it rain and to daily inspect of staging area, inspection of roof loaded material and to inspect all water tie offs a minimum of twice daily on non-workdays. Contractor to provide on his proposal the maximum number of crew days expected. (Excludes rain / wind days) Manufacture to provide total number of crew days on the space provided for expected work.
- 24. **Site Safety:** Contractor will adhere to all safety requirements while performing work on the site. This will include but not limited to the following:
  - a. **OSHA** - Compliance with all Local, State, and Federal regulations is required.



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- b. **Brazos County:** Compliance with all County requirements
- c. **Staging Area:** Contractor will maintain a clean and orderly staging area throughout execution. Staging area will include a porta john and be clearly marked with cones and caution tape. The area is to be clearly marked to avoid any accidental entry by the public. Contractor will maintain all crew trucks, lifting equipment, ext. in this area.
- d. **Lifting Equipment:** Lifting Equipment will always be stored in staging if not being used. Contractor will protect all parking lot surfaces with plywood to prevent any dripping of hydraulic oil or other. Contractor will chain the wheel to the axle when not in use. Contractor will provide a copy of the key or passcode to equipment. Contractor will avoid creating ruts or damage to the surrounding areas, buildings and/or land scape. Any signs of leaking or significant issues with Hydraulic equipment contractor will immediately switch out equipment and do so without interruption to the work. Contractor to flag all below grade sprinklers and other before traversing over sidewalks and/or landscape.
- e. **Fire Extinguisher:** Contractor will always maintain a fire Extinguisher in the staging area and at the roof where any gas filled generators are in use.
- f. **Fall Protection:** Contractor will install all required warning lines and fall protection as required throughout the execution of the work to protect the public and county personnel while on site performing repairs.
- g. Contractor will install safety cones along sidewalk leading up to all primary entrances and exits that are to remain open during repairs / construction.
- h. Contractor will comply with all required work hours and special designated days by the county. Contractor should include and anticipate any costs associated with overtime and night or weekend work to complete this project. No change orders for overtime, weekend or night work will be permitted.
- i. Contractor and crew will comply with all Covid-19 rules and procedures while on site performing work.
- j. Contractor and crew will refrain from any smoking on site. Contractor, Crew and Contractor vehicles will refrain from any drug or illegal substances on person or use while performing work. No alcohol or other on site whether containers are empty or full. This includes person and/or vehicles.
- k. **Crew Safety Vests:** All Contractor personnel on site will wear safety vest to allow ease of identification for building personnel and public. Contractor Crew Superintendent and Project Manager will wear a different colored safety vest for ease of identification of Owner Personnel and the Public.
- l. **Safety Spotter:** Contractor will provide spotter personnel at the front and rear of any lifting equipment when equipment is be moved outside of staging area to assure that no public property or personnel can be damaged or hurt during operation. Contractor will also utilize a spotter any time the crew may be working within 10'-15' of the perimeter of the roof. Should the contractor be required to expose the roof to below to occupant or public. (i.e., Skylights)

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Contractor will coordinate with County with County contact for coordination of the Area being exposed. Any such type of area should also be marked with cones to prevent the public from accidentally walking into this area.

25. **Electrical Power:** Contractor will supply all the contractor required power for operation of equipment. Contractor is not allowed at any time to use Owner's water, electrical receptacle or other in execution of this scope of work. Operation of generators will be kept away from any air intake or other type that would draw exhaust into the building. Contractor will keep all generators in a place to minimize noise to the occupants.
26. **Reconnect/ Disconnect:** Contractor is not authorized or allowed to disconnect any Mechanical units on the building. If for any reason the contractor feels it is necessary to disconnect a mechanical unit this must be approved in advance and scheduled with the Owner. It is expected that there will be some units which require disconnect / reconnect. All mechanical penetrations are to be flashed with ATR hub or Curbed type flashing. No pitch pans.
27. **Treated Wood:** Any and all wood installation or replacement shall be "Treated" to prevent moisture and decay and be compatible will roof membrane and accessories.
28. **Warranty Signage:** Contractor will post a fixed / permeant sign at the Hatch access or wall or in location of the County choosing to notify anyone who access the roof the Date Installed, Manufacture, Contractor name and phone number, Manufacture warranty period (start and expiration), Warranty number and the assembly that was installed.

## **CLOSEOUT DOCUMENTS & PAYMENT PROCESSING**

Contractor will submit a single and final invoice upon completion of the roofing project at the **Brazos County Courthouse Building** to include the following:

1. **Contractor Warranty:** Contractor will provide the Contractor 5-year workmanship warranty for all work performed.
2. **Final Inspection** 4T Partnership will schedule an inspection with the Contractor and the Owner/County to perform a walk through and inspection of the completed Roof assembly and all areas included in the contractor's scope of work. 4T Partnership will forward minutes and documentation of any items in need of correction or repair. Any punch items will be corrected during inspection or can be performed, and contractor can submit photos showing corrective action.
3. **Contractor Invoice** – Contractor will submit a Final invoice with confirmation of completion of all punch list items and reference RFP II and building name with address.
4. **Manufacture "No Dollar Limit Guaranty"**– Contractor will submit a copy and provide the Owner with an original of the required 20-year NDL Guaranty. The Guaranty should reference the Correct Owner / Member Name, Building Address and include execution by the Manufacture appropriate representative.
5. **"Conditional" Lien Release**- Contractor will submit a "Conditional Lien: Release with closeout documents including separate releases for any listed sub-contractors.

6. **Performance & Payment Bond-** Contractor will submit a copy of the Payment & Performance bond.
7. **Punch List Items Documentation-** Contractor will provide any necessary punch list / corrective action list and documentation showing each correction if required after the final inspection.
8. Please Brazos County Purchasing requirements for any additional closeout documents.

## **DELIVERY, STORAGE, AND HANDLING**

- Store all materials in compliance with Manufacture requirements to avoid water damage and store rolled goods on end. Comply with manufacturer's recommendations for job-site storage and protection. If necessary, cover with lose tap or plastic and allow to breath.
- Contractor will adhere to all requirements regarding staging location, site management and occupant safety to assure that both Contractor(s) crew and public / County personnel and the public are protected at all times.
- Contractor will supply a duplicate key or Code to operate all equipment being stored on site to facilitate (if necessary) moving this equipment if required by first responders.
- Contractor / Crew will prevent any blowing debris throughout the execution of the work. All material will be properly secured. Any material roof loaded must be tied or secured when not performing repairs on site. All debris will be bagged and placed in a receptacle or dump trailer.
- Contractor will at no time while positioned on the roof load material or equipment from ridge to eave over entrance and exits of the buildings.
- Contractor will not overload or otherwise damage the integrity of the building. Any damage to the building will be the responsibility of the contractor.

## **JOB CONDITIONS**

- The Contractor preparing a proposal in response to this RFP acknowledges that all work is to be performed while current activities within these buildings continue or proceed. Contractor will take and include all associated costs for signage, caution tape and safety cones to assure the tenant and public are protected from harm. **This building houses first responder building.**
- Proceed with installation work only after substrate is prepared, clean, smooth, and dry.
- Proceed with installation work only when weather conditions allow. Follow primary manufacturer's recommendations during application throughout.
- Contractor agrees to schedule work on individual building / Roof area only after verification that the County does not have any pre-schedule events and/or conflicts without penalty or cost to the County. All stage moves *(to alternate deck areas are to be communicated and coordinated with the County)*
- **Scheduling Updates/County communication:** Contractor Project Manager will advise the Member each day on the prior days weather forecast. Each day that the forecast includes a greater than 30% (for that window of time) chance of rain and/or Winds forecast to be in excess of 15-20 mph the contractor will have the option to schedule a "no-work" weather delay day. Contractor shall keep a daily record of all work and rain days throughout until completion.
- Contractor is at all times required to maintain a watertight condition on all buildings being repair / under construction. Contractor and his Insurance Company will be responsible for

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any damage to the interior and/or exterior) caused due to negligence on the contractor's part. The contractor agrees to keep all buildings in a watertight condition until such time that the Building / Scope of work has been substantially completed and closeout documents submitted.

- COVID-19 / Pandemic: Contractor will adhere to all guidelines, procedures and policies regarding the County's official and published requirements concerning Covid-19 and PPE and include in his/her proposal all necessary costs to comply.

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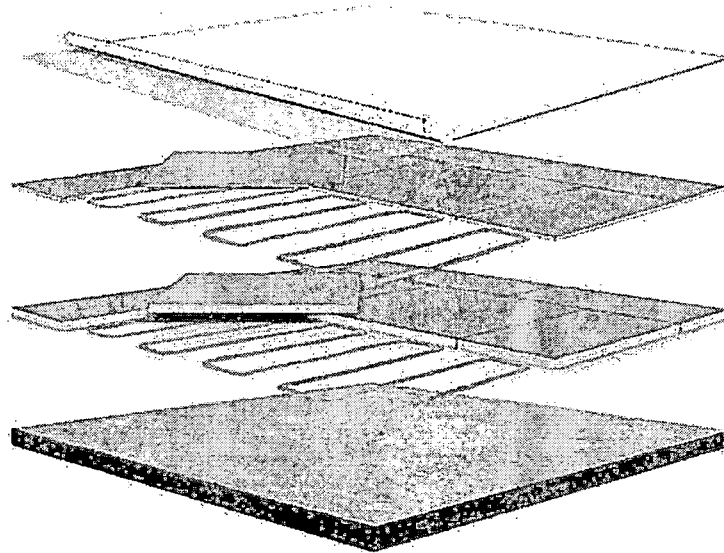
**Brazos County Courthouse**

300 E. 26th St  
Bryan, TX 77803

Existing PVC - Main

Prepared For: Purchasing Department  
Brazos County

Prepared By: James Griffin  
Duro-Last Roofing, Inc



**Duro-Last Roof Assembly Description**

- **New System:**
  - **Duro-Last® Duro-Fleece™ membrane**
    - Membrane Thickness: 80 mil nominal (98 mil including fleece)
    - Color: White
    - Attachment: Adhered with Duro-Fleece CR-20 membrane adhesive, splatter applied
  - **HD Polyisocyanurate Roof Board**
    - Thickness: ½ inch
    - Attachment: Adhered attached with Two-Part Low-Rise Foam Adhesive
  - **Duro-Guard® II Polyisocyanurate Rigid Insulation Board (1/4" per Foot - tapered)**
    - Attachment: Adhered attached with Two-Part Low-Rise Foam Adhesive
  - **Duro-Guard® II Polyisocyanurate Rigid Insulation Board (2" - flat)**
    - Attachment: Adhered attached with Two-Part Low-Rise Foam Adhesive
- **Existing System:**
  - **PVC Membrane (Demo and dispose)**
  - **Gypsum Cover board (Demo and dispose)**
  - **EPS (4.5" - flat) (Demo and dispose)**
  - **Concrete Roof Deck**

## **PART 1 GENERAL**

### **1.1 SCOPE OF WORK SUMMARY**



- a. Primary Manufacture:** All products should be Manufactured by the Primary Manufacture warranting the assembly/system. All metal shall be included in the warranty coverage. Metal termination shall be produced by a Factory Mutual ES-1 Certified Facility and included in warranty coverage.
- b. Penthouse structure - Power wash of Penthouse metal wall panels:** Contractor to furnish materials, equipment, and labor to Power wash the existing metal wall panels of the penthouse.
- c. Existing Single Ply Roof Areas:**
  - i. Demo of existing condition:**
    - 1. All removed materials shall be disposed of properly and in accordance with all, Local, State, and Federal regulations.
    - 2. Roof Deck – Remove and dispose of all existing roofing components, to include; Membrane, cover board, insulation, and associated fasteners. Prepare the existing structural concrete deck in accordance with manufacture's specifications and guidelines.
    - 3. Vertical Surfaces (Walls, step ups, and curbs) - Remove and dispose of, all existing water-proofing components, to include; Membrane, cover board (if applicable, insulation (if applicable), metal edging (if applicable) and associated fasteners. Prepare the existing wall in accordance with manufacture's specifications and guidelines.
    - 4. Penetrations – Remove all existing roofing / waterproofing materials from penetrations. Prep the penetration surface in accordance with manufacture's specifications and guidelines. Drains, the existing clamping rings for drains (if applicable) shall be properly clean any existing residue remaining from the existing roofing system. If drain clamping rings do not exist; remove the existing membrane drain boot and clean the interior surface of the drain pipe as required by the manufacture.
    - 5. Inspect and verify substrate is clean smooth and dry to accept new Roof Assembly.
  - ii. New Roof Assembly:**
    - 1. Contractor shall furnish and install, via adhered attachment, a 2" Polyisocyanurate, flat, insulation board to the existing concrete deck.
    - 2. Contractor shall furnish and install, via adhered attachment, a ¼" per foot, tapered, Polyisocyanurate insulation board system to the 2" Polyisocyanurate insulation board. The tapered insulation installation shall follow the "Tapered System Drawing" attached at the end of this document.
    - 3. Contractor shall furnish and install, via adhered attachment, ½" per foot tapered crickets and saddles, between drains and on the high slope of all rectangle penetrations.
    - 4. Contractor shall furnish and install, via adhered attachment, a ½" ISO HD board to the newly installed tapered insulation board. The ½" ISO HD board shall be compatible with the roof membrane.



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5. Contractor shall furnish and install, via adhered attachment, a white, 80 mil single-ply fleece back membrane roofing membrane, per manufacture's specifications and details, as to attain the 20 NDL warranty; meeting or exceeding the requirements in Section 1.9.
6. Contractor shall furnish and install, via adhered attachment, an 80 MIL singly-ply bareback membrane to all vertical surfaces, per manufacture's specifications and details

**iii. Vertical Surface assemblies and Edge Membrane terminations:**

1. Contractor to provide  linear foot cost, for 2x4 wood at roll over edges.
  2. Contractor to provide  linear foot cost, for 2x wood, width to match existing wall width, for exterior walls.
  3. **Interior Wall (At Penthouse structures):**
    - a. **At Metal Cladded Walls:** In accordance with manufacture's specifications and details, prepare the existing wall structure / substrate to receive the adhered bareback membrane. Adhere the membrane to the prepared substrate using a manufacture's approved Solvent-Based adhesive. Terminate the flashing membrane at existing heights and cover termination bar with a metal counter flashing, fastened to the existing "J" channel of the wall cladding system, in accordance with manufacturer's specifications.
    - b. **At Masonry Walls:** In accordance with manufacture's specifications and details, prepare the existing wall structure / substrate to receive the adhered bareback membrane. Adhere the membrane to the prepared substrate using a manufacture's approved Solvent-Based adhesive. Terminate the flashing membrane at existing heights and cover termination bar with a metal counter flashing, in accordance with manufacturer's specifications.
  4. **Exterior Wall Terminations:** In accordance with manufacture's specifications and details, prepare the existing wall structure / substrate to receive the adhered bareback membrane. Adhere the membrane to the prepared substrate using a manufacture's approved Solvent-Based adhesive. Terminate the membrane, over the top of the wall, utilizing the manufacture's All-Term Two (2) piece metal edge. Mechanical attachment requirements, per manufacture's specifications and details, is required.
  5. **Roll over edge at step-ups and step downs:** Membrane on the lower vertical surface shall be mechanically attached, per manufactures specifications and details. Membrane from the upper section of the step-up shall roll over the edge and be hot air welded to the vertical surface membrane. All manufacture's requirements for mechanical attachment and minimum weld areas shall be adhered to.
  6. **Vertical membrane terminations at walls:** Shall be with vertical All Term Two (2) Piece metal edge, or 1-3/4" Fascia Bar with Metal cover.
- iv. **Roof edge transitions:** Shared wall with Modified Bitumen roof located to the South of the re-roof area. Roll the deck membrane over the roof edge and terminate with All Term Edge metal in accordance with manufacture's specifications.
- v. **Elevated roof area to main roof transition;** Secure vertical membrane per manufacture's specifications. Roll upper roof area membrane over the horizontal to vertical transition and heat weld the membrane to the vertical surface membrane, per manufacture's specifications. (minimum of 6" of membrane overlap required)

**vi. Roof Top Penetrations:**


**1. Round Penetrations:**

- a. Contractor shall install all new split "open" prefabricated membrane boot / stack flashings on all round penetrations. Flashings shall be sized and installed to fit snug. Membrane sealing and banding shall be in accordance with manufacture's specifications and details.
- b. Contractor to ensure all penetrations meet height requirements of the manufacture for flashings.

**2. Rectangle Penetrations –**

- a. Contractor shall install all materials required for new membrane flashings. Flashing materials shall be field fabricated utilizing a bareback reinforced PVC membrane, a minimum 60 MIL thickness. Contractor shall furnish and install the manufacture's prefabricated corners on rectangle penetrations in accordance with manufacturer's specifications. Termination of the membrane shall follow the manufacture's reference details for adhered rectangle penetrations.
- b. Contractor to ensure all penetrations meet height requirements of the manufacture for flashings.

**3. Drains:**

- a. Contractor to remove existing drain clamping ring and clean asphalt and foreign materials from the underside of the clamping ring to reuse the ring.
- b. Contractor to provide a per drain  to flash the drain with the Manufacture's drain boot, CDR ring set, and new dome strainer.
- c. Contractor to "sump" drains a minimum of 24" x 24".
- d. Contractor to discontinue Fleeceback membrane at the start of the sumped area around the drain. The fleece back membrane shall be mechanically attached at edges.
- e. Contractor to furnish and install a target patch in the sumped area of the drain utilizing bareback membrane, adhered with approved Solvent Based adhesive.
- f. Contractor to water proof / flash all drains with Manufacture's Detail # AS2011

**vii. Walk / Service Pads:** Traffic Protection. Contractor to provide walk / service pads at the following locations:

- 1. Walk service pads to be installed in the existing locations on the roof.
- 2. Walk pads to be installed at roof access doorway and service side of All mechanical units.
- 3. Do not install walk pad over membrane laps.

**viii. Warranty Signage:** Contractor will post a fixed / permeant sign at the Hatch access or wall or in location of the County choosing to notify anyone who access the roof the Date Installed, Manufacture, Contractor name and phone number, Manufacture warranty period (start and expiration), Warranty number and the assembly that was installed.

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- ix. Lightning Protection:** Contractor is to include the disconnect and reconnect of existing lightning protection in his proposal. Detach, Reset, Certify for 5-years / 275 l.f.
- x. New Flue Vent Tops and Rain Collars:** Replace or repair all flue vent tops and rain collars then flash with Manufacture Flue vent membrane flashing.
- xi. Conduit / Roof Top Gas Lines, Electrical lines or other:** Contractor to clean paint with two coats of appropriate color and paint with two coats (Yellow=Gas/ Red=Electrical and Blue=Water) this would exclude any PVC conduit for mechanical drainage. These remain un-painted.
- xii. Roof Top Conduit Support:** Install new Pyramid w/ locking brackets gas and conduit supports (8' o.c.) under all exposed conduit/gas lines. Paint with two coats of paint. Apply rust oleum to any rusted areas. Reuse existing conduit supports.
- xiii.** Contractor to furnish and install Splash blocks at all downspouts associated with metal roof penthouse.
- xiv. Contractor proposal to include:** all equipment, generators, lifting, demo, debris disposal, equipment, labor, safety, and material to perform the outlined scope of work in accordance with all Brazos County guidelines.
- xv. Exclude:** Contractor to exclude any work in the areas noted as "No Work" on the Roof Overhead Plan".
- xvi. Warranty:** Contractor's Warranty: The contractor shall warrant the roof application with respect to workmanship and proper application for two (5) years from the effective date of the warranty issued by the manufacturer.
  - 1. Manufacturer's Warranty:** Must be no-dollar limit type and provide for completion of repairs, replacement of membrane or total replacement of the roofing system at the then-current material and labor prices throughout the life of the warranty. In addition the warranty must meet the following criteria:
    - a.** Warranty Period: 20 years from date issued by the manufacturer.
    - b.** Must provide positive drainage.
    - c.** No exclusion for damage caused by biological growth.
    - d.** Issued direct from and serviced by the roof membrane manufacturer.
    - e.** Transferable for the full term of the warranty.

## 1.2 SUMMARY

- A. Deck Membrane Type: Duro-Fleece 80-mil Membrane (Roll Goods)
  - 1. Roll Width: 120" (Installed widths may vary)
  - 2. Membrane Color: White
  - 3. Attachment Type: Adhered
  - 4. Adhesive: Duro-Fleece® Approved Membrane Adhesive [Splatter Pattern]
- B. Deck Membrane Type: Duro-Tuff 80-mil Membrane (Roll Goods)
  - 1. Roll Width: 120" (Installed widths may vary)
  - 2. Membrane Color: White
  - 3. Attachment Type: Adhered
  - 4. Adhesive: Duro-Last Solvent Based Adhesive (SB-IV or Duro-Grip Spray)
- C.
- D. Insulation Layer 1 Type: Duro-Guard® ISO HD (Coated Glass Facer)
  - 1. Board Application: Flat Stock
  - 2. Board Style: Layer Thickness
  - 3. Board Size: 4' x 8'
  - 4. Thickness: 0.5"
  - 5. Attachment Type: Adhered
  - 6. Adhesive: Duro-Grip® TRUFAST® Adhesive [Ribbon Adhered]
- E. Insulation Layer 2 Type: Duro-Guard® ISO II (Glass Reinforced Facer)
  - 1. Board Application: Flat Stock
  - 2. Board Style: Layer Thickness
  - 3. Board Size: 4' x 4'
  - 4. Thickness: 2"
  - 5. Attachment Type: Adhered
  - 6. Adhesive: Duro-Grip® Approved Adhesive [Ribbon Adhered]
- F. Deck Type: Structural Concrete Deck
- G. Prefabricated flashings, corners, parapets, stacks, vents, and related details.
- H. Fasteners, adhesives, and other accessories required for a complete roofing installation.
- I. Traffic Protection.

## 1.3 REFERENCES

- A. ASTM INTERNATIONAL (ASTM)
  - 1. (2019) Standard Test Methods for Coated Fabrics (D751)
  - 2. (2021) Standard Specification for Poly(Vinyl Chloride) Sheet Roofing (D4434/D4434M)
  - 3. (2022) Standard Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board (C1289)
  - 4. (2020) Standard Test Methods for Fire Tests of Roof Coverings (E108)
  - 5. (2020) Standard Test Methods for Fire Tests of Building Construction and Materials (E119)

**B. UL SOLUTIONS (UL)**

1. (2021) UL Roofing Systems (TGFU.R10128)

**C. AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE)**

1. (2007) Minimum Design Loads for Buildings And Other Structures (ASCE Standard - ASCE/SEI 7-05)
2. (2014) Minimum Design Loads for Buildings and Other Structures (ASCE Standard - ASCE/SEI 7-10)
3. (2017) Minimum Design Loads and Associated Criteria for Buildings and Other Structures (ASCE Standard - ASCE/SEI 7-16)

**D. NATIONAL ROOFING CONTRACTORS ASSOCIATION (NRCA)**

1. (2019) NRCA Roofing Manual - Membrane Systems

**1.4 SYSTEM DESCRIPTION**

- A. General: Provide installed roofing membrane and base flashings that remain watertight; do not permit the passage of water; and resist specified uplift pressures, thermally induced movement, and exposure to weather without failure.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing membrane manufacturer based on testing and field experience.
- C. Physical Properties (must meet or exceed):
  1. Roof product must meet the requirements of Type III PVC sheet roofing as defined by ASTM D4434.
  2. Thickness: 80 mil (98 mil including fleece), nominal, in accordance with ASTM D751.
  3. Thickness over Scrim:  $\geq 41$  mil in accordance with ASTM D7635.
  4. Breaking Strength:  $\geq 545$  lbf. (machine direction) and  $\geq 376$  lbf. (cross machine direction) in accordance with ASTM D751 Grab Method.
  5. Elongation at Break:  $\geq 34\%$  (machine direction) and  $\geq 33\%$  (cross machine direction) in accordance with ASTM D751 Grab Method.
  6. Seam Strength:  $\geq 512$  lbf. in accordance with ASTM D751 Grab Method.
  7. Tear Strength:  $\geq 70$  lbf. (machine direction) and  $\geq 211$  lbf. (cross machine direction) in accordance with ASTM D751 Procedure B.
  8. Low Temperature Bend: Pass at  $-40^{\circ}\text{F}$  in accordance with ASTM D2136.
  9. Heat Aging: Pass after being conditioned for 56 days in oven maintained at  $176^{\circ}\text{F}$  in accordance with ASTM D3045.
  10. Accelerated Aging: Pass after 10,000 hours of total test time in accordance with ASTM G155.
  11. Dimensional Stability: Change of  $-0.10\%$  (machine direction) and  $-0.10\%$  (cross machine direction) in accordance with ASTM 1204.
  12. Water Absorption:  $< .10\%$  at  $158^{\circ}\text{F}$  for 168 hours in accordance with ASTM D570.
  13. Static Puncture Resistance:  $\geq 33$  lbf. in accordance with ASTM D5602.
  14. Dynamic Puncture Resistance:  $\geq 14.7$  ft-lbf. in accordance with ASTM D5635.
- D. Cool Roof Rating Council (CRRRC) (Membrane must be listed on the CRRRC website):

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1. Solar Reflectance (Initial):  $\geq 87\%$
2. Solar Reflectance (3-Year Aged):  $\geq 67\%$
3. Thermal Emittance (Initial):  $\geq 89\%$
4. Thermal Emittance (3-Year Aged):  $\geq 89\%$
5. Solar Reflectance Index (SRI) (Initial):  $\geq 110\%$
6. Solar Reflectance Index (SRI) (3-Year Aged):  $\geq 81\%$

**E. Insulation:**

1. General Requirements
  - a. Install using a minimum of two layers.
  - b. Configuration as indicated on the drawings.
2. Duro-Guard® ISO HD (Coated Glass Facer)
  - a. Layer Thickness: 0.5"
3. Duro-Guard® ISO II (Glass Reinforced Facer)
  - a. Layer Thickness: 2"

**1.5 SUBMITTALS**

- A. Product data sheets to be used, with the following information included:
  1. Preparation instructions and recommendations
  2. Storage and handling requirements and recommendations
  3. Installation methods
  4. Maintenance requirements
- B. Sustainability Documentation:
  1. NSF/ANSI Standard 347 Certificate
  2. Type III product-specific Environmental Product Declaration
- C. Shop Drawings: Indicate insulation pattern, overall membrane layout, field seam locations, joint or termination detail conditions, and location of fasteners.
- D. Provide verification samples for each product specified (two samples representing each product, color and finish):
  1. 4-inch by 6-inch sample of roofing membrane, of color specified.
  2. 4-inch by 6-inch sample of walkway pad.
  3. Termination bar, fascia bar with cover, drip edge, and gravel stop if to be used.
  4. Each fastener type to be used for installing membrane, insulation/recover board, termination bar and edge details.
- E. Installer Certification: Certification from the roofing system manufacturer that Installer is approved, authorized, or licensed by manufacturer to install roofing system.
- F. Manufacturer's warranties.

**1.6 QUALITY ASSURANCE**

- A. Perform work in accordance with manufacturer's installation instructions.



**3-Part Specification**  
Division 07 54 19 - Polyvinyl-Chloride Roofing

- B. **Manufacturer Qualifications:** A manufacturer specializing in the production of PVC membranes systems and utilizing a Quality Control Manual during the production of the membrane roofing system that has been approved by and is inspected by Underwriters Laboratories.
- C. **Installer Qualifications:** Company specializing in installation of roofing systems similar to those specified in this project and approved by the roofing system manufacturer.
- D. **Source Limitations:** Obtain components for membrane roofing system from roofing membrane manufacturer.
- E. There shall be no deviations from the roof membrane manufacturer's specifications or the approved shop drawings without the prior written approval of the manufacturer.

**1.7 REGULATORY REQUIREMENTS**

- A. Conform to applicable code for roof assembly fire hazard, wind uplift, and cool roof requirements.
- B. **Fire Hazard Requirements:** Provide membrane roofing materials with the following fire-test-response characteristics. Materials shall be identified with appropriate markings of applicable testing and inspecting agency.
  - 1. Class A
  - 2. Fire-test-response standard: Comply with ASTM E108 for application and roof slopes indicated.
  - 3. Fire-Resistance Ratings: Comply with ASTM E119 for fire-resistance-rated roof assemblies of which roofing system is a part.
  - 4. Conform to applicable code for roof assembly fire hazard requirements.
- C. **Wind Uplift Requirements: Roofing System Design:** Provide a roofing system designed to resist uplift pressures calculated according to the current edition of ASCE/SEI 7, Minimum Design Loads and Associated Criteria for Buildings and Other Structures.

**1.8 PRE-INSTALLATION MEETING**

- A. Convene meeting not less than one week before starting work of this section.
- B. Review methods and procedures related to roof deck construction and roofing system including, but not limited to, the following:
  - 1. Meet with Owner, Architect, Owner's insurer if applicable, testing and inspecting agency representative, roofing installer, roofing system manufacturer's representative, deck installer, and installers whose work interfaces with or affects roofing including installers of roof accessories and roof-mounted equipment.
  - 2. Review and finalize construction schedule and verify availability of materials, installer's personnel, equipment, and facilities needed to make progress and avoid delays.
  - 3. Examine deck substrate conditions and finishes for compliance with requirements, including flatness and fastening.
  - 4. Review structural loading limitations of roof deck during and after roofing.
  - 5. Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing system.
  - 6. Review governing regulations and requirements for insurance and certificates if applicable.
  - 7. Review temporary protection requirements for roofing system during and after installation.

8. Review roof observation and repair procedures after roofing installation.

#### **1.9 DELIVERY, STORAGE AND HANDLING**

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, and directions for storing and mixing with other components.
- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
- C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Store roof materials and place equipment in a manner to avoid permanent deflection of deck.
- E. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

#### **1.10 WARRANTY**

- A. Contractor's Warranty: The contractor shall warrant the roof application with respect to workmanship and proper application for five (5) years from the effective date of the warranty issued by the manufacturer.
- B. Manufacturer's Warranty: Must be no-dollar limit type and provide for completion of repairs, replacement of membrane or total replacement of the roofing system at the then-current material and labor prices throughout the life of the warranty. In addition the warranty must meet the following criteria:
  1. Warranty Period: 20 years from date issued by the manufacturer.
  2. Must provide adequate or sufficient drainage.
  3. Issued direct from and serviced by the roof membrane manufacturer.
  4. Transferable for the full term of the warranty.

### **PART 2 PRODUCTS**

#### **2.1 MANUFACTURER**

- A. Manufacturer: Duro-Last Roofing, Inc., which is located at: 525 Morley Drive, Saginaw, MI 48601. Telephone: 800-248-0280.
- B. All roofing system components to be provided or approved by Duro-Last Roofing, Inc.
- C. Substitutions: Not permitted.

#### **2.2 ROOFING SYSTEM COMPONENTS**

- A. Roofing Membrane:
  1. Properties:
    - a. Type: Duro-Fleece 80-mil Membrane (Roll Goods)
    - b. Roll Width: 120" (Installed widths may vary)

**3-Part Specification**  
Division 07 54 19 - Polyvinyl-Chloride Roofing

- c. Membrane Color: White
- d. Attachment Type: Adhered
- e. Adhesive: Duro-Fleece® Approved Membrane Adhesive [Splatter Pattern]

2. Features:

- a. ASTM D4434, Type III
- b. Fabric-reinforced, PVC, NSF/ANSI 347 Gold or Platinum Certification, and a product-specific third-party verified Environmental Product Declaration.
- c. Contains a fleece-backing which provides excellent properties for adhering to, or mechanically fastening over, a variety of substrates.
- d. Minimum recycle content 7% post-industrial and 0% post-consumer.
- e. Recycled at end of life into resilient flooring or concrete expansion joints.

**B. Insulation:**

1. General Requirements

- a. Provide preformed roof insulation boards that comply with requirements and referenced standards, as selected from manufacturer's standard sizes.
- b. Provide preformed saddles, crickets, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated.
- c. Provide roof insulation accessories approved by the roof membrane manufacturer and as recommended by insulation manufacturer for the intended use.

2. Component:

a. Properties:

- 1. Type: Duro-Guard® ISO HD (Coated Glass Facer)
- 2. Board Application: Flat Stock
- 3. Size: 4' x 8'
- 4. Method: Layer Thickness: 0.5"
- 5. Attachment Type: Adhered
- 6. Adhesive: Duro-Grip® Approved Adhesive [Ribbon Adhered]

b. Features:

- 1. 1/2-inch thick high density polyisocyanurate insulation panel manufactured on-line using premium performance coated glass facers
- 2. Complying with ASTM C1289, Type II, felt or glass-fiber mat facer on both major surfaces
- 3. Provide Duro-Grip insulation adhesive for attaching insulation and/or insulation cover boards in conformance to specified design requirements.

3. Component:

a. Properties:

- 1. Type: Duro-Guard® ISO II (Glass Reinforced Facer)
- 2. Board Application: Flat Stock
- 3. Size: 4' x 4'
- 4. Method: Layer Thickness: 2"
- 5. Attachment Type: Adhered

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Division 07 54 19 - Polyvinyl-Chloride Roofing

6. Adhesive: Duro-Grip® Approved Adhesive [Ribbon Adhered]

b. Features:

1. Closed-cell polyisocyanurate foam core insulation board.
2. Complying with ASTM C1289, Type II, felt or glass-fiber mat facer on both major surfaces.
3. Provide Duro-Grip insulation adhesive for attaching insulation and/or insulation cover boards in conformance to specified design requirements.

C. Deck Type:

1. Properties:

a. Type: Structural Concrete Deck

D. Accessory Materials: Provide accessory materials supplied by or approved for use by Duro-Last Roofing, Inc.:

1. Sheet Flashing: Manufacturer's standard reinforced PVC sheet flashing with fleecback (80 mill).
2. Prefab Flashings: Manufactured using standard reinforced PVC membrane.
  - a. Duro-Last® Inside and Outside Corners
  - b. Duro-Last® Stack Flashing
  - c. Duro-Last® Curb Flashing
  - d. Duro-Last® Drain Boot
  - e. Duro-Last® Composite Drain Rings
  - f. Duro-Last® Drain Guard
3. Fasteners: Factory-coated steel fasteners meeting corrosion-resistance provisions in FMG 4470, designed for fastening membrane and insulation to substrate. Supplied by Duro-Last Roofing, Inc.
  - a. Duro-Last® HD Screw (#14)
  - b. ¼" x 1-½" ZAMAC Metal Anchor
4. Plates: Metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening membrane and insulation to substrate. Supplied by Duro-Last Roofing, Inc.
  - a. Duro-Last® Cleat Plate™
  - b. Duro-Last® 3-Inch Metal Plate
5. Non Fleece Adhesives: Compatible with roofing system and supplied by Duro-Last Roofing, Inc.
  - a. Duro-Last® SB IV Adhesive [Roll On]
  - b. Duro-Last Solvent-Grip® Spray Adhesive [Splatter Pattern]
6. Fleece Adhesives: Compatible with roofing system and supplied by Duro-Last Roofing, Inc.
  - a. Duro-Fleece® Approved Membrane Adhesive [Splatter Pattern]
7. Insulation Adhesives: Compatible with roofing system and supplied by Duro-Last Roofing, Inc.
  - a. Duro-Grip® Approved Adhesive [Ribbon Adhered]
8. Caulk: Compatible with roofing system and supplied by Duro-Last Roofing, Inc.

- a. Duro-Caulk® Plus
- 9. Vinyl Termination: Supplied by Duro-Last Roofing, Inc.
  - a. Duro-Last® Vinyl Fascia System
- 10. Metal Termination: Supplied by Duro-Last Roofing, Inc.
  - a. All-Term™
    - i. ANSI/SPRI ES-I Compliant with 4" through 13" base and cover
  - b. Reglet and Counterflashing

### **PART 3 EXECUTION**

#### **3.1 EXAMINATION**

- A. Verify that the surfaces and site conditions are ready to receive work.
- B. Verify that the deck is supported and secured.
- C. Verify that the deck is clean and smooth, free of depressions, waves, or projections, and properly sloped to drains, valleys, eaves, scuppers or gutters.
- D. Verify that the deck surfaces are dry and free of standing water, ice or snow.
- E. Verify that all roof openings or penetrations through the roof are solidly set.
- F. If substrate preparation is the responsibility of another contractor, notify Architect of unsatisfactory preparation before proceeding.
- G. Prior to re-covering an existing roofing system, conduct an inspection of the roof system accompanied by a representative of the membrane manufacturer or an authorized contractor.
  - 1. Determine required fastener type, length, and spacing.
  - 2. Verify that moisture content of existing roofing is within acceptable limits.
  - 3. Identify damaged areas requiring repair before installation of new roofing.
  - 4. Conduct core cuts as required to verify information required.

#### **3.2 PREPARATION**

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Surfaces shall be clean, smooth, free of fins, sharp edges, loose and foreign material, oil, grease, and bitumen.

#### **3.3 INSTALLATION**

- A. Insulation:
  - 1. General Requirements
    - a. Install insulation in accordance with the roof manufacturer's requirements.
    - b. Insulation shall be adequately supported to sustain normal foot traffic without damage.
    - c. Where field trimmed, insulation shall be fitted tightly around roof protrusions with no gaps greater than ¼ inch.

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**Division 07 54 19 - Polyvinyl-Chloride Roofing**

- d. Tapered insulation boards shall be installed in accordance with the insulation manufacturer's shop drawings.
  - e. No more insulation shall be applied than can be covered with the roof membrane by the end of the day or the onset of inclement weather.
  - f. If more than one layer of insulation is used, all joints between subsequent layers shall be offset by at least 6 inches.
2. Duro-Guard® ISO HD (Coated Glass Facer)
- a. Use only insulation adhesive acceptable to the roof manufacturer that meets applicable design requirements.
  - b. Attach insulation boards with insulation adhesive in parallel courses with end joints staggered 50% and adjacent boards butted together with no gaps greater than ¼ inch
3. Duro-Guard® ISO II (Glass Reinforced Facer)
- a. Use only insulation adhesive acceptable to the roof manufacturer that meets applicable design requirements.
  - b. Attach insulation boards with insulation adhesive in parallel courses with end joints staggered 50% and adjacent boards butted together with no gaps greater than ¼ inch
- B. Roofing Membrane:
1. General Requirements
- a. Install membrane in accordance with the roof manufacturer's requirements.
  - b. Cut membrane to fit neatly around all penetrations and roof projections.
2. Duro-Fleece 80-mil Membrane (Roll Goods)
- a. Read the adhesive's Safety Data Sheet (SDS) prior to using the adhesive.
  - b. Follow application guidelines outlined in the adhesive's Product Data Sheet.
  - c. Inspect the surface of the deck/substrate. The deck/substrate must be clean, smooth, dry, and free of sharp edges, dust, contaminants, oil, grease, and loose, foreign material that may affect the installation of the roofing system and its performance.
  - d. Unroll roofing membrane and position with a minimum 6-inch overlap along the selvedge edge. Roll ends must be butted together and membrane of the same mil thickness, without fleece backing, must be used to form the end lap.
  - e. Fold the roof section back onto itself to expose half of the roof area to be covered by that section.
  - f. Apply adhesive in front of the fold along its length. Apply at the required rate in smooth, even coatings without voids, globs, puddles or similar irregularities. Use care not to contaminate the area of the membrane where hot air welding will occur.
  - g. Lift the top layer of membrane and, starting at the fold, use a stiff squeegee or broom to push the membrane into the adhesive.
  - h. Repeat previous steps for the second half of the roof section.
3. Duro-Tuff 80 MIL bareback – Walls and vertical surfaces.
- a. Install membrane in accordance with the roof manufacturer's requirements.
  - b. Install membrane to fit uniformly at transitions and wall intersections.
  - c. Apply membrane solvent-based adhesive in accordance with manufacture's specifications.



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Division 07 54 19 - Polyvinyl-Chloride Roofing

- d. Follow manufacture's specifications for mechanical attachment at transitions and vertical / horizontal requirements.
- C. Weld overlapping sheets together using hot air. Minimum weld width is 1-1/2 inches.
- D. Check field welded seams for continuity and integrity and repair all imperfections by the end of each work day.
- E. Flashings: Complete all flashings and terminations as indicated on the drawings and in accordance with the membrane manufacturer's requirements.
  - 1. Provide securement at all membrane terminations at the perimeter of each roof level, roof section, curb flashing, skylight, expansion joint, interior wall, penthouse, and other similar condition.
    - a. Do not apply flashing over existing thru-wall flashings or weep holes.
    - b. Secure flashing on a vertical surface before the seam between the flashing and the main roof sheet is completed.
    - c. Extend flashing membrane a minimum of 6 inches (152 mm) onto the main roof sheet beyond the mechanical securement.
    - d. Use care to ensure that the flashing does not bridge locations where there is a change in direction (e.g. where the parapet meets the roof deck).
  - 2. Penetrations:
    - a. Flash all pipes, supports, soil stacks, cold vents, and other penetrations passing through the roofing membrane as indicated on the Drawings and in accordance with the membrane manufacturer's requirements.
    - b. Utilize custom prefabricated flashings supplied by the membrane manufacturer.
    - c. Existing Flashings: Remove when necessary to allow new flashing to terminate directly to the penetration.
  - 3. Pipe Clusters and Unusual Shapes:
    - a. Clusters of pipes or other penetrations which cannot be sealed with prefabricated membrane flashings shall be sealed by surrounding them with a prefabricated vinyl-coated metal pitch pan and sealant supplied by the membrane manufacturer.
    - b. Vinyl-coated metal pitch pans shall be installed, flashed and filled with sealant in accordance with the membrane manufacturer's requirements.
    - c. Pitch pans shall not be used where prefabricated or field fabricated flashings are possible.
- F. Roof Drains: Coordinate installation of roof drains and vents.
  - 1. Drain Assemblies with Clamping Rings:
    - a. Remove existing roofing system materials from drain bowl and clamping ring.
    - b. The membrane must extend beyond the inside of the clamping ring.
    - c. Use a manufacturer supplied or approved sealant (1/2 tube minimum) between the membrane and drain bowl assembly.
    - d. After the membrane is properly installed onto the bowl and the clamping ring set in place, all bolts securing the ring must be installed to provide constant, even compression on the sealant. If bolts are broken or missing, replacements must be installed.
  - 2. Drain Boots:

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- a. Remove existing flashing and asphalt at existing drains in preparation for sealant and membrane.
- b. Use a manufacturer supplied or approved sealant (1/2 tube minimum) to the outside of the drain boot and insert it into the drain.
- c. Fasten membrane around the perimeter of the drain with the same fastening pattern as the field membrane, no less than 1 fastener per drain.
- d. Install a pair of composite drain rings (CDRs) to compress the boot to the pipe. Ensure the CDR openings face in opposite directions.
- e. Secure the manufacturer's drain guard over the opening by heat welding the attachment tabs to the roof membrane.

**G. Edge Details:**

1. Provide edge details as indicated on the Drawings. Install in accordance with the membrane manufacturer's requirements.
2. Join individual sections in accordance with the membrane manufacturer's requirements.
3. Coordinate installation of metal flashing and counter flashing.
4. Manufactured Roof Specialties: Coordinate installation of copings, counter flashing systems, gutters, downspouts, and roof expansion assemblies.

**H. Walkways:**

1. Install walkways in accordance with the membrane manufacturer's requirements.
2. Provide walkways where indicated on the Drawings.
3. Install walkway pads at roof hatches, access doors, rooftop ladders and all other traffic concentration points regardless of traffic frequency. Provided in areas receiving regular traffic to service rooftop units or where a passageway over the surface is required.
4. Do not install walkways over flashings or field seams until manufacturer's warranty inspection has been completed.

**I. Water Cut-Offs:**

1. Provide water cut-offs on a daily basis at the completion of work and at the onset of inclement weather.
2. Provide water cut-offs to ensure that water does not flow beneath the completed sections of the new roofing system.
3. Remove water cut-offs prior to the resumption of work.
4. The integrity of the water cut-off is the sole responsibility of the roofing contractor.
5. Any membrane contaminated by the cut-off material shall be cleaned or removed.

**3.4 FIELD QUALITY CONTROL**

- A. The membrane manufacturer's representative shall provide a comprehensive final inspection after completion of the roof system. All application errors shall be addressed and final punch list completed.

**3.5 PROTECTION**

- A. Protect installed roofing products from construction operations until completion of project.

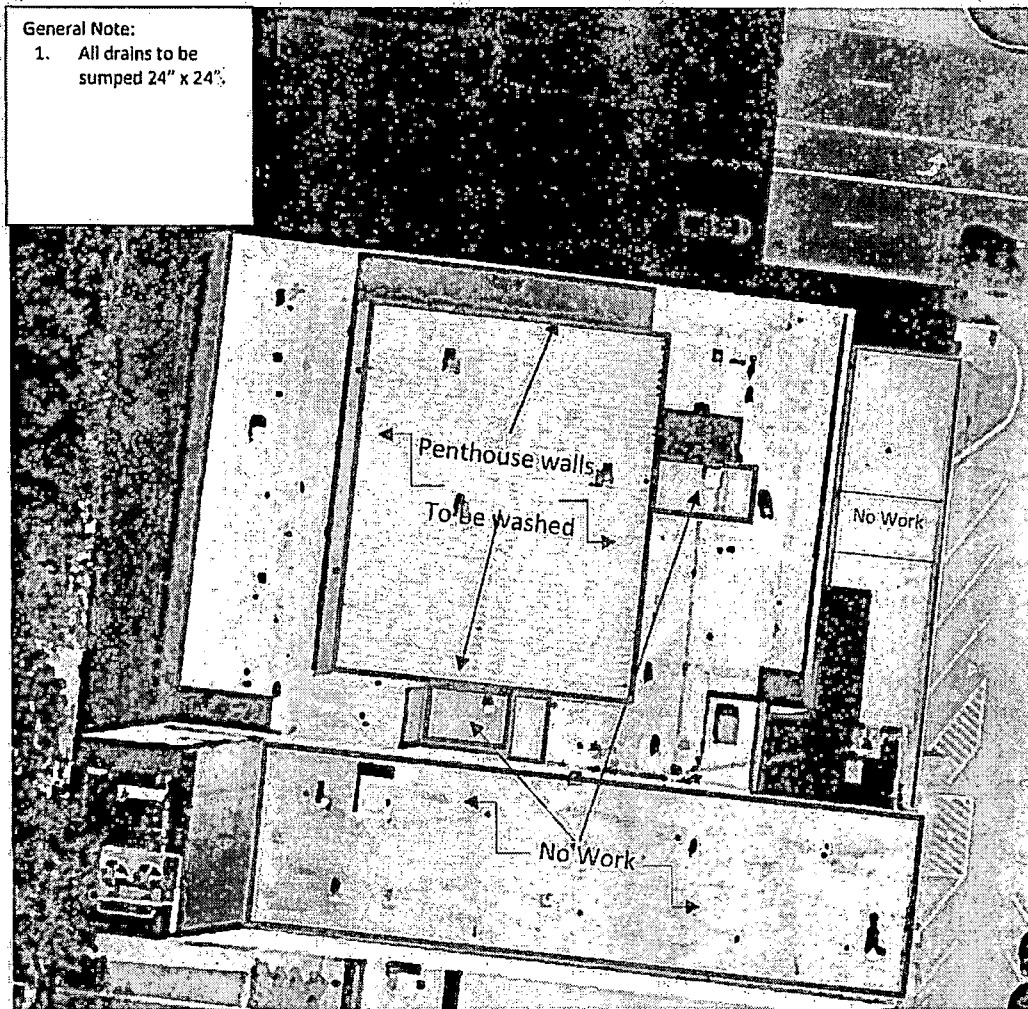
**3-Part Specification**  
Division 07 54 19 - Polyvinyl-Chloride Roofing

- B. Where traffic is anticipated over completed roofing membrane, protect from damage using durable materials that are compatible with membrane.
- C. Repair or replace damaged products after work is completed.

END OF SECTION

**3-Part Specification**  
Division 07 54 19 - Polyvinyl-Chloride Roofing

**Brazos County Courthouse – Roof Overhead Plan**



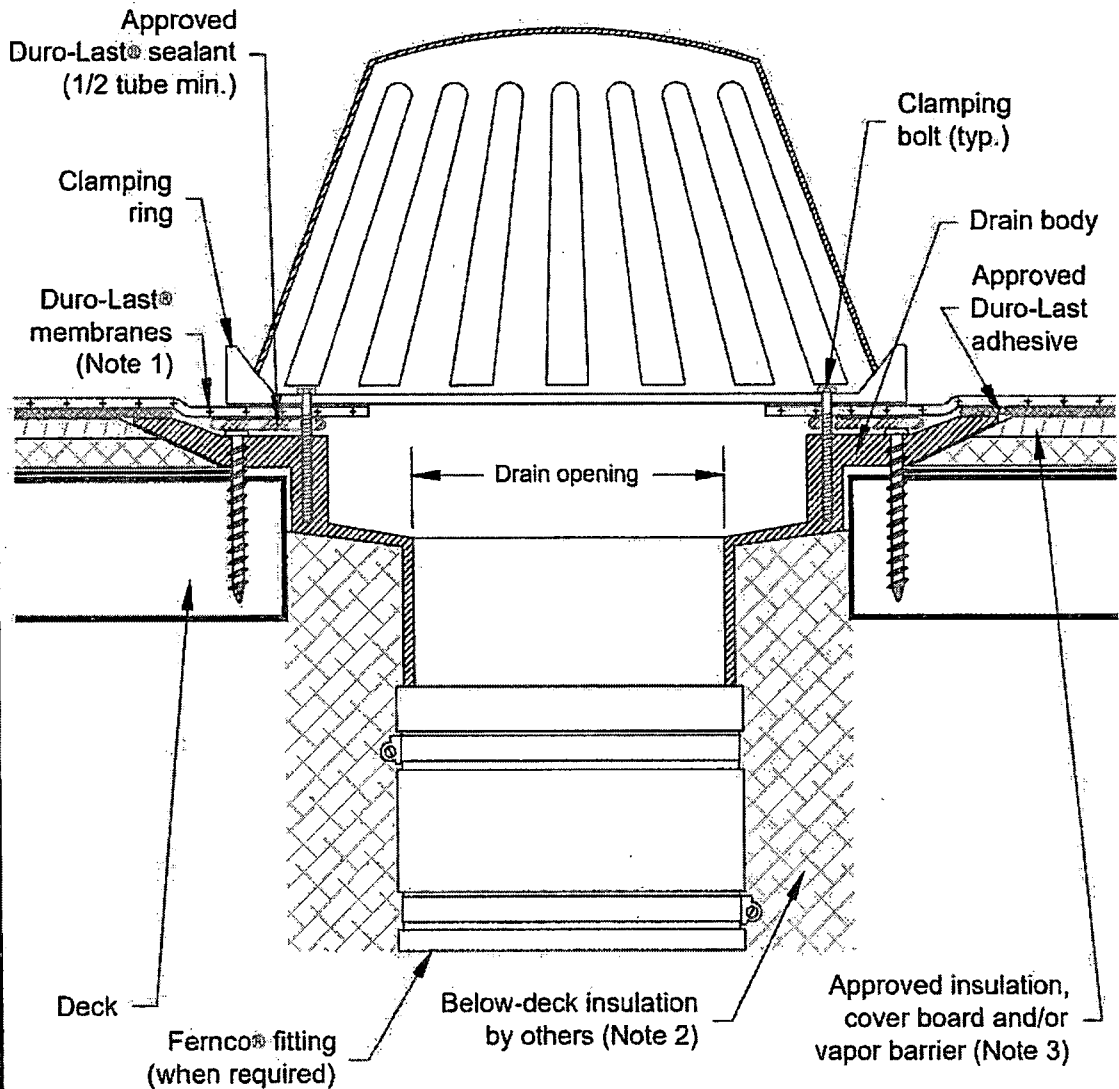
**3-Part Specification**  
**Division 07 54 19 - Polyvinyl-Chloride Roofing**





**DURO-LAST®**  
THE WORLD'S BEST ROOF®

DETAIL AS2011



Note 1: Duro-Last membrane must extend beyond the inside of the clamping ring. The hole in the membrane must be larger than the drain pipe diameter.

Note 2: The designer should consider insulating the drain components below the deck to prevent potential condensation.

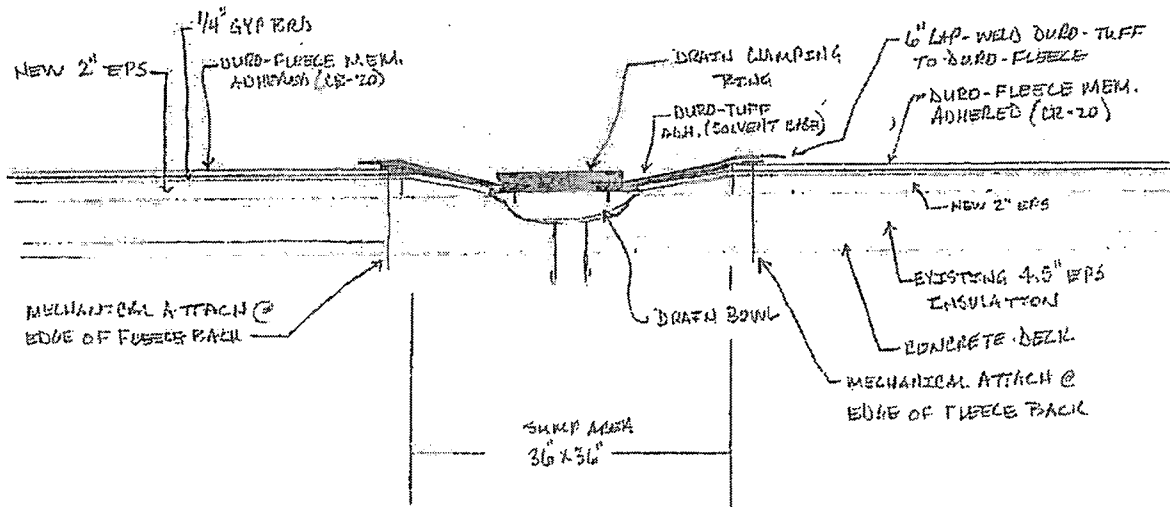
Note 3: Refer to specifications for vapor barrier, insulation and cover board requirements.

REVISED:	N/A	DRAINAGE DETAIL FOR ADHERED SYSTEMS
PREVIOUS:	02/28/2017	DURO-LAST® PVC CLAMPING RING ROOF DRAIN
SCALE:	NONE	NEW CONSTRUCTION OR RE-ROOF



3-Part Specification  
Division 07 54 19 - Polyvinyl-Chloride Roofing

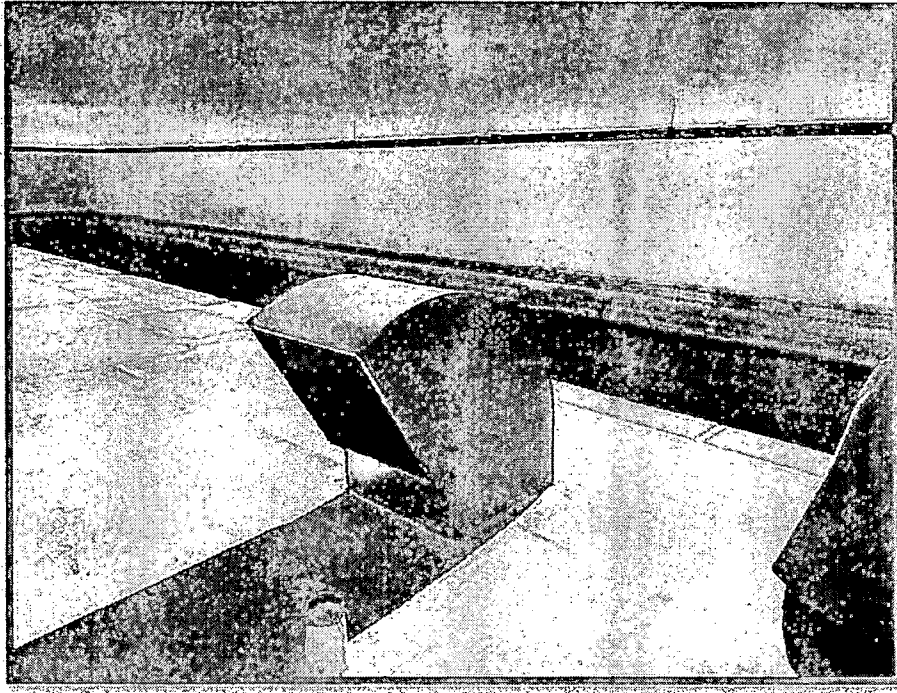
BRAZOS COUNTY - COURTHOUSE  
DRAIN SUMP/TARGET DETAIL L



- SOLVENT BASED OR SOLVENT BASED ADHESIVE
- APPROVED SEALANT BETWEEN MEMBRANE & DRAIN BOWL & CLAMPING RING (DETAIL #AS2011)

**3-Part Specification**  
**Division 07 54 19 - Polyvinyl-Chloride Roofing**

**Existing Curb Condition**



**Contractor to include raising curb to allow installation of adhered flashings. Minimum 8" flashing.**

Brazos County Courthouse – Re-Roof Project

Addenda #1 – 10-15-23

Be advised that the following are changes to the preliminary Scope of Work for the Brazos County Courthouse Re-roof project.

1. Disregard any reference in the Pec / SOW to 4'x8' HD ISO. The ½" HD ISO MUST be 4'x4' boards for adhered applications.
2. The manufacture's "Peel Stop" detail IS REQUIRED for this project, due to the use of the ½" HD cover board in lieu of the gypsum cover board.
3. The concrete nails supplied by the manufacture meet the specifications and warranty requirements for the project. These can be used in place of concrete screws.
4. Insulation Adhesives recognized by the manufacture for use in this project include;
  - a. Duro-Grip CR-20
  - b. Duro-Grip OlyBond 500
  - c. TruFast Roofing Adhesive
  - d. Duro-Grip INSTA STIK Quick Set
  - e. Duro-Grip Millennium One Step
5. Membrane Adhesives recognized by the manufacture for use in this project include;
  - a. Duro-Grip CR-20
  - b. TruFast Roofing Adhesive
  - c. Duro-Fleece OMG Membrane Adhesive

**Brazos County Courthouse – Re-Roof Project**

**Addenda #2 – 10-17-23**

Be advised that the following are changes to the preliminary Scope of Work, and Addenda #1, for the Brazos County Courthouse Re-roof project.

1. Disregard the use of ½" HD ISO as the cover board from the Preliminary specs and SOW.
2. The contractor shall include the use of a manufacture's approved ¼" Primed gypsum board as the cover board for this project, in leu of the ½" HD ISO board. Approved cover boards as follows:
  - a. DURO-GUARD® DENSDECK® PRIME 1/4-INCH ROOF BOARD
  - b. DURO-GUARD® DEXCELL™ FA GLASS MAT 1/4-INCH ROOF BOARD
  - c. DURO-GUARD® SECUROCK® GYPSUM-FIBER 1/4-INCH ROOF BOARD
3. The manufacture's "Peel Stop" detail ~~IS NOT REQUIRED~~ for this project, since the spec has been changed to the ¼" Gypsum cover board



## TAPERED INSULATION QUOTATION

Phone: (800)-933-1476 Fax: (770)-955-6207

Quote #	LO33301-1
Revised	9/18/2023
Prepared	9/13/2023
Bid Date	

Project: Brazos County Courthouse  
Location: Bryan, TX

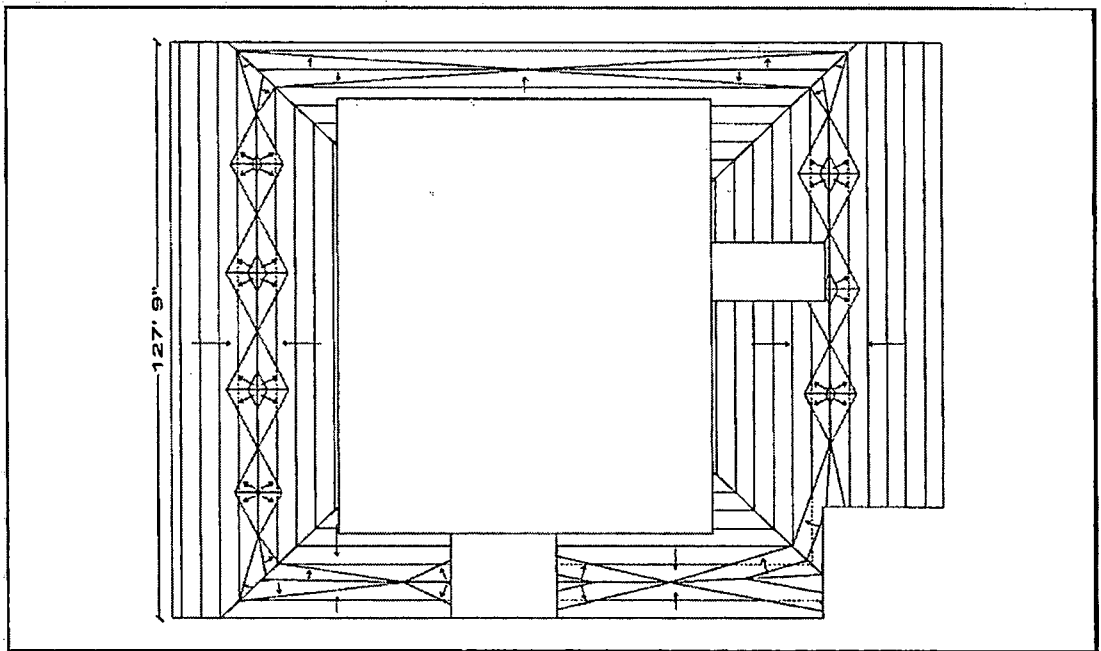
<b>Tapered System Detail:</b>	
Tapered Area:	118.03 SQS
Slope per ft.:	#N/A
Min Thickness:	2.50"
Max Thickness:	8.75"

<b>Cricket System Detail:</b>	
Cricket Area:	22.54 SQS
Slope per ft.:	1/2"
Min Thickness:	0.50"
Max Thickness:	4.50"

<b>Tapered System Summary:</b>	
Material:	AC-II
Comp strength:	20 psi
Squares Applied:	277.73 SQS
Min LTTR-value:	14.25
Avg LTTR-value:	26.58
R-value per Inch:	5.7
Total truckloads:	1.89
Total units (4x4):	90.88

PRICE:	<b>\$0.00</b>
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Expiration:	12/31/2023
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Notes: 1/4" extended taper with a 4.0" fill, 1/2" crickets and 2.0" base layer

Price is an estimate not guaranteed. Will be priced at time of shipment.

Quote is based on interpretation of plans and specifications received  
Partial truckload quantities are subject to defect freight and fuel surcharges. Freight and Fuel surcharges are not included in quotation  
All quoted material is 4'x4' unless noted otherwise.

\*\*\*\* Expiration date is ship by date\*\*\*\*

QUOTED TO:	ESTIMATOR:	Logan Orvis	EMAIL:	lorvis@allasroofing.com
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**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Purchasing NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Permission to Advertise RFQ CIP 24-603 Construction-Manager-at-Risk for Medical Examiner's Facility.

TO: Commissioners Court

FROM: Kaitlyn Battles

DATE: 11/16/2023

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 Purchasing Department

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

## BRAZOS COUNTY BID/RFP/RFQ DOCUMENTATION SHEET

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

DATE: November 21, 2023

RFQ NUMBER: CIP 24-603

TITLE: Construction-Manager-at-Risk for Medical Examiner's Facility

REQUESTING DEPARTMENT: ARPA Funds

APPROVAL SIGNATURE: \_\_\_\_\_

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

Duane Peters, County Judge

DATE APPROVED: \_\_\_\_\_

NOVEMBER 21, 2023





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Purchasing

NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Approval of Agreement for Materials Testing Services for CIP 24-604 I&GN Road Rehabilitation with Dudley Engineering, LLC.

TO: Commissioners Court

FROM: Presley Nelson

DATE: 11/14/2023

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="#">Construction_Materials_Testing_Services_Agreement_IGN_Road_Reconstruction_rev.pdf</a>	Agreement	Backup Material

# AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES

## DUDLEY ENGINEERING LLC



DUDLEY Engineering LLC (dba DUDLEY) is pleased to propose the following Agreement for providing construction materials testing services for I&GN Road Rehabilitation.

### PROJECT SUMMARY

<b>Project Name:</b>	I&GN Road Rehabilitation	<b>Agreement Date:</b>	11/14/2023
<b>Project Location:</b>	I&GN Road: College Station, TX	<b>Agreement Coordinator:</b>	Tom Anderson, EIT
<b>Client Name:</b>	Brazos County, TX	<b>Proposed Services:</b>	CMT services
<b>Client Representative:</b>	Mr. Fred Paine	<b>DUDLEY Project No.:</b>	23-50040
<b>Client Email:</b>	FPaine@brazoscountytexas.gov	<b>Estimated Fee to Complete Project:</b>	\$91,125

### SCOPE OF SERVICES

DUDLEY has been requested to provide a cost estimate for construction materials testing services along I&GN Road. The CMT services will be concentrated towards fill/subgrade testing, asphalt testing, and concrete testing for the project. Each of these services is outlined in more detail in Table 1 on the following page.


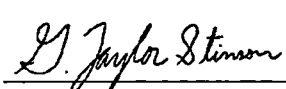
### COMPENSATION

Our work will be performed on a time and materials basis invoiced at the rates indicated in the attached fee schedule and Master Agreement. Based on the project information available for our review and the construction materials testing services described, we will perform the proposed scope of CMT services for an estimated cost of **\$91,125**. We understand that there may be some redundancies and overlap of services. In these cases, we would expect the fees to be combined, thus reducing the overall cost of our services.

All labor, equipment and transportation charges are billed on a portal-to-portal basis from our office. There is a two-hour minimum trip charge for all services, excluding sample pickups. Sample pickups will have a one-hour minimum trip charge. The services provided will be based on the unit rates included on the following page in Table 1. Please note that this is only a budget estimate and not a reflection of the maximum price that may be incurred. Many factors beyond our control, such as weather and the contractor's schedule, will dictate the final fee for our CMT services.

### ADDITIONAL PROVISIONS

An electronic copy of the Agreement has been provided to you. Please retain a copy of this document for your records. Lastly, we appreciate the opportunity to work with you on this project and if you have any questions or need further information, please feel free to contact us at (979) 777-0702.



G. Taylor Stinson, P.E., M.S., Licensed Texas Engineer No. 127726  
Tom Anderson, E.I.T.



11/21/23

Dudley Engineering LLC d/b/a DUDLEY  
Texas Engineering Firm Registration 18677

# **AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES** **DUDLEY ENGINEERING, LLC**



Table 1. CMT Service Cost Estimate Summary

<b>TASK 1A – Cement Stabilized Sand Testing for Driveways (28 total)</b>			
<b>Notes:</b> Cement stabilized sand testing for driveways has been assumed to take approximately 2 weeks. The estimated costs have assumed that three (3) trips per week will be required during this timeframe.			
<b>Description of Work (Units)</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
Support Truck (trips)	9	\$10.50	\$94.50
Engineering Technician (hours)	18	\$60.00	\$1,080.00
Standard Proctor Sample Preparation (hours)	3	\$75.00	\$225.00
Standard Proctor (ASTM D698, 4-inch mold)	3	\$135.00	\$405.00
In-Place Density/Moisture (tests)	28	\$25.00	\$700.00
Molding Soil-Cement Compression Test Cylinders (6 per set)	3	\$187.50	\$562.50
Compression Soil-Cement Cylinders (6 per set)	3	\$120.00	\$360.00
Project Manager (hours)	4	\$90.00	\$360.00
<b>Task 1A Subtotal</b>			<b>\$3,787.00</b>
<b>TASK 1B – Cement Stabilized Sand Testing for Culvert Crossings (4 total)</b>			
<b>Notes:</b> Cement stabilized sand testing for culvert crossings has been assumed to take approximately 4 weeks. The estimated costs have assumed that the technician will remain on site during backfill placement.			
Support Truck (trips)	12	\$10.50	\$126.00
Engineering Technician (hours)	36	\$60.00	\$2,160.00
Standard Proctor Sample Preparation (hours)	4	\$75.00	\$300.00
Standard Proctor (ASTM D698, 4-inch mold)	4	\$135.00	\$540.00
In-Place Density/Moisture (tests)	80	\$25.00	\$2,000.00
Molding Soil-Cement Compression Test Cylinders (6 per set)	4	\$187.50	\$750.00
Compression Soil-Cement Cylinders (6 per set)	4	\$120.00	\$480.00
Project Manager (hours)	120	\$90.00	\$10,800.00
<b>Task 1B Subtotal</b>			<b>\$17,156.00</b>

# **AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES** **DUDLEY ENGINEERING, LLC**



<b>TASK 1C – Cement Stabilized Sand Testing for Waterline Backfill at Crossing</b>			
<b>Notes:</b> Cement stabilized sand testing for waterline backfill has been assumed to take approximately 4 weeks. The estimated costs have assumed that the technician will remain on site during backfill placement.			
<b>Description of Work (Units)</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
Support Truck (trips)	12	\$10.50	\$126.00
Engineering Technician (hours)	36	\$60.00	\$2,160.00
Standard Proctor Sample Preparation (hours)	2	\$75.00	\$150.00
Standard Proctor (ASTM D698, 4-inch mold)	2	\$135.00	\$270.00
In-Place Density/Moisture (tests)	50	\$25.00	\$1,200.00
Molding Soil-Cement Compression Test Cylinders (6 per set)	4	\$187.50	\$750.00
Compression Soil-Cement Cylinders (6 per set)	4	\$120.00	\$480.00
Project Manager (hours)	60	\$90.00	\$5,400.00
<b>Task 1C Subtotal</b>			<b>\$10,586.00</b>
<b>TASK 1D - Concrete Testing for Culvert Headwalls &amp; Slope Paving</b>			
<b>Notes:</b> Three concrete pours assumed. Pre-pour observations have been assumed to be performed by others.			
<b>Description of Work (Units)</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
Support Truck (trips)	12	\$10.50	\$126.00
Senior Engineering Technician/Concrete Pours (hours)	36	\$75.00	\$2,700.00
Engineering Technician/Cylinder Pick-Up (hours)	12	\$60.00	\$720.00
Casting Cylinders (5 per set)	12	\$75.00	\$900.00
Air Content & Slump (tests)	12	\$40.00	\$480.00
Compression of Cylinders (5 per set)	12	\$75.00	\$900.00
Project Manager (hours)	10	\$90.00	\$900.00
<b>Task 1D Subtotal</b>			<b>\$6,726.00</b>

# **AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES** **DUDLEY ENGINEERING, LLC**



<b>TASK 2 - Embankment Fill Testing</b>			
<b>Notes:</b> Ten (10) trips assumed.			
<b>Description of Work (Units)</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
Support Truck (trips)	10	\$10.50	\$105.00
Senior Engineering Technician (hours)	20	\$75.00	\$1,500.00
Sample Preparation (hours)	8	\$75.00	\$600.00
Proctor (Tex-114-E, Part I)	8	\$170.00	\$1,360.00
In-Place Density/Moisture (tests)	50	\$25.00	\$1,250.00
Project Manager (hours)	6	\$90.00	\$540.00
<b>Task 2 Subtotal</b>			<b>\$5,355.00</b>
<b>TASK 3 – Reclaimed Asphaltic Concrete and Crushed Rock Base Cement Stabilized Subgrade Testing</b>			
<b>Notes:</b> Assumed testing will be performed every 500 linear feet of roadway. Two weeks assumed from start to finish.			
Support Truck/Initial Depth Checks (trips)	4	\$10.50	\$42.00
Engineering Technician (Initial Depth Checks)	8	\$60.00	\$480.00
Initial Depth Checks (LS)	8	\$10.00	\$80.00
Sample Preparation (hours)	8	\$75.00	\$600.00
Tex-120-E, Part II (tests)	8	\$425.00	\$3,400.00
Tex-113-E (tests)	8	\$210.00	\$1,680.00
Support Truck In-Place Moisture/Density Testing (trips)	15	\$10.50	\$694.50
In-Place Density/Moisture (tests)	28	\$25.00	\$700.00
<b>TASK 3 – Reclaimed Asphaltic Concrete and Crushed Rock Base Cement Stabilized Subgrade Testing</b>			
Final Depth Checks	28	\$10.00	\$280.00
Engineering Technician/In-Place Moisture/Density Testing (hours)	60	\$60.00	\$3,600.00
Molding cement treated base (LS)	14	\$150.00	\$2,100.00
Compression cement treated base (LS)	14	\$80.00	\$1,120.00
Project Manager (hours)	14	\$90.00	\$1,260.00
<b>Task 3 Subtotal</b>			<b>\$15,499.50</b>

**AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES**  
**DUDLEY ENGINEERING, LLC**



<b>TASK 4A – HMAC Specialized Testing</b>			
<b>Notes:</b> Assumed one (1) Hamburg test will be performed for Type B HMAC and Type C HMAC (each).			
<b>Description of Work (Units)</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Total</b>
Support Truck	2	\$10.50	\$21.00
Engineering Technician	8	\$60.00	\$480.00
Hamburg Wheel Tracking	2	\$600.00	\$1,200.00
Project Manager (hours)	2	\$90.00	\$180.00
<b>Task 4A Subtotal</b>			<b>\$1,881.00</b>
<b>TASK 4B – HMAC Plant Trips</b>			
<b>Notes:</b> Assumed one (1) trip will be required for Type B HMAC and Type C HMAC.			
Support Truck (trips)	2	\$50.00	\$100.00
Engineering Technician (hours)	8	\$60.00	\$480.00
Aggregate Correction Factor (tests)	2	\$690.00	\$1,380.00
<b>Task 4B Subtotal</b>			<b>\$1,960.00</b>
<b>TASK 4C – HMAC Testing During Placement</b>			
<b>Notes:</b> The estimated costs have assumed that HMAC placement will take approximately 3 weeks to complete and that one (1) trip per day will be required.			
Support Truck (trips)	15	\$10.50	\$157.50
Senior Engineering Technician (hours)	75	\$75.00	\$5,625.00
HMAC Field Density (tests)	70	\$25.00	\$1,750.00
Sieve Analysis (tests)	30	\$50.00	\$1,500.00
Bulk Specific Gravity (tests)	30	\$50.00	\$1,500.00
Asphalt Content (tests)	30	\$125.00	\$3,750.00
Theoretical Max Specific Gravity (tests)	60	\$70.00	\$4,200.00
Laboratory Manager (hours)	15	\$90.00	\$1,350.00
<b>Task 4C Subtotal</b>			<b>\$19,832.50</b>

**AGREEMENT FOR CONSTRUCTION MATERIALS TESTING SERVICES**  
**DUDLEY ENGINEERING, LLC**



<b>TASK 4D – HMAC Coring</b>			
<b>Notes:</b> Assumes two (2) cores will be collected every 500 linear feet of roadway.			
Support Truck (trips)	3	\$10.50	\$31.50
Engineering Technician (hours)	18	\$60.00	\$1,080.00
Asphalt Coring Equipment (hours)	18	\$45.00	\$810.00
Air Voids (tests)	44	\$50.00	\$2,200.00
Core Thickness (LS)	100	\$25.00	\$2,500.00
Backfilling Core Holes (LS)	100	\$10.00	\$1,000.00
Laboratory Manager (hours)	8	\$90.00	\$720.00
<b>Task 4D Subtotal</b>			<b>\$8,341.50</b>
<b>ESTIMATED PROJECT TOTAL</b>			<b>\$91,124.50</b>





**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING:

11/21/2023

ITEM:

**Overpayments**

- a. Hugh Lindsay - \$170.19
- b. University Title - \$376.21
- c. University Title - \$16.03
- d. University Title - \$873.85
- e. Adalberto Perez Licea & Mariadelrugio Garcia - \$1,345.00
- f. 21st Mortgage - \$122.40
- g. 21st Mortgage - \$143.15

TO:

Commissioners Court

DATE:

11/14/2023

FISCAL IMPACT:

False

BUDGETED:

False

DOLLAR AMOUNT:

\$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[11\\_14\\_2023.pdf](#)

Tax Refund Applications

Backup Material

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

**REFUNDS PENDING 11/21/2023**

<b>REQUESTOR</b>	HUGH LINDSAY
<b>ADDRESS</b>	412 TARROW ST COLLEGE STATION TX 77840
<b>OWNER NAME</b>	RANDALL SPRADLIN
<b>PROP ID#</b>	410785
<b>REFUND AMOUNT</b>	\$ 170.19

<b>REQUESTOR</b>	UNIVERSITY TITLE
<b>ADDRESS</b>	PO BOX DT COLLEGE STATION TX 77841
<b>OWNER NAME</b>	ELSIE FAILS
<b>PROP ID#</b>	349846
<b>REFUND AMOUNT</b>	\$ 376.21

<b>REQUESTOR</b>	UNIVERSITY TITLE
<b>ADDRESS</b>	PO BOX DT COLLEGE STATION TX 77841
<b>OWNER NAME</b>	GUSTAVO FAJARDO
<b>PROP ID#</b>	423990
<b>REFUND AMOUNT</b>	\$ 16.03

<b>REQUESTOR</b>	UNIVERSITY TITLE
<b>ADDRESS</b>	PO BOX DT COLLEGE STATION TX 77841
<b>OWNER NAME</b>	MARCOS & LILLY BENAVIDES
<b>PROP ID#</b>	338789
<b>REFUND AMOUNT</b>	\$ 873.85

<b>REQUESTOR</b>	ADALBERTO PEREZ LICEA & MARIADELREFUGIO GARCIA
<b>ADDRESS</b>	8730 ADAMS FLAT RD BROOKSHIRE TX 77423
<b>OWNER NAME</b>	LIFELINE SANCTUARY INC
<b>PROP ID#</b>	370506
<b>REFUND AMOUNT</b>	\$ 1345.00

<b>REQUESTOR</b>	21 <sup>ST</sup> MORRTGAGE
<b>ADDRESS</b>	PO BOX 477 KNOXVILLE TN 37901
<b>OWNER NAME</b>	BRIAN KROHN
<b>PROP ID#</b>	406776
<b>REFUND AMOUNT</b>	\$ 122.40

<b>REQUESTOR</b>	21 <sup>ST</sup> MORTGAGE
<b>ADDRESS</b>	PO BOX 477 KNOXVILLE TN 37901
<b>OWNER NAME</b>	JOSE & LAURA GARCIA
<b>PROP ID#</b>	418257
<b>REFUND AMOUNT</b>	\$ 143.15

<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

SPRADLIN RANDALL L

109 RIDGEWOOD ST

COLLEGE STATION TX 77845-9637

### PROPERTY DESCRIPTION

Legal: ROLLING RIDGE, SPACE 109RW, SER# OC011527315, HUD# NTA1663993

Address: 109 RIDGEWOOD (PVT) ,

Account # 410785

### TAX PAYMENT INFORMATION

Name of Taxing Unit

Tax Year of Refund

Payment Date

Amount Paid

Refund Amount Requested

ZREFUND

2023

10/27/2023

\$1168.27

\$170.19

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

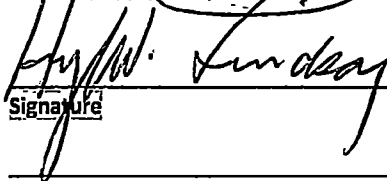
HUGH LINDSAY

412 TARROW ST

COLLEGE STATION TX 77840

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

8 November 2023

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

11/21/23  
Date

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

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Date

# TAX RECEIPT

10/27/2023 08:52AM

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

Receipt Number

3266586

Date Posted 10/27/2023  
Payment Type P  
Payment Code Over/Refund  
Total Paid \$1,168.27

## PAID BY:

LINDSAY HUGH W  
412 TARROW ST  
COLLEGE STATION, TX 77840-7811

Property ID	Geo	Legal Acres	Owner Name and Address	
410785	702018-0000-0041	0.0000	SPRADLIN RANDALL L 109 RIDGEWOOD ST COLLEGE STATION, TX 77845-9637	
Legal Description				
ROLLING RIDGE, SPACE 109RW, SER# OC011527315, HUD# NTA1663993				
Situs	DBA Name			
109 RIDGEWOOD (PVT)				

Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2023	0.00000	0	148388	N	170.19	0.00	0.00	0.00	0.00	170.19
EMG SVCS DIST #1	2023	0.02071	71,670	124437	N	14.84	0.00	0.00	0.00	0.00	14.84
COLLEGE STATION											
ISD	2023	0.96220	71,670	124437	N	689.61	0.00	0.00	0.00	0.00	689.61
BRAZOS COUNTY	2023	0.40970	71,670	124437	N	293.63	0.00	0.00	0.00	0.00	293.63
											1,168.27

Balance Due As Of 10/27/2023: -170.19

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	1168.27
			1168.27

Operator	Batch	Total Paid
tmoore	48107 (2023 MH Escrow Payments)	1,168.27

## 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

FAILS ELSIE MARIE

23965 FRONTIER LN

NAVASOTA TX 77868-8163

### PROPERTY DESCRIPTION

Legal: MOBILE HOME SER# PH0712235A, HUD# PFS1039676, SEVEN ELEVEN RANCHES, LT-55

Address: 23965 FRONTIER LN ,

Account # 349846

### TAX PAYMENT INFORMATION

Name of Taxing Unit

Tax Year of Refund

Payment Date

Amount Paid

Refund Amount Requested

ZREFUND

2023

10/26/2023

\$754.84

\$376.21

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

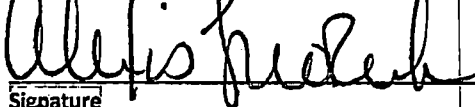
UNIVERSITY TITLE

PO BOX DT

COLLEGE STATION TX 77841

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."



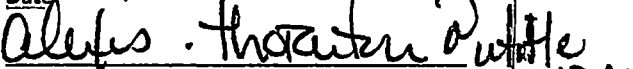
Signature

979-260-9818

Phone #

11-7-23

Date

  
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

11/21/23  
Date

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

Authorized Officer Signature

Date

# TAX RECEIPT

10/26/2023 01:32PM

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

Receipt Number

3266464

Date Posted 10/26/2023  
 Payment Type P  
 Payment Code Over/Refund  
 Total Paid \$754.84

PAID BY:

UNIVERSITY TITLE COMPANY  
 PO BOX DT  
 COLLEGE STATION, TX 77841-5079

Property ID	Geo	Legal Acres	Owner Name and Address								
349846	702020-0000-0449	0.0000	FAILS ELSIE MARIE 23965 FRONTIER LN NAVASOTA, TX 77868-8163								
Legal Description											
MOBILE HOME SER# PH0712235A, HUD# PFS1039676, SEVEN ELEVEN RANCHES, LT-55											
Situs	DBA Name										
23965 FRONTIER LN											
Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2023	0.00000	0	148376	N	376.21	0.00	0.00	0.00	0.00	376.21
EMG SVCS DIST #1	2023	0.02071	76,057	43311	N	15.75	0.00	0.00	0.00	0.00	15.75
NAVASOTA ISD	2023	0.98534	39,951	43311	N	159.60	0.00	0.00	0.00	0.00	159.60
BRAZOS COUNTY	2023	0.40970	51,439	43311	N	203.28	0.00	0.00	0.00	0.00	203.28
											754.84

Balance Due As Of 10/26/2023: -376.21

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	754.84
			754.84

Operator Batch  
 tmoore 48107 (2023 MH Escrow Payments)

Total Paid  
 754.84

## 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

FAJARDO GUSTAVO P

203 KOSAREK ST

BRYAN TX 77803-1386

### PROPERTY DESCRIPTION

Legal: SER# OC011931459, HUD# NTA1840698, HANUS, BLOCK 2, LOT 4 & 5A-5B

Address: 203 KOSAREK ST ,

Account # 423990

### TAX PAYMENT INFORMATION

Name of Taxing Unit

Tax Year of Refund

Payment Date

Amount Paid

Refund Amount Requested

ZREFUND

2023

10/27/2023

\$1627.51

\$16.03

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

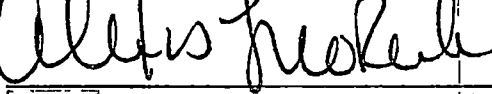
UNIVERSITY TITLE

PO BOX DT

COLLEGE STATION 77841

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."



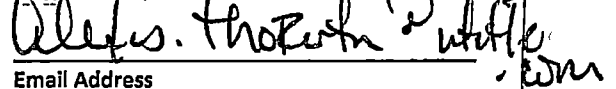
Signature

979-240-4818

Phone #

11-7-23

Date



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

11/21/23  
Date

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

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Date



# TAX RECEIPT

10/27/2023 09:42AM

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

Receipt Number

3266627

Date Posted 10/27/2023  
Payment Type P  
Payment Code Over/Refund  
Total Paid \$1,627.51

PAID BY:

UNIVERSITY TITLE COMPANY  
PO BOX DT  
COLLEGE STATION, TX 77841-5079

Property ID	Geo	Legal Acres	Owner Name and Address									
423990	702020-0000-0061	0.0000	FAJARDO GUSTAVO P 203 KOSAREK ST BRYAN, TX 77803-1386									
Legal Description												
SER# OC011931459, HUD# NTA1840698, HANUS, BLOCK 2, LOT 4 & 5A-5B												
Situs	DBA Name											
203 KOSAREK ST												
Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd	
Z REFUND ENTITY	2023	0.00000	0	148391	N	16.03	0.00	0.00	0.00	0.00	16.03	
BRAZOS COUNTY	2023	0.40970	81,269	43377	N	332.96	0.00	0.00	0.00	0.00	332.96	
CITY OF BRYAN	2023	0.62400	81,269	43377	N	507.11	0.00	0.00	0.00	0.00	507.11	
BRYAN ISD	2023	0.94920	81,269	43377	N	771.41	0.00	0.00	0.00	0.00	771.41	
											1,627.51	

Balance Due As Of 10/27/2023: -16.03

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	1627.51
			1627.51

Operator Batch  
tmoore 48107 (2023 MH Escrow Payments)

Total Paid  
1,627.51

## 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

BENAVIDES MARCOS C & LILLY

20 NORTHMOOR RD

SAGINAW MI 48602-5265

### PROPERTY DESCRIPTION

Legal: MOBILE HOME SERIAL # KHTX1540049A, LABEL # PFS0861148, VISTA OAKS, LT-47

Address: 7938 LONGVIEW DR ,

Account # 338789

### TAX PAYMENT INFORMATION

Name of Taxing Unit

Tax Year of Refund

Payment Date

Amount Paid

Refund Amount Requested

ZREFUND

2023

10/26/2023

\$959.54

\$873.85

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

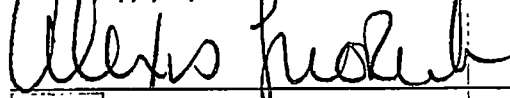
UNIVERSITY TITLE

PO BOX DT

COLLEGE STATION TX 77841

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

979-260-9818

Phone #

11-7-23

Date



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

11/21/23

Date

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

Authorized Officer Signature

Date

# TAX RECEIPT

10/26/2023 12:58PM

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

Receipt Number

3266449

Date Posted 10/26/2023  
Payment Type P  
Payment Code Over/Refund  
Total Paid \$959.24

**PAID BY:**

UNIVERSITY TITLE COMPANY  
PO BOX DT  
COLLEGE STATION, TX 77841-5079

Property ID	Geo	Legal Acres	Owner Name and Address								
338789	763700-0000-0471	0.0000	BENAVIDES MARCOS C & LILLY 20 NORTHMOOR RD SAGINAW, MI 48602-5265								
Legal Description											
MOBILE HOME SERIAL # KHTX1540049A, LABEL # PFS0861148, VISTA OAKS, LT-47											
Situs	DBA Name										
7938 LONGVIEW DR											
Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2023	0.00000	0	148373	N	873.85	0.00	0.00	0.00	0.00	873.85
EMG SVCS DIST #3	2023	0.02400	67,305	11075	N	16.15	0.00	0.00	0.00	0.00	16.15
BRAZOS COUNTY	2023	0.40970	19,731	11075	N	69.24	0.00	0.00	0.00	0.00	69.24
											959.24

Balance Due As Of 10/26/2023: -873.85

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	959.24
			959.24

Operator Batch  
tmoore 48107 (2023 MH Escrow Payments)

Total Paid  
959.24

## 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

LIFELINE SANCTUARY INC

17722 STATE HIGHWAY 6 S

COLLEGE STATION TX 77845-8468

### PROPERTY DESCRIPTION

Legal: SER# DSETX10610A, HUD# NTA1438800, DEER PARK, BLOCK 1, LOT 2A, ACRES 3.91

Address: 17722 SH-6 S ,

Account # 370506

### TAX PAYMENT INFORMATION

Name of Taxing Unit  
ZREFUND

Tax Year of Refund  
2023

Payment Date  
10/26/2023

Amount Paid  
\$1345.00

Refund Amount Requested  
\$1345.00

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

LICEA ADALBERTO PEREZ

MARIA DEL REFUGIO RODRIGUEZ GARCIA

8730 ADAMS FLAT RD

BROOKSHIRE TX 77423

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."

Adalberto Perez Licea

Maria del Refugio Rodriguez Garcia

Signature

11/06/2023

Date

832 376 1455

Phone #

refugio88234@gmail.com

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

11/21/23

Date

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

Authorized Officer Signature

Date

# TAX RECEIPT

10/26/2023 02:51PM

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

Receipt Number

3266503

Date Posted 10/26/2023  
Payment Type P  
Payment Code Over/Refund  
Total Paid \$1,345.00

## PAID BY:

LICEA ADALBERTO PEREZ  
MARIA DEL REFUGIO RODRIGUEZ GARCIA  
8730 ADAMS FLAT RD  
BROOKSHIRE, TX 77423

Property ID	Geo	Legal Acres	Owner Name and Address								
370506	702018-0000-0857	0.0000	LIFELINE SANCTUARY INC								
Legal Description			17722 STATE HIGHWAY 6 S								
SER# DSETX10610A, HUD# NTA1438800, DEER PARK, BLOCK 1, LOT 2A, ACRES 3.91			COLLEGE STATION, TX 77845-8468								
Situs	DBA Name										
17722 SH-6 S											
Entity	Year	Rate	Taxable Value	Stmt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd
Z REFUND ENTITY	2023	0.00000	0	148377	N	1,345.00	0.00	0.00	0.00	0.00	1,345.00
											1,345.00

Balance Due As Of 10/26/2023: -1345.00

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	1345.00
			1345.00

Operator Batch  
tmoore 48107 (2023 MH Escrow Payments)

Total Paid  
1,345.00

## APPLICATION FOR TAX REFUND

### Collecting Office Name

Brazos County Tax Office

4151 County Park Court

Bryan, Texas 77802 Ph. 979-775-9930

### Collecting Tax for: (taxing entities)

Brazos County, City of Bryan, City of College Station

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

City of Kurten, Navasota ISD

### OWNER'S NAME AND ADDRESS

KROHN BRIAN WAYNE

2169 STONE MEADOW CIR

BRYAN TX 77803

575723

### PROPERTY DESCRIPTION

Legal: STONE HAVEN COMMUNITY, SPACE 2169 STONE MEADOW CIR, SER# FLE240TX1638648A, HUD# PFS1175248

Address: 2169 STONE MEADOW (PVT) CIR ,

Account # 406776

### TAX PAYMENT INFORMATION

Name of Taxing Unit	Tax Year of Refund	Payment Date	Amount Paid	Refund Amount Requested
ZREFUND	2023	10/27/2023	\$746.00	\$122.40

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

21<sup>ST</sup> MORTGAGE

PO BOX 477

KNOXVILLE TN 37901

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

800-955-0021 ex 11666

Phone #

11/8/23

Date

Property tax 2021 Mortgage

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

11/21/23

Date

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

Authorized Officer Signature

Date

# TAX RECEIPT

10/27/2023 08:48AM

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

Receipt Number

3266583

Date Posted 10/27/2023  
Payment Type P  
Payment Code Over/Refund  
Total Paid \$746.00

## PAID BY:

21st MORTGAGE CORP  
PO BOX 477  
KNOXVILLE, TN 37901

Property ID	Geo					Legal Acres	Owner Name and Address					
406776	702020-0000-0191					0.0000	KROHN BRIAN WAYNE 2169 STONE MEADOW CIR BRYAN, TX 77803					
Legal Description												
STONE HAVEN COMMUNITY, SPACE 2169 STONE MEADOW CIR, SER# FLE240TX1638648A, HUD# PFS1175248												
Situs		DBA Name										
2169 STONE MEADOW (PVT) CIR												
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd	
Z REFUND ENTITY	2023	0.00000	0	148387	N	122.40	0.00	0.00	0.00	0.00	122.40	
BRAZOS COUNTY	2023	0.40970	60,327	73605	N	247.16	0.00	0.00	0.00	0.00	247.16	
CITY OF BRYAN	2023	0.62400	60,327	73605	N	376.44	0.00	0.00	0.00	0.00	376.44	
											746.00	

Balance Due As Of 10/27/2023: -122.40

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	746.00
			746.00

Operator Batch  
tmoore 48107 (2023 MH Escrow Payments)

Total Paid  
746.00



## APPLICATION FOR TAX REFUND

Collecting Office Name

Brazos County Tax Office

4151 County Park Court

Bryan, Texas 77802 Ph. 979-775-9930

Collecting Tax for: (taxing entities)

Brazos County, City of Bryan, City of College Station

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

City of Kurten, Navasota ISD

### OWNER'S NAME AND ADDRESS

GARCIA JOSE A JR & LAURA

% GROSS LAURA

3901 TANGLEWOOD DR

BRYAN TX 77802-4130

585107

### PROPERTY DESCRIPTION

Legal: SER# 125000HB005032A, HUD# NTA1828959, CASTLE HEIGHTS, BLOCK 16, LOT 10

Address: 1501 DOUGLAS ST ,

Account # 418257

### TAX PAYMENT INFORMATION

Name of Taxing Unit	Tax Year of Refund	Payment Date	Amount Paid	Refund Amount Requested
ZREFUND	2023	10/27/2023	\$1494.10	\$143.15

Taxpayer's reason for refund: OP-Overpayment

### REFUND TO:

21<sup>ST</sup> MORTGAGE

PO BOX 477

KNOXVILLE TN 37901

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

11/8/23

Date

800-955-0021 ext 1666

Phone #

propertytax@21stMortgage.com

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

11/21/23  
Date

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

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Date

# TAX RECEIPT

10/27/2023 09:33AM

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

Receipt Number

3266621

Date Posted 10/27/2023  
Payment Type P  
Payment Code Over/Refund  
Total Paid \$1,494.10

## PAID BY:

21ST MORTGAGE CORPORATION  
620 MARKET ST  
STE 100  
KNOXVILLE, TN 37902-2208

Property ID	Geo	Legal Acres	Owner Name and Address								
418257	702019-0000-0227	0.0000	GARCIA JOSE A JR & LAURA								
			% GROSS LAURA								
			3901 TANGLEWOOD DR								
			BRYAN, TX 77802-4130								
Legal Description											
SER# 125000HB005032A, HUD# NTA1828959, CASTLE HEIGHTS, BLOCK 16, LOT 10											
Situs			DBA Name								
1501 DOUGLAS ST											
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&I	Att Fees	Overage	Amount Pd.
Z REFUND ENTITY	2023	0.00000	0	148390	N	143.15	0.00	0.00	0.00	0.00	143.15
BRAZOS COUNTY	2023	0.40970	68,130	48681	N	279.13	0.00	0.00	0.00	0.00	279.13
CITY OF BRYAN	2023	0.62400	68,130	48681	N	425.13	0.00	0.00	0.00	0.00	425.13
BRYAN ISD	2023	0.94920	68,130	48681	N	646.69	0.00	0.00	0.00	0.00	646.69
											1,494.10

Balance Due As Of 10/27/2023: -143.15

Tender	Details	Description	Amount
Check	REPOST	2023 ESCROW	1494.10
			1494.10

Operator Batch  
tmoore 48107 (2023 MH Escrow Payments)

Total Paid  
1,494.10



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Budget Office

NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: 

- FY 22/23 Budget Amendments 56.01 - 56.02
- FY 23/24 Budget Amendments 8.01 - 8.05

TO: Commissioners Court

FROM: Nina Payne

DATE: 11/15/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR  
ALTERNATIVES: Request approval.

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[56\\_Coversheet.pdf](#)

FY 2023 - 56 Coversheet

Cover Memo

[56.01 - 56.02.pdf](#)

FY 2023 Budget Amendments 56.01 - 56.02

Backup Material

[8\\_Coversheet.pdf](#)

FY 2024 - 8 Coversheet

Cover Memo

[8.01 - 8.05.pdf](#)

FY 2024 Budget Amendments 8.01 - 8.05

Backup Material

**BRAZOS COUNTY, TEXAS**

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

**NO. 22/23 56.01 – 56.02**

On this the 21<sup>st</sup> day of November 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 21<sup>st</sup> day of November 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 21<sup>st</sup> day of November 2023.

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

By:   
Duane Peters, County Judge

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



**BRAZOS COUNTY, TEXAS**  
**BUDGET AMENDMENTS**  
**No. 22/23 - 56.01**  
**11/21/2023**

[illegible]

**Court Support - Civil**

Reallocation of funds to the correct accounts for Guardian Ad Litem services for FY 2023.

Date: 11/15/2023 NNP

8.  

County Judge Approval	Date
-----------------------	------

[illegible]

**BRAZOS COUNTY, TEXAS**  
**BUDGET AMENDMENTS**  
**No. 22/23 - 56.02**  
**11/21/2023**

FUND NAME	DEPARTMENT NAME	CLASS DESCRIPTION	ACCOUNT CATEGORY	INCREASE	DECREASE
General Permanent Improvement Fund	Information Technology - Capital	Capital Outlay	Expenditure		353,497.03
General Permanent Improvement Fund	Juvenile Services - Capital	Capital Outlay	Expenditure		15,795.00
General Permanent Improvement Fund			Expenditure	369,292.03	
General Fund			Revenue	369,292.03	
General Fund	Sheriff Office - Jail Administration	Capital Outlay	Expenditure		18,830.00
General Fund	Sheriff Office - CSISD School Security	Capital Outlay	Expenditure		2,510.86
General Fund	Information Technology - Non Capital	Contractual Services	Expenditure		114,777.84
General Fund	District Attorney - Non Capital	Contractual Services	Expenditure	59,967.84	
General Fund	Sheriff Office - Non Capital	Contractual Services	Expenditure	212,119.99	
General Fund	Sheriff Office - Jail - Non Capital	Contractual Services	Expenditure	76,619.47	
General Fund	Sheriff Office - CSISD School Security	Contractual Services	Expenditure	27,732.45	
General Fund	Constable Precinct 1	Contractual Services	Expenditure	22,635.20	
General Fund	Constable Precinct 2	Contractual Services	Expenditure	33,952.79	
General Fund	Constable Precinct 3	Contractual Services	Expenditure	22,635.20	
General Fund	Constable Precinct 4	Contractual Services	Expenditure	33,952.79	
General Fund	Juvenile Services -Detention	Contractual Services	Expenditure	15,795.00	

**General Permanent Improvement Fund and General Fund**

Reallocation of funds to the correct accounts for Subscription-Based Information Technology Arrangements (SBITA) for FY 2023.

Date: NNP  
11/15/2023

  
 County Judge Approval 11/21/23  
Date

For Oracle Entry Only					
FUND	DIV	ACCT	Change in Budget	ACCOUNT NAME	
45000	63140001	80286000	(353,497.03)		
45000	63310001	80211000	(15,795.00)		
45000	00000000	91300000	369,292.03		
01000	00000000	49015000	369,292.03		
01000	28002000	80211000	(18,830.00)		
01000	28004000	80211000	(2,510.86)		
01000	14000006	71020000	(114,777.84)		
01000	19000006	71020010	59,967.84		
01000	28000006	71020010	212,119.99		
01000	28002006	71020010	76,619.47		
01000	28004000	71020010	27,732.45		
01000	30100006	71020010	22,635.20		
01000	30200006	71020010	33,952.79		
01000	30300006	71020010	22,635.20		
01000	30400006	71020010	33,952.79		
01000	31000220	71020010	15,795.00		

**BRAZOS COUNTY, TEXAS**

**BUDGET AMENDMENT(S) FOR THE 2023-2024 BUDGET YEAR**

**NO. 23/24 8.01 - 8.05**

On this the 21<sup>st</sup> day of November 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 21<sup>st</sup> day of November 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 21<sup>st</sup> day of November 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 - 8.01**

**DESCRIPTION**[illegible]

## 2020 Certificates of Obligation

Reallocation of funds to the correct accounts to cover the cost of the courthouse roof repair due to hail damage.

Date: 11/15/2023 SAM


 SAM  
 Date: 11/15/2023

[illegible]

**No. 23/24 - 8.02**

**No. 23/24 - 8.02**

[illegible]

## Information Technology

Reallocation of funds to the correct accounts to purchase a replacement printer for the Jail that is no longer working or repairable.

Date: 11/15/2023

	11/21/23
County Judge Approval	Date

[illegible]

**No. 23/24 - 8.03**

DESCRIPTION
-------------

Courthouse Security Fund	Courthouse Security Fund	Supplies and Other Charges	Expenditure		6,264.00
--------------------------	--------------------------	----------------------------	-------------	--	----------

Courthouse Security Fund	Courthouse Security Fund	Capital Outlay	Expenditure	6,264.00
--------------------------	--------------------------	----------------	-------------	----------

### **Courthouse Security Fund**

Reallocation of funds to the correct accounts to purchase handheld radio for the new Courthouse Security Position.

SAM  
11/15/2023

County Judge Approval \_\_\_\_\_

Date \_\_\_\_\_

FUND	DIV	ACCT	Change in Budget	ACCOUNT NAME	
------	-----	------	------------------	--------------	--

FUND

DIV

**ACCT**

### Change in Budget

ACCOUNT NAME

22000

51000100

61130000

(6,264.00)

22000

51000100

80287000

6,264.00

**No. 23/24 - 8.04**


### DESCRIPTION

[illegible]

## Human Resources

Recognize monetary donation in the amount of \$100.00 from Insurors of Texas for the Benefits Fair on November 15, 2023. Commissioner's Court approved donation on November 14, 2023.

Date: 11/15/2023 SAM

  
County Judge Approval

11/21/23  
Date

[illegible]

## 11/21/2023

[illegible]

## **BV Human Trafficking Task Force Development Grant**

Recognize additional revenue for FY 2024 BV Human Trafficking Task Force Development Grant.

Date: 11/16/2023 NNP

County Judge Approval \_\_\_\_\_ Date 11/21/23

[illegible]



**BRAZOS COUNTY  
BRYAN, TEXAS**

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DEPARTMENT: Human Resources                      NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM:                      • a. Employment & Separations

TO: Commissioners Court

DATE: 11/16/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

**Description**

**Type**

[Employment Separations - Public - 11-21-2023.pdf](#)

Employment & Separations Cover Sheet

Cover Memo

# Personnel Change of Status

( Nov 15, 2023 )

Commissioners' Court Date: 11-21-2023  
Department Submitting Information: Human Resources  
Purpose of Submissions: Consider and Take Action on Change

## Employment

Department Name	Employee Name
Sheriff Office - Administration	Alo, Nicholas
Road & Bridge - Administration	Faust, Mark
Sheriff Office - Administration	Fuller, Jacob
Sheriff Office - Jail Administration	Holmes, Nancy*

## Separations

Department Name	Employee Name
Road & Bridge - Administration	Conerway, Robert
Sheriff Office - Jail Administration	Davis, Regina
Road & Bridge - Administration	Kolwes, Darrell
County Court at Law #1 - Administration	Newton, Tiffany
Sheriff Office - Jail Administration	Williams, Glynda

Approved in Commissioners' Court: 11-21-2023

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: 11/21/2023

ITEM: • b. Personnel Action Forms

TO: Commissioners Court

DATE: 11/16/2023

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

**ATTACHMENTS:**

**File Name**

[PAF\\_11-21-2023.docx](#)

**Description**

Cover Sheet

**Type**

Cover Memo

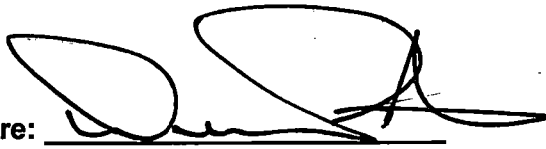
**PERSONNEL  
CHANGE OF STATUS REQUESTS**

Commissioner Court Date: 11-21-2023 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>
Sheriff Office – Jail	Pierce, Mary	Change of Status

**Approved in Commissioners' Court: 11-21-2023:**

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

A handwritten signature in black ink, appearing to be 'Mary Pierce', written over a horizontal line.



**BRAZOS COUNTY**  
**BRYAN, TEXAS**

**CLAIMS**

COMMISSIONERS COURT MEETING: **November 21, 2023**

CLAIMS TO BE PAID BY BRAZOS COUNTY:

**CLAIM # 8125887 Thru CLAIM # 8126035**  
**CLAIM # 9009041 Thru CLAIM # 9009093**

The Court voted unanimously to approve these Claims as submitted.

A stylized, handwritten signature in black ink, consisting of a large, sweeping loop followed by a series of smaller, more intricate strokes.

Duane Peters  
County Judge

A stylized, handwritten signature in black ink, featuring a large, flowing 'K' and 'M' followed by a series of smaller, more intricate strokes.

Karen McQueen  
County Clerk



**BRAZOS COUNTY  
BRYAN, TEXAS**

DEPARTMENT: Budget Office

NUMBER:

DATE OF COURT MEETING: 11/21/2023

ITEM: Acknowledgements of FY 2023-2024 Budget to Actuals by Fund as of November 15, 2023.  
Acknowledgements of FY 2023-2024 Contingency Budget to Actuals by Fund as of November 15, 2023.

TO: Commissioners Court

FROM: Nina Payne

DATE: 11/15/2023

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 11/15/2023	Backup Material
<a href="#">FY_24_Contingency_Budget_to_Actuals_Fund.pdf</a>	FY 2023-2024 Contingency Budget to Actuals as of 11/15/2023	Backup Material

**Brazos County, Texas**  
**FY 2023-2024 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>119,608,263</b>	<b>134,330,000</b>	<b>1,162,658</b>	<b>1%</b>
Charges for Services	14,007,731	14,455,623	11,221,037	688,193	6%
<b>Interest Income</b>	<b>1,233,588</b>	<b>8,311,341</b>	<b>5,780,000</b>	<b>0</b>	<b>0%</b>
Other Revenue	2,105,454	1,266,152	961,750	47,815	5%
<b>Reserves</b>	<b>-</b>	<b>-</b>	<b>44,859,588</b>	<b>-</b>	<b>-</b>
Intergovernmental	9,344,605	8,229,523	836,002	384,170	46%
<b>Other Financing Sources</b>	<b>1,565,379</b>	<b>215,777</b>	<b>210,000</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>\$144,373,655</b>	<b>\$152,086,679</b>	<b>\$198,198,377</b>	<b>\$2,282,836</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>	<b>44,652,228</b>	<b>49,486,058</b>	<b>59,656,913</b>	<b>4,445,411</b>	<b>7%</b>
<b>Outside Labor Costs</b>	<b>186,676</b>	<b>104,348</b>	<b>163,000</b>	<b>125</b>	<b>0%</b>
<b>Benefits</b>	<b>27,150,252</b>	<b>27,183,091</b>	<b>35,508,750</b>	<b>4,112,128</b>	<b>12%</b>
<b>Discretionary Spending</b>	<b>-</b>	<b>-</b>	<b>1,821,590</b>	<b>-</b>	<b>-</b>
<b>Supplies and Other Charges</b>	<b>7,681,618</b>	<b>9,058,371</b>	<b>19,318,410</b>	<b>1,332,454</b>	<b>7%</b>
<b>Repairs and Maintenance</b>	<b>2,354,842</b>	<b>4,532,190</b>	<b>7,477,493</b>	<b>262,422</b>	<b>4%</b>
<b>Contractual Services</b>	<b>8,721,285</b>	<b>9,107,410</b>	<b>12,151,132</b>	<b>1,279,171</b>	<b>11%</b>
<b>Professional Services</b>	<b>4,303,755</b>	<b>6,371,377</b>	<b>13,050,445</b>	<b>316,330</b>	<b>2%</b>
<b>Community Contracts</b>	<b>4,615,488</b>	<b>4,716,979</b>	<b>6,382,870</b>	<b>937,527</b>	<b>15%</b>
<b>Capital Outlay</b>	<b>5,302,428</b>	<b>7,287,607</b>	<b>21,033,500</b>	<b>321,250</b>	<b>2%</b>
<b>Other Financing Uses</b>	<b>4,709,639</b>	<b>20,917,731</b>	<b>21,634,274</b>	<b>-</b>	<b>-</b>
<b>Total Expense</b>	<b>\$109,678,212</b>	<b>\$138,765,161</b>	<b>\$198,198,377</b>	<b>\$13,006,817</b>	<b>7%</b>

**Brazos County, Texas**  
**FY 2023-2024 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 2023-2024 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	3,689,821	3,250,000	1,081
Interest Income	12,820	119,177	50,000	-
Other Revenue	454	1,500	-	-
Reserves	-	-	1,000,000	-
Other Financing Sources	-	246,080	-	-
<b>Total Revenue</b>	<b>\$3,374,031</b>	<b>\$4,056,579</b>	<b>\$4,300,000</b>	<b>\$1,081</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	5,729	3%
Benefits	45,799	41,481	75,055	4,416	6%
Supplies and Other Charges	178,495	30,866	572,049	-	-
Repairs and Maintenance	21,600	-	500,000	-	-
Contractual Services	127,582	313,147	185,490	61,090	33%
Professional Services	5,300	24,960	5,300	5,300	100%
Community Contracts	914,481	1,104,191	910,000	-	-
Capital Outlay	20,704	589,050	638,013	-	-
Other Financing Uses	1,165,715	-	1,250,000	-	-
<b>Total Expense</b>	<b>\$2,577,941</b>	<b>\$2,188,437</b>	<b>\$4,300,000</b>	<b>\$76,535</b>	<b>2%</b>



**Brazos County, Texas**  
**FY 2023-2024 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	Percent Received
Interest Income	276	5,056	3,000	-	-
Reserves	-	-	218,000	-	-
Intergovernmental	30,417	30,347	30,000	29,508	98%
<b>Total Revenue</b>	<b>\$30,693</b>	<b>\$35,403</b>	<b>\$251,000</b>	<b>\$29,508</b>	<b>12%</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 2023-2024 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	9,140	3,000	-
Reserves	-	-	68,000	-
Total Revenue	\$387	\$9,140	\$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 2023-2024 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	Percent Received
Charges for Services	28,463	164,116	67,500	10,745	16%
Interest Income	48	1,942	0	-	-
Reserves	-	-	10,000	-	-
<b>Total Revenue</b>	<b>\$28,511</b>	<b>\$166,057</b>	<b>\$77,500</b>	<b>\$10,745</b>	<b>14%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Supplies and Other Charges	59,063	62,593	77,500	4,452	6%
<b>Total Expense</b>	<b>\$59,063</b>	<b>\$62,593</b>	<b>\$77,500</b>	<b>\$4,452</b>	<b>6%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	31,728,216	39,176,878	39,176,878	100%
Interest Income	50,392	433,637	200,000	0	0%
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>\$32,559,083</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	Percent Spent
Supplies and Other Charges	-	134,246	-	-	-
Community Contracts	26,568,700	26,044,743	58,844,372	2,779,452	5%
Other Financing Uses	20,000	20,000	20,000	-	-
<b>Total Expense</b>	<b>\$26,588,700</b>	<b>\$26,198,989</b>	<b>\$58,864,372</b>	<b>\$2,779,452</b>	<b>5%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	Percent Spent
<b>Supplies and Other Charges</b>	<b>11,984</b>	<b>12,741</b>	<b>83,860</b>	<b>500</b>	<b>1%</b>
<b>Total Expense</b>	<b>\$11,984</b>	<b>\$12,741</b>	<b>\$83,860</b>	<b>\$500</b>	<b>1%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	Percent Received
Charges for Services	23,569	623	500	3,827	765%
Interest Income	935	15,192	0	-	-
Reserves	-	-	300,000	-	-
Other Financing Sources	42,545	-	-	-	-
<b>Total Revenue</b>	<b>\$67,049</b>	<b>\$15,815</b>	<b>\$300,500</b>	<b>\$3,827</b>	<b>1%</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 2023-2024 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	364,311	350,000	451
Interest Income	5,390	31,036	20,000	-
Reserves	-	-	1,230,000	-
<b>Total Revenue</b>	<b>\$460,067</b>	<b>\$395,347</b>	<b>\$1,600,000</b>	<b>\$451</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	8,652	7%
Benefits	72,410	56,889	83,311	4,920	6%
Supplies and Other Charges	21,476	725	1,263,064	660	0%
Contractual Services	103,091	327,291	125,340	-	-
<b>Total Expense</b>	<b>\$302,836</b>	<b>\$488,964</b>	<b>\$1,600,000</b>	<b>\$14,232</b>	<b>1%</b>



**Brazos County, Texas**  
**FY 2023-2024 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	30,786	10,000	-
Reserves	-	-	1,293,000	-
<b>Total Revenue</b>	<b>\$393,069</b>	<b>\$321,336</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 2023-2024 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	Percent Received
Charges for Services	105,826	115,046	106,050	8,081	8%
Interest Income	180	5,325	0	-	-
Reserves	-	-	64,000	-	-
Other Financing Sources	442,325	294,951	0	-	-
<b>Total Revenue</b>	<b>\$548,331</b>	<b>\$415,322</b>	<b>\$170,050</b>	<b>\$8,081</b>	<b>5%</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	4,033	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>\$549,334</b>	<b>\$170,050</b>	<b>\$7,471</b>	<b>4%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	Percent Received
Charges for Services	33,291	33,424	31,500	3,247	10%
Interest Income	236	4,523	2,500	-	-
Reserves	-	-	208,000	-	-
<b>Total Revenue</b>	<b>\$33,527</b>	<b>\$37,947</b>	<b>\$242,000</b>	<b>\$3,247</b>	<b>1%</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 2023-2024 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	Percent Received
Charges for Services	61,726	84,461	60,000	10,030	17%
Interest Income	334	5,326	4,000	-	-
Reserves	-	-	200,000	-	-
<b>Total Revenue</b>	<b>\$62,060</b>	<b>\$89,788</b>	<b>\$264,000</b>	<b>\$10,030</b>	<b>4%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date	Percent Spent
Salaries and Wages	-	19,979	73,600	4,813	7%
Benefits	-	1,553	5,764	374	6%
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>\$5,187</b>	<b>2%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	-	10
<b>Interest Income</b>	<b>69</b>	<b>131</b>	-	-
<b>Total Revenue</b>	<b>\$5,739</b>	<b>\$726</b>	-	<b>\$10</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 2023-2024 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	Percent Received
Charges for Services	28,441	28,209	26,000	2,724	10%
Interest Income	276	4,324	2,000	-	-
Reserves	-	-	193,000	-	-
Total Revenue	\$28,717	\$32,534	\$221,000	\$2,724	1%

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	39,945	10,166	67,061	-
Contractual Services	798	889	5,000	-
Capital Outlay	-	-	148,939	-
Total Expense	\$40,743	\$11,055	\$221,000	-

**Brazos County, Texas**  
**FY 2023-2024 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	Percent Received
Charges for Services	9,750	10,059	10,000	781	8%
Interest Income	146	2,647	0	-	-
Reserves	-	-	119,000	-	-
<b>Total Revenue</b>	<b>\$9,896</b>	<b>\$12,706</b>	<b>\$129,000</b>	<b>\$781</b>	<b>1%</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 2023-2024 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	918	0	-
Reserves	-	-	33,000	-
<b>Total Revenue</b>	<b>\$7,879</b>	<b>\$6,247</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	Percent Spent
Supplies and Other Charges	-	2,563	33,000	235	1%
Capital Outlay	-	5,133	-	-	-
<b>Total Expense</b>	<b>-</b>	<b>\$7,696</b>	<b>\$33,000</b>	<b>\$235</b>	<b>1%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	113	50	-
Other Revenue	75	150	0	-
Reserves	-	-	4,900	-
Total Revenue	\$82	\$263	\$4,950	-

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	-	-	4,950	-
Total Expense	-	-	\$4,950	-

**Brazos County, Texas**  
**FY 2023-2024 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	2,428	1,500	-
Other Revenue	2,000	2,500	2,000	-
Reserves	-	-	105,000	-
Total Revenue	\$2,151	\$4,928	\$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 2023-2024 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 2023-2024 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	23,620	15,000	0
Reserves	-	-	331,000	-
Total Revenue	\$7,767	\$32,009	\$348,500	\$0

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	-
Total Expense	\$5,438	\$5,357	\$348,500	-

**Brazos County, Texas**  
**FY 2023-2024 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	2,603,804	4,749,019	1,574,761	33%
<b>Other Financing Sources</b>	300,769	336,489	711,264	-	-
<b>Total Revenue</b>	<b>\$5,476,543</b>	<b>\$2,940,325</b>	<b>\$5,520,289</b>	<b>\$1,614,761</b>	<b>29%</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	208,588	7%
<b>Benefits</b>	640,754	813,685	1,327,727	114,289	9%
<b>Supplies and Other Charges</b>	233,515	106,792	436,145	17,399	4%
<b>Repairs and Maintenance</b>	937,236	5,186	3,150	122	4%
<b>Contractual Services</b>	2,055,371	116,713	396,244	15,121	4%
<b>Professional Services</b>	3,840	-	200,000	2,500	1%
<b>Capital Outlay</b>	322,412	158,206	295,492	11,250	4%
<b>Total Expense</b>	<b>\$5,521,150</b>	<b>\$2,949,047</b>	<b>\$5,520,289</b>	<b>\$369,269</b>	<b>7%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	7,495,180	20,000,000	-
<b>Total Revenue</b>	<b>\$8,443,800</b>	<b>\$7,495,180</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	-	63,356	18,200,000	-
<b>Total Expense</b>	<b>\$8,445,192</b>	<b>\$7,495,180</b>	<b>\$20,000,000</b>	<b>-</b>



**Brazos County, Texas**  
**FY 2023-2024 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	1,599	500	0
Other Revenue	1,600	8,000	0	-
Reserves	-	-	113,000	-
Total Revenue	\$1,867	\$9,599	\$113,500	\$0

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	-	-	-
Total Expense	\$10,085	\$13,773	\$113,500	-

**Brazos County, Texas**  
**FY 2023-2024 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	5,816	2,000	-
Reserves	-	-	249,000	-
<b>Total Revenue</b>	<b>\$80,899</b>	<b>\$38,427</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	1,911	2%
Benefits	7,935	9,588	14,686	1,061	7%
Supplies and Other Charges	24,089	11,007	155,938	3,941	3%
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>\$7,003</b>	<b>3%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	1,264	-	-
Reserves	-	-	65,000	-
<b>Total Revenue</b>	<b>\$38,176</b>	<b>\$72,167</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	Percent Spent
Supplies and Other Charges	8,563	5,479	79,100	-	-
Repairs and Maintenance	-	-	1,000	-	-
Contractual Services	65,448	13,414	9,900	201	2%
<b>Total Expense</b>	<b>\$74,011</b>	<b>\$18,893</b>	<b>\$90,000</b>	<b>\$201</b>	<b>0%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	5,334	107%
Interest Income	1,004	5,259	0	-	-
Reserves	-	-	104,000	-	-
<b>Total Revenue</b>	<b>\$1,004</b>	<b>\$407,384</b>	<b>\$109,000</b>	<b>\$5,334</b>	<b>5%</b>

Description	2021-2022 Actual Expenditures	2022-2023 Actual Expenditures	2023-2024 Adopted Budget	2023-2024 Expenditures to Date
Supplies and Other Charges	323	-	4,735	-
Professional Services	-	-	104,265	-
<b>Total Expense</b>	<b>\$323</b>	<b>-</b>	<b>\$109,000</b>	<b>-</b>

**Brazos County, Texas**  
**FY 2023-2024 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	Percent Received
Taxes	10,766,578	9,799,037	10,910,000	130,541	1%
Interest Income	89,607	345,490	170,000	0	0%
Reserves	-	-	500,000	-	-
Other Financing Sources	1,165,715	-	1,250,000	-	-
<b>Total Revenue</b>	<b>\$12,021,900</b>	<b>\$10,144,527</b>	<b>\$12,830,000</b>	<b>\$130,541</b>	<b>1%</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	800	0%
<b>Total Expense</b>	<b>\$17,009,447</b>	<b>\$9,028,173</b>	<b>\$12,830,000</b>	<b>\$800</b>	<b>0%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	515,615	120,000	-
Other Revenue	-	2,929	-	-
Reserves	-	-	8,400,000	-
Total Revenue	\$105,757	\$518,544	\$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	2,656,302	487,000	-
Capital Outlay	1,940,552	1,891,648	4,994,866	-
Total Expense	\$3,071,008	\$4,602,397	\$8,520,000	-

**Brazos County, Texas**  
**FY 2023-2024 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	-	212,288	-	-
Reserves	-	-	19,800,000	-
Other Financing Sources	-	20,009,102	-	-
<b>Total Revenue</b>	-	<b>\$20,221,390</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 2023-2024 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	-	109,492	-	-
Reserves	-	-	10,100,000	-
Other Financing Sources	-	10,307,719	-	-
<b>Total Revenue</b>	-	<b>\$10,417,211</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	-	81,700	10,100,000	-
Debt Service	-	102,830	-	-
<b>Total Expense</b>	-	<b>\$184,530</b>	<b>\$10,100,000</b>	-



**Brazos County, Texas**  
**FY 2023-2024 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	-	106,296	-	-
Reserves	-	-	9,908,000	-
Other Financing Sources	-	10,165,860	-	-
<b>Total Revenue</b>	-	<b>\$10,272,156</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	-	293,093	9,908,000	-
Debt Service	-	163,164	-	-
<b>Total Expense</b>	-	<b>\$456,257</b>	<b>\$9,908,000</b>	-

**Brazos County, Texas**  
**FY 2023-2024 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	20,893,118	19,923,010	-
<b>Total Revenue</b>	<b>\$5,569,303</b>	<b>\$20,995,474</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	Percent Spent
<b>Discretionary Spending</b>	-	-	6,162,654	-	-
<b>Supplies and Other Charges</b>	-	-	4,000,000	-	-
<b>Capital Outlay</b>	11,813,336	5,397,785	33,568,379	511,395	2%
<b>Debt Service</b>	-	-	31,100	-	-
<b>Other Financing Uses</b>	24,942	-	-	-	-
<b>Total Expense</b>	<b>\$11,838,278</b>	<b>\$5,397,785</b>	<b>\$43,762,133</b>	<b>\$511,395</b>	<b>1%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	23,006,476	20,841,700	2,614,540	13%
Reserves	-	-	4,500,000	-	-
Other Financing Sources	-	-	1,000,000	-	-
<b>Total Revenue</b>	<b>\$20,921,190</b>	<b>\$23,006,476</b>	<b>\$26,341,700</b>	<b>\$2,614,540</b>	<b>10%</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	19,291	4%
Benefits	60,911	133,569	200,280	11,005	5%
Supplies and Other Charges	50,614	53,669	968,719	1,027	0%
Repairs and Maintenance	93	75	100	5	5%
Contractual Services	17,991,568	21,346,651	24,276,500	2,114,504	9%
Professional Services	289,964	379,176	434,200	39,979	9%
<b>Total Expense</b>	<b>\$18,608,343</b>	<b>\$22,140,208</b>	<b>\$26,341,700</b>	<b>\$2,185,810</b>	<b>8%</b>

**Brazos County, Texas**  
**FY 2023-2024 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	494	-	-
Reserves	-	-	13,992	-
<b>Total Revenue</b>	<b>\$88</b>	<b>\$494</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	(62,148.33)	5,937,851.67
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>(62,148.33)</b>	<b>7,235,703.67</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	(119,000.00)	1,100,564.00
<b>Total Count Clerk Records Management Fund Contingency</b>	<b>1,219,564.00</b>	<b>(119,000.00)</b>	<b>1,100,564.00</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	(75,000.00)	1,043,000.00
<b>Total Count Clerk Archival Fund Contingency</b>	<b>1,118,000.00</b>	<b>(75,000.00)</b>	<b>1,043,000.00</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	(9,000.00)	126,289.00
<b>Total District Attorney Crime Fund Contingency</b>	<b>135,289.00</b>	<b>(9,000.00)</b>	<b>126,289.00</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	(523,104.89)	2,515,029.11
<b>Total 43200 2020 Certificates of Obligation Contingency</b>	<b>3,038,134.00</b>	<b>(523,104.89)</b>	<b>2,515,029.11</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	(875,227.38)	3,112,772.62
<b>Total General Permanent Improvement Fund Contingency</b>	<b>3,988,000.00</b>	<b>(875,227.38)</b>	<b>3,112,772.62</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>-</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