

**SPECIAL, 6/27/2016 1:30:00 PM**

BE IT REMEMBERED that on June 27, 2016, there was begun and holden a SPECIAL session of the Commissioners Court of Jefferson County, Texas, with the following members and officers present and participating except those absent as indicated:

Honorable Jeff Branick, County Judge

Commissioner Eddie Arnold, Commissioner Pct. No. 1

Commissioner Brent Weaver, Commissioner Pct. No. 2

Commissioner Michael Sinegal, Commissioner Pct. No. 3

Commissioner Everette D. Alfred, Commissioner Pct. No. 4

Honorable G. Mitch Woods, Sheriff (ABSENT)

NONE

Honorable Carolyn L. Guidry , County Clerk

When the following proceedings were had and orders made, to-wit:

*Notice of Meeting and Agenda and Minutes*  
*June 27, 2016*

Jeff R. Branick, County Judge  
Eddie Arnold, Commissioner, Precinct One  
Brent A. Weaver, Commissioner, Precinct Two  
Michael S. Sinegal, Commissioner, Precinct Three  
Everette "Bo" Alfred, Commissioner, Precinct Four



**NOTICE OF MEETING AND AGENDA  
OF COMMISSIONERS' COURT  
OF JEFFERSON COUNTY, TEXAS  
June 27, 2016**

Notice is hereby given that the Commissioners' Court of Jefferson County, Texas, will meet at **1:30 PM**, on the **27th** day of **June 2016** at its regular meeting place in the COMMISSIONERS' COURTROOM, 4TH FLOOR, JEFFERSON COUNTY COURTHOUSE, 1149 PEARL STREET, BEAUMONT, TEXAS.

Said meeting will be a **Special** for the purpose of transacting the routine business of the County. Persons with disabilities requiring auxiliary aids for services who wish to attend this meeting should contact the County Judge's Office to arrange for assistance.

In addition to the routine business of the County, the subject of said meeting will be the following:

**INVOCATION: Everette "Bo" Alfred, Commissioner, Precinct Four**

**PLEDGE OF ALLEGIANCE: Eddie Arnold, Commissioner, Precinct One**

## **PURCHASING:**

1. Consider and approve specifications for Request for Proposals (RFP 16-016/YS), FEMA Grant Management and Insurance Advisory Services for Jefferson County.

**SEE ATTACHMENTS ON PAGES 8 - 44**

**Motion by: Commissioner Weaver**

**Second by: Commissioner Sinegal**

**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

2. Consider and approve bid due date extension for (RFP 16-011/JW), Management of the Ford Park Entertainment Complex for Jefferson County from 11:00 am CDT, Tuesday, June 28, 2016 to 11:00 am CDT, Tuesday, July 12, 2016.

**Motion by: Commissioner Weaver**

**Second by: Commissioner Sinegal**

**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

3. Request approval to release retainage to MK Constructors for (IFB 13-022/KJS), Re-bid Drainage District No. 7 of the County of Jefferson, Texas, Hurricane Ike/Dolly Round 1 Critical Infrastructure Project Disaster Recovery Division, Drainage District No. 7 Ditch Main B Diversion (funded by Round 1 TDRA Grant Administered by The General Land Office of the State of Texas), in the amount of \$157,880.70, Payment Application No. 18.

**SEE ATTACHMENTS ON PAGES 45 - 46**

**Motion by: Commissioner Weaver**

**Second by: Commissioner Sinegal**

**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

*Notice of Meeting and Agenda and Minutes*  
*June 27, 2016*

4. Consider and approve, execute, receive and file a Certificate of Completion for (IFB 13-022/KJS), Re-bid Drainage District No. 7 of the County of Jefferson, Texas, Hurricane Ike/Dolly Round 1 Critical Infrastructure Project Disaster Recovery Division, Drainage District No. 7 Ditch Main B Diversion (funded by Round 1 TDRA Grant Administered by The General Land Office of the State of Texas), with MK Constructors.

**SEE ATTACHMENTS ON PAGES 47 - 47**

**Motion by: Commissioner Weaver**

**Second by: Commissioner Sinegal**

**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

5. Consider and possibly approve disposition of salvage property as authorized by Local Government Code §263.152 (3), for broken or obsolete items.

**SEE ATTACHMENTS ON PAGES 48 - 49**

**Motion by: Commissioner Weaver**

**Second by: Commissioner Sinegal**

**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

## **252ND DISTRICT COURT:**

6. Consider and possibly approve a Resolution recognizing Dolly McPhillips for 22 years of dedicated service to Jefferson County and wishing her well on her retirement.

**SEE ATTACHMENTS ON PAGES 50 - 50**

**Motion by: Commissioner Alfred**

**Second by: Commissioner Arnold**

**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

## **COUNTY AUDITOR:**

7. Consider and approve budget amendment - Health & Welfare I - additional cost for extra help.

120-5074-441-1005	EXTRA HELP	\$5,200.00	
120-5079-442-1005	EXTRA HELP		\$5,200.00



**SEE ATTACHMENTS ON PAGES 51 - 51**

**Motion by: Commissioner Alfred**  
**Second by: Commissioner Arnold**  
**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**  
**Action: APPROVED**

8. Receive and file Financial & Operating Statements - County Funds Only for the Month Ending May 31, 2016.

**SEE ATTACHMENTS ON PAGES 52 - 66**

**Motion by: Commissioner Alfred**  
**Second by: Commissioner Arnold**  
**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**  
**Action: APPROVED**

9. Consider and approve final adjusted performance statement and TxCDBG Contract Amendment/Modification Request for Cheek Sewer Improvement Project Phase IV.

**SEE ATTACHMENTS ON PAGES 67 - 70**

**Motion by: Commissioner Alfred**  
**Second by: Commissioner Arnold**  
**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**  
**Action: APPROVED**

10. Regular County Bills - check #422038 through checks #422246.

**SEE ATTACHMENTS ON PAGES 71 - 79**

**Motion by: Commissioner Alfred**  
**Second by: Commissioner Arnold**  
**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**  
**Action: APPROVED**

## **COUNTY COMMISSIONERS:**

11. Consider and possibly approve donating property located at 246 Dallas Avenue, Port Arthur, Texas to the City of Port Arthur.

**SEE ATTACHMENTS ON PAGES 80 - 80**

**Action: TABLED**

## **ENGINEERING:**

12. Consider and possibly approve Construction Plans for Phase 2 of Pine Island Estates, located off of Pine Island Road in Precinct 2. This subdivision is also located within the ETJ of Beaumont but outside of their 2 mile planning area.

**Motion by: Commissioner Arnold**

**Second by: Commissioner Alfred**

**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

13. Consider and possibly approve a Minor Plat of Steel Painters Industrial Park located in Precinct 4 off of Chance Road ( a private road). This property is located within the ETJ of Beaumont and within their 2 mile planning area. The City of Beaumont has cited Local Government Code Section 212.004 stating that the tract is greater than 5 acres and is exempt from municipal platting requirements.

**SEE ATTACHMENTS ON PAGES 81 - 82**

**Action: TABLED**

## **SHERIFF'S DEPARTMENT:**

14. Consider and possibly approve a Resolution recognizing Terrye J. Miles for 8 years and 11 months of dedicated service to the Jefferson County Sheriff's Office and to the citizens of Jefferson County in wishing her well on her retirement.

**SEE ATTACHMENTS ON PAGES 83 - 84**

**Motion by: Commissioner Weaver**

**Second by: Commissioner Sinegal**

**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

*Notice of Meeting and Agenda and Minutes*  
*June 27, 2016*

15. Consider and approve William Eichelberger with the Sheriff's office to sell back 160 hours of his accumulated compensation time balance at a cost of \$6,265 including fringe benefits to be paid from Sheriff's budgeted funds. This is allowed by mutual agreement under Article 20, Section VIII of the collective bargaining agreement between the County and the Jefferson County Sheriff's Association.

**SEE ATTACHMENTS ON PAGES 85 - 86**

**Motion by: Commissioner Sinegal**

**Second by: Commissioner Weaver**

**In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred**

**Action: APPROVED**

SET NEXT MEETING DATE JULY 4, 2016 IS A COUNTY HOLIDAY  
(INDEPENDENCE DAY)

**Other Business:**

Receive reports from Elected Officials and staff on matters of community interest without taking action.

**\*\*\*DISCUSSION ON ANY OTHER ITEM NOT ON AGENDA WITHOUT  
TAKING ACTION.**

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**Jeff R. Branick**  
**County Judge**



# JEFFERSON COUNTY PURCHASING DEPARTMENT

*Deborah L. Clark, Purchasing Agent*

1149 Pearl Street, 1<sup>st</sup> Floor, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

## LEGAL NOTICE

### Advertisement for Request for Proposal

June 27, 2016

Notice is hereby given that sealed proposals will be accepted by the Jefferson County Purchasing Department for RFP 16-016/YS, FEMA Grant Management and Insurance Advisory Services for Jefferson County. **Specifications for this project may be obtained from the Jefferson County website, <http://co.jefferson.tx.us/Purchasing/main.htm>, or by calling 409-835-8593.**

Proposals are to be sealed and addressed to the Purchasing Agent with the proposal number and name marked on the outside of the envelope or box. Offerors shall forward an original and seven (7) copies of their proposal to the address shown below. Late proposals will be rejected as non-responsive. Proposals will be publicly opened and only the firm name will be read aloud in the Jefferson County Commissioners' Courtroom at the time and date below. Proposals shall be opened in a manner that avoids disclosure of the contents to competing offerors and maintains the confidentiality of the proposals during negotiations. Proposals will be open for public inspection after the award of the contract, except for trade secrets and confidential information. Offerors are invited to attend the sealed proposal opening.

<b>PROPOSAL NAME:</b>	<b>FEMA Grant Management and Insurance Advisory Services for Jefferson County</b>
<b>PROPOSAL NO:</b>	<b>RFP 16-016/YS</b>
<b>DUE DATE/TIME:</b>	<b>11:00 AM CDT, Tuesday, July 25, 2016</b>
<b>MAIL OR DELIVER TO:</b>	<b>Jefferson County Purchasing Department 1149 Pearl Street, 1<sup>st</sup> Floor Beaumont, Texas 77701</b>

Any questions relating to these requirements should be directed to Yea-Mei Sauer, Contract Specialist at 409-835-8593 or [ysauer@co.jefferson.tx.us](mailto:ysauer@co.jefferson.tx.us).

Jefferson County encourages Disadvantaged Business Enterprises to participate in the proposal submission process. Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this proposal.

**RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE INVITATION.**

Deborah L. Clark  
Purchasing Agent  
Jefferson County, Texas

Publish: Beaumont Enterprise & Port Arthur News – June 29, 2016 & July 6, 2016

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## Proposal Submittal Checklist

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The Offeror's attention is especially called to the items listed below, which must be submitted in full as part of the proposal.

Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this Request for Proposal (RFP) may cause for rejection of the proposal.

Offeror shall check each box indicating compliance.

**THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PACKAGE**

- ☒ Cover sheet identifying the contract/project being proposed, the name and address of the Offeror, the date of the proposal, and the email address, telephone, and facsimile numbers of Offeror.
- ☒ An acknowledgment and/or response to each section of the proposal.
- ☒ Form of business (e.g., corporation, sole proprietorship, partnership); if corporation the date and state of incorporation.
- ☒ Identification of three (3) entities for which the Offeror is providing or has provided FEMA Grant Management and Insurance Advisory Services of the type requested, including the name, position, and telephone number of a contact person at each entity.
- ☒ Identification of all legal claims, demands, contracts terminated or lawsuits filed, threatened, or pending against the Offeror and/or its principal/officers for the last three (3) years, as well as identification of any administrative actions or warnings taken or issued by any federal, state, or local governmental agency to Offeror and/or its principals/officers with regard to the provision of the same or similar service as covered by this RFP, or the payment of moneys under the terms of any agreement(s) relating to such services.
- ☒ One (1) original and seven (7) copies of the proposal should be mailed or delivered no later than 11:00 AM CDT, Tuesday, July 25, 2016, to the Jefferson County Purchasing Department, 1149 Pearl Street, 1st Floor, Beaumont, TX 77701.

**PLEASE READ THE "PROPOSAL SUBMITTAL CHECKLIST" INCLUDED IN THIS PACKAGE.**

<hr/> Company	<hr/> Telephone Number
<hr/> Address	<hr/> Fax Number
<hr/> Authorized Representative (Please print)	<hr/> Title
<hr/> Authorized Signature	<hr/> Date

## **1. Introduction to Offerors**

This Request for Proposal (RFP) is to receive proposals from qualified firms regarding services for FEMA Grant Management and Insurance Advisory Services.

The following items are provided as general information and specifications as required by the Jefferson County Purchasing Department.

### **1.1 Vendor Instructions**

**Read the document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you have a clear understanding of the proposal.**

General Requirements apply to all advertised requests for proposals; however, these may be superseded, whole or in part, by the **Scope of Services, Guidelines and Specifications, Requested Responses and Information, or other data contained herein.** Be sure your proposal package is complete.

### **1.2 Governing Law**

Offeror is advised that these requirements shall be fully governed by the laws of the State of Texas and that Jefferson County may request and rely on advice, decisions, and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.

### **1.3 Ambiguity, Conflict, or other errors in the RFP**

If Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror shall immediately notify the County of such error in writing and request modification or clarification of the document. Modifications will be made by issuing Addenda. Written notice will be given to all parties who have been furnished with the RFP without divulging the source of the request for the same. If the Offeror fails to notify the County prior to the date and time fixed for submission of proposals of an error or ambiguity in the RFP known to Offeror, or an error or ambiguity that reasonably should have been known to Offeror, then Offeror shall not be entitled to compensation or additional time by reason of the error or ambiguity or its later resolution.

The County may also modify the RFP, no later than 48 hours prior to the date and time fixed for submission of proposals, by issuance of an Addendum to all parties who have received the RFP. All addenda will be numbered consecutively, beginning with 1.

### **1.4 Notification of Most Current Address**

Firms in receipt of this RFP shall notify Deborah L. Clark, Jefferson, Purchasing Agent, of any address changes, contact person changes, and/or telephone number changes no later than 48 hours prior to the date and time fixed for submission of proposals.

### **1.5 Proposal Preparation Cost**

Cost for developing proposals is entirely the responsibility of Offerors and shall not be charged to Jefferson County.



## **1.6 Signature of Proposal**

A transmittal letter, which shall be considered an integral part of the proposal, shall be signed by an individual who is authorized to bind the Offeror contractually. If the Offeror is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

If the Offeror is a partnership, the true name of the firm shall be provided with the signature of the partner or partners authorized to sign.

If the Offeror is an individual, that individual shall sign. If signature is by an agent, other than an officer of a corporation or a member of a partnership, a power of attorney or equivalent document must be submitted to the Jefferson County Purchasing Department prior to the submission of the proposal or with the proposal.

## **1.7 Economy of Presentation**

Proposals shall not contain promotional or display materials, except as they may directly answer in whole or in part questions contained in the RFP. Such exhibits shall be clearly marked with the applicable reference number of the question in the RFP. Proposals must address the technical requirements as specified in the RFP. All questions posed by the RFP must be answered concisely and clearly. Proposals that do not address each criterion may be rejected and not considered.

## **1.8 Proposal Obligation**

The contents of the proposal and any clarification thereof submitted by the selected Offeror shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

## **1.9 Incorporation by Reference and Precedence**

This Agreement is derived from (1) the RFP, written clarifications to the RFP and County's response to questions; (2) the Contractor's Best and Final Offer, and (3) the Contractor's response to the RFP.

In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) Amendments to the Agreement in reverse chronological order; (2) the Agreement, including the Scope of Work; (3) the Contractor's Best and Final Offer; (4) the RFP, including attachments thereto and written responses to questions and written clarifications; and (5) the Contractor's response to the RFP.

## **1.10 Governing Forms**

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Jefferson County's interpretation shall govern.

## **1.11 Implied Requirements**

Products and services not specifically mentioned in the RFP, but which are necessary to provide the functional capabilities described by the Offeror, shall be included in the proposal.

## 1.12 Compliance with RFP Specifications

It is intended that this RFP describe the requirements and the response format in sufficient detail to secure comparable proposals. Failure to comply with all provisions of the RFP may result in disqualification.

### 1.13 Vendor Registration: SAM (System for Award Management)

Vendors doing business with Jefferson County are required to be registered with The System for Award Management (SAM), with an “active” status.

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from the SAM website at: <https://www.sam.gov>

**Offerors are strongly encouraged to review their firm’s SAM (System for Award Management) status prior to Proposal Submission.**

### 1.14 Awarded Vendor(s): Submission of FORM 1295 (Texas Ethics Commission)

As of January 1, 2016, per House Bill 1295, the Texas Ethics Commission (TEC) requires all awarded vendors to complete a Certificate of Interested Parties (FORM 1295) at time of notification of award. Awarded Vendors must visit the TEC website link below, enter the required information on Form 1295, and print a copy of the completed form. The form will include a certification of filing that will contain a unique certification number.

**At the time of award, the Jefferson County Purchasing Department will submit a request to the Awarded Vendor to both:**

1. Submit FORM 1295 online via the Texas Ethics Commission website link below.
2. Submit a printed copy of FORM 1295, signed by an Authorized Agent of the Awarded Vendor and notarized to the Jefferson County Purchasing Department.

**FORM 1295, Completion Instructions, and Login Instructions are available via the Texas Ethics Commission Website at:** [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

## 1.15 Evaluation

Jefferson County reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the County’s judgment as to the appropriateness of an award to the best evaluated Offeror. This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider’s proposal, may also be noted and made part of the evaluation file. Jefferson County shall have sole responsibility for determining a reliable source. Jefferson County reserves the right to conduct written and/or oral discussions/interviews after the proposal opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award is in the best interest of Jefferson County.

## 1.16 Withdrawal of Proposal

The Offeror may withdraw its proposal by submitting a written request over the signature of an authorized individual, as described in paragraph 1.6, to the Purchasing Department any time prior to the submission deadline. The Offeror may thereafter submit a new proposal prior to the deadline. Modification or withdrawal of the proposal in any manner, oral or written, will not be considered if submitted after the deadline.

## 1.17 Emergency/Declared Disaster Requirements

In the event of an emergency or if Jefferson County is declared a disaster area, by the County, State, or Federal Government, this Acceptance of Offer may be subjected to unusual usage. Contractor shall service the county during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing as specified in this Acceptance of Offer shall apply to serving the County's needs regardless of the circumstances. If Contractor is unable to supply the services under the terms of the Acceptance of Offer, then Contractor shall provide proof of such disruption and a copy of the invoice from Contractor's supplier(s). Additional profit margin as a result of supplying services during an emergency or declared disaster shall not be permitted. In the event that additional equipment, supplies, and materials are required during the declared disaster, additional shipping, handling and drayage fees may apply.

## 1.18 Minority-Women Business Enterprise Participation

It is the desire of Jefferson County to increase the participation of Minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the County does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

## 1.19 Award

Jefferson County reserves the right to award this contract on the basis of the **Best Offer** in accordance with the laws of Texas, to waive any formality or irregularity, to make award to more than one Offeror, and/or to reject any or all proposals. In the event the highest dollar Offeror meeting specifications is not awarded a contract, the Offeror may appear before Commissioners' Court and present evidence concerning his responsibility.

## 1.20 Ownership of Proposal

All proposals become the property of Jefferson County and will not be returned to Offerors.

## 1.21 Disqualification of Offeror

Upon signing this proposal document, a contractor offering to sell supplies, materials, services, or equipment to Jefferson County certifies that the Offeror has not violated the antitrust laws of this state codified in Section 15.01, et seq, Business & Commerce Code, or the Federal Antitrust Laws, and has not communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if the County believes that collusion exists among the Offerors.

## 1.22 Contractual Development

The contents of the RFP and the selected proposal will become an integral part of the contract, but may be modified by provisions of the contract as negotiated. Therefore, the Offeror must be amenable to inclusion in a contract of any information provided (in writing) either in response to this RFP or subsequently during the selection process.

## 1.23 Assignment

The selected vendor may not assign, sell, or otherwise transfer this contract without written permission of the Jefferson County Commissioners' Court.

## 1.24 Contract Obligation

Jefferson County Commissioners' Court must award the contract, and the County Judge or other person authorized by Jefferson County Commissioners' Court must sign the contract before it becomes binding on Jefferson County or the Offeror. **Department heads are not authorized to sign agreements for Jefferson County.** Binding agreements shall remain in effect until all products and/or services covered by this proposal have been satisfactorily delivered and accepted.

## 1.25 Termination

Jefferson County reserves the right to terminate the contract for default if the awarded vendor breached any of the terms therein, including warranties of Offeror, or if the bidder becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies Jefferson County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all other requirements to Jefferson County's satisfaction, and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days' written notice to either party unless otherwise specified.

## 1.26 Inspections

Jefferson County reserves the right to inspect any item(s) or service location(s) for compliance with specifications and requirements and needs of the using department. If a proposal cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the Offeror as inadequate.

## 1.27 Testing

Jefferson County reserves the right to test equipment, supplies, material and goods proposed for quality, compliance with specifications, and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the offer is subject to rejection.

## 1.28 Loss, Damage, or Claim

The Offeror shall totally indemnify Jefferson County against all claims by its employees, agents, or representatives or personal injury arising from any cause. In addition, the Offeror shall totally indemnify Jefferson County against all claims of loss or damage to the Offeror's and Jefferson County's property, equipment, and/or supplies.

## 1.29 Taxes

The contractor and its subcontractors, agents and employees, as the case may be, will be responsible for the payment of all federal, state and local taxes, and deposits or contributions imposed or required by law.

## 1.30 Non-Discrimination

The successful offeror will be required to comply with the Americans With Disabilities Act and with all provisions of federal, state, county and local (if any) laws and regulations to ensure that no employee or applicant for employment is discriminated against because of race, color, religion, sex, age, handicap or national origin.

## 1.31 Conflict of Interest

The agreement entered into pursuant to this RFP will contain the Contractor's warranty that, except for bona-fide employees or selling agents maintained by the Contractor for the purpose of securing business, no person or selling agency has been employed or retained to solicit this contract upon an agreement or understanding for commission, percentage or contingency.

Further, the contractor will warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with this RFP or contract and none has been promised contingent upon the award of contract. And, will still further warrant that to its knowledge and best belief, no one being paid under the agreement between the County and the contractor, is engaged in any activities which would constitute a conflict of interest with respect to the purposes of said agreement.

## 1.32 Waiver of Subrogation

Offeror and Offeror's insurance carrier waive any and all rights whatsoever with regard to subrogation against Jefferson County as an indirect party to any suit arising out of personal or property damages resulting from the Offeror's performance under this agreement.

## 1.33 Acknowledgment of Insurance Requirements

By signing its proposal, Offeror acknowledges that it has read and understands the insurance requirements for this proposal. Offeror also understands that evidence of required insurance must be submitted within fifteen (15) working days following notification of acceptance of its offer; otherwise, Jefferson County may rescind its acceptance of the Offeror's proposal. The insurance requirements are part of this package.

## 1.34 Insurance Requirements

The contractor (including any and all subcontractors as defined in Section 1.35.3 below) shall, at all times during the term of this contract, maintain insurance coverages with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability.

All policies of insurance shall waive all rights of subrogation against the County, its officers, employees and agents.

**Contractor shall furnish Jefferson County with Certificate of Insurance naming Jefferson County as additional insured.**

All insurance must be written by an insurer licensed to conduct business in the State of Texas.

### Minimum Insurance Requirements

Public Liability \$1,000,000.00

Excess Liability \$1,000,000.00

Property Insurance (policy below that is applicable to this project):

Improvements & Betterments Policy: Improvements/Remodeling (for Lease Tenants)

Builder's Risk Policy: Structural Coverage for Construction Projects

Installation Floater Policy: Improvements/Alterations to Existing Structure

Workers' Compensation Statutory Coverage (See Section 1.35 Below)

## 1.35 Worker's Compensation Insurance

### 1.35.1 Definitions:

1.35.1.1 **Certificate of coverage ("Certificate")** – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement, DWC-81, DWC-82, DWC-83, or DWC-84 showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

1.35.1.2 **Duration of the project** – Includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

1.35.1.3 **Persons providing services on the project ("subcontractor") in article 406.096** – Includes all persons or entities performing all or part of the services under the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractor, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" includes, without limitation, providing, hauling or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

1.35.2 The Contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filing any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

1.35.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract – refer to Section 1.30 above.

1.35.4 If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

1.35.5 The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

1.35.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

- 1.35.5.2 No later than seven (7) days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.
- 1.35.6 The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.
- 1.35.7 The Contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- 1.35.8 The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Department of Workers' Compensation, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- 1.35.9 The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
  - 1.35.9.1 Provide coverage, based on reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all its employees providing services on the project, for the duration of the project.
  - 1.35.9.2 Provide to the Contractor, prior to that person beginning work on the project a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project.
  - 1.35.9.3 Provide the Contractor, prior to the end of coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
  - 1.35.9.4 Obtain from each person with whom it contracts, and provide to the Contractor:
    - 1.35.9.4.1 A certificate of coverage, prior to the other person beginning work on the project; and
    - 1.35.9.4.2 the coverage period, if the coverage period shown on the current certificate of a new certificate of coverage showing extension of coverage, prior to the end of coverage ends during the duration of the project.
  - 1.35.9.5 Retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter.
  - 1.35.9.6 Notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
  - 1.35.9.7 Contractually require each person with whom it contracts to perform as required by paragraphs 1.35.1.1 – 1.35.9.7 with the certificates of coverage to be provided to the person for whom they are providing services.
- 1.35.10 By signing this contract or providing or causing to be provided a certificate of coverage, the Contractor is representing to the governmental entity that all employees of the contractor who will provide services of the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- 1.35.11 The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor which entitles the governmental entity to declare the contract void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

### 1.36 Delivery of Proposals

All proposals are to be delivered by 11:00 AM CDT, Tuesday, July 25, 2016, to:

**Jefferson County Purchasing Department**  
**Attention: Deborah L. Clark, Purchasing Agent**  
**1149 Pearl Street, 1<sup>st</sup> Floor**  
**Beaumont, Texas 77701**

**Courthouse Security:** Bidders are advised that all visitors to the Courthouse must pass through Security. Bidders planning to hand deliver bids must allow time to get through Security, as a delay in entering the Courthouse will not be accepted as an excuse for late submittal. Mondays and Tuesdays are particularly heavy days. Bidders are strongly urged to plan accordingly.

**County Holidays – 2016:**

January 1	Friday	New Year's Day
January 18	Monday	Martin Luther King, Jr. Day
February 15	Monday	President's Day
March 25	Friday	Good Friday
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor Day
November 11	Friday	Veterans Day
November 24 & 25	Thursday & Friday	Thanksgiving
December 23 & 26	Friday & Monday	Christmas

Jefferson County will not accept any proposals received after the stated time and date, and shall return such proposals unopened to the Offeror.

Jefferson County will not accept any responsibility for proposals being delivered by third party carriers.

**Proposals shall be tightly sealed in an opaque envelope or box and plainly marked with the Proposal Number, Proposal Name, Proposal Due Date, and the Offeror's Name and Address; and shall be addressed to the Purchasing Agent.**

Offeror must submit one (1) original and seven (7) exact duplicate, numbered copies of the proposal. Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud.



### 1.37 Proposal Submissions During Time of Inclement Weather, Disaster, or Emergency

In case of inclement weather or any other unforeseen event causing the County to close for business on the date of a bid/proposal/statement of qualifications submission deadline, the bid closing will automatically be postponed until the next business day that County offices are open to the public. Should inclement weather conditions or any other unforeseen event cause delays in courier service operations, the County may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the county of their interest in the project should these conditions impact their ability to submit a bid/proposal/statement of qualifications submission before the stated deadline. The County reserves the right to make the final judgement call to extend any deadline.

Should an emergency or unanticipated event interrupt normal County processes, and bid/proposal/statement of qualifications submissions cannot be received by the Jefferson County Purchasing Department's office by the exact time specified in the RFP and urgent County requirements preclude amendment to the RFP, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first business day on which normal County processes resume.

### 1.38 Questions

Questions may be emailed to Yea-Mei Sauer, Contract Specialist at: ysauer@co.jefferson.tx.us or faxed to: 409-835-8456.

### 1.39 Tentative Schedule of Events

June 27, 2016	Issuance of Request for Proposal
July 25, 2016	Deadline Submission (late proposals will not be considered)
July 27, 2016	Proposals distributed to Evaluation Committee
Week of August 1, 2016	Evaluation Committee Convenes to Tabulate Scoring and Determines Short List
By August 8 – 12, 2016	Conduct Interview/Best and Final Offer/Short List
August 22, 2016	Recommendation for Award

**Please note:**

**The above schedule of events is *tentative* in nature. Dates listed are subject to change.**

## **2. Response Format**

### **2.1 Introduction**

Each proposal submitted in response to this RFP must be organized to correspond with those numbered sections of this RFP that require a response. Failure to arrange the proposal as requested may result in the disqualification of the proposal. Conciseness and clarity of content are emphasized and encouraged. Vague and general proposals will be considered non-responsive, and will result in disqualification. The response must be complete. Failure to provide the required information may result in the disqualification of the proposal. All pages of the proposal must be numbered and the proposal must contain an organized, paginated table of contents corresponding to the sections and pages of the proposal.

### **2.2 Organization of Proposal Contents**

Each proposal must be organized in the manner described below.

- a. Transmittal Letter
- b. Executive Summary
- c. Table of Contents
- d. Offeror Identifying Information
- e. Offeror Personnel and Organization
- f. Project Requirements
- g. Cost Proposal (Appendix A of RFP)
- h. Other information that may be helpful in the evaluation

### **2.3 Transmittal Letter**

The Offeror must submit a transmittal letter that identifies the entity submitting the proposal, and includes a commitment by that entity to provide the services required by the County. The transmittal letter must state that the proposal is valid for ninety (90) days from the deadline for delivery of proposals to the County. Any proposal containing a term of less than ninety (90) days for acceptance will be rejected as non-responsive.

The transmittal letter must be signed by a person legally authorized to bind the Offeror to the representations in the response. In the case of a joint proposal, each party must sign the transmittal letter. The Offeror also must indicate, in its transmittal letter, why it believes that it is the most qualified Offeror to provide the services described in this RFP.

The transmittal letter must include a statement of acceptance of the terms and conditions of the contract resulting from this RFP. If Offeror takes exception to any of the proposed terms and conditions stated in this RFP, those exceptions must be noted in the transmittal letter. However, Offeror must realize that failure to accept the terms specified in this proposal may result in disqualification of the proposal.

The transmittal letter must include a statement of acceptance of the Standards of Performance for the contract resulting from this RFP.

## 2.4 Executive Summary

The Offeror must provide an executive summary of its proposal that asserts that the Offeror is providing in its response all of the requirements of this RFP. The executive summary must not exceed three (3) pages, and must represent a full and concise summary of the contents of the proposal. The executive summary must not include any information concerning the cost of the proposal. The Offeror must identify any services that are provided beyond those specifically requested. If the Offeror is providing services that do not meet the specific requirements of this RFP, but in the opinion of the Offeror are equivalent or superior to those specifically requested, any such differences must be noted in the executive summary. However, the Offeror must realize that failure to provide the services specifically required may result in disqualification of the proposal.

## 2.5 Table of Contents

Each proposal must be submitted with a table of contents that clearly identifies and denotes the location of each title and subtitle of the proposal. Additionally, the table of contents must clearly identify and denote the location of all enclosures of the proposal. The table of contents must follow the RFP's structure as much as is practical.

## 2.6 Offeror Identifying Information

Offerors must provide the following identifying information:

- a. Name and address of business entity submitting the proposal;
- b. Type of business entity (i.e., corporation, partnership);
- c. Place of incorporation, if applicable;
- d. Name and location of major offices and other facilities that relate to the Offeror's performance under the terms of this RFP;
- e. Name, address, business and fax number of the Offeror's principal contact person regarding all contractual matters relating to this RFP;
- f. The Offeror's Federal Employer Identification Number, Jefferson County Vendor Number and Jefferson County Business License Number, if any;
- g. Full name and address for each member, partner, and employee of the Offeror (and any subcontractors) who will perform service's on this project; and
- h. A statement regarding the financial stability of the Offeror, including the ability of the Offeror to perform the functions required by this RFP and to provide those services represented by the Offeror in its response.

## 2.7 Conflict of Interest

Each Offeror must disclose any existing or potential conflict of interest relative to the performance of the requirements of this RFP. Examples of potential conflicts may include an existing business or personal relationship between the Offeror, its principal, or any affiliate or subcontractor, with the County or any other entity or person involved in any way in the project that is the subject of this RFP. Similarly, any personal or business relationship between the Offeror, the principals, or any affiliate or subcontractor, with any employee of the County or its

suppliers must be disclosed. Any such relationship that might be perceived or represented as a conflict must be disclosed. Failure to disclose any such relationship or reveal personal relationships with state employees may be cause for contract termination. The County will decide if an actual or perceived conflict should result in proposal disqualification.

Each Offeror must reveal any past or existing relationship between the Offeror, its principal, employees, or any affiliate or subcontractor, with any county agency, entity, county employee, or other person in anyway involved in the county's procurement and/or contracting processes. It shall be the sole prerogative of the County to determine if such relationship constitutes a conflict of interest.

By submitting a proposal in response to this RFP, all Offerors affirm that they have not given, nor intend to give, at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement.

**FAILURE BY OFFEROR TO INCLUDE ALL LISTED ITEMS  
MAY RESULT IN THE REJECTION OF ITS PROPOSAL.**

### **3. Proposal Submittal**

The Proposal is due no later than 11:00 AM CDT, Tuesday, July 25, 2016, and shall include the following:

- Cover sheet identifying the contract/project being proposed, the name and address of Offeror, the date of the proposal, and the telephone and facsimile numbers of Offeror.
- An acknowledgment and/or response to each section of the proposal.
- Form of business (e.g., corporation, sole proprietorship, partnership); if corporation the date and state of incorporation.
- Identification of three (3) entities for which the Offeror is providing or has provided FEMA Grant Management and Insurance Advisory Services of the type requested, including the name, position, and telephone number of a contact person at each entity.
- Identification of all legal claims, demands, contracts terminated or lawsuits filed, threatened, or pending against the Offeror and/or its principal/officers for the last three (3) years, as well as identification of any administrative actions or warnings taken or issued by any federal, state, or local governmental agency to Offeror and/or its principals/officers with regard to the provision of the same or similar service as covered by this RFP, or the payment of moneys under the terms of any agreement(s) relating to such services.
- One (1) original and seven (7) copies of the proposal should be mailed or delivered to:

Jefferson County Purchasing Department  
1149 Pearl Street, 1<sup>st</sup> Floor  
Beaumont, TX 77701

- Explanations, exceptions, comments, etc., pertaining to the specific sections of the specifications. All comments shall be listed and numbered in order of the respective article of the specification.

## **4. Scope of Services**

### **4.1 Compensation**

#### **4.1.1 Insurance Advisory**

Should be presented as a percentage on the amount received by the insurance company or otherwise recovered.

#### **4.1.2 Grant Management**

**FEMA related services may be performed on a time and expense basis, which is invoiced monthly. FEMA rates must be included in bid response.**

**Consultant's compensation will be a function of the level of effort provided to the Jefferson County, and based on the tasks requested. Consultants should present rates for each engagement team member or position. Jefferson County has the ability to decide if and when to activate Disaster Recovery Services and where assistance is required.**

**Expense reimbursement should include airfare, transportation, lodging, meals and incidentals. Consultant will make every effort to keep expenses to a minimum.**

### **4.2 Contract Agreement**

Once a Contract is awarded, the cost offered by the successful Consultant shall remain firm for the term of the contract. Contract shall commence on date of award and, upon agreement between vendor(s) and Jefferson County, may be renewed annually for up to four (4) additional years.

### **4.3 Approach and Scope of Work**

Consultant will provide Jefferson County with services designed to help maximize FEMA funding, expedite the process, and retain the funds during project closeout and audit. The following bullets present the services that should be available under this engagement.

### **4.4 Grant Management Tasks**

- Provide general grant management advice
- Assist in the development of a disaster-recovery team
- Assist in the development of a comprehensive recovery strategy
- Provide advice to the disaster-recovery team as appropriate and participate in meetings

- Prepare draft correspondence to the State and to FEMA as necessary

#### **4.5 Eligibility Tasks**

- Review eligibility issues, and work with Jefferson County to develop justifications to FEMA and the State
- Attend meetings with Jefferson County, State and FEMA to negotiate individual Project Worksheets as needed
- Assist Jefferson County departments with compiling and summarizing Category A through G costs for FEMA and the State
- Assist Jefferson County to prepare Project Worksheets for small and large projects based upon information provided by the departments
- Provide oversight to departments having difficulty with their applications
- Assist in determining if all eligible damages have been properly quantified and presented to inspectors/Project Officers
- Work with Jefferson County to resolve disputes that may arise
- If Jefferson County disagrees with FEMA determinations, assist to strategize and write the appeals
- When Jefferson County has completed all projects and drawn down reimbursement for all eligible costs; assist with preparations for State/FEMA final inspections and audits, and also participate in exit conferences with State/FEMA

#### **4.6 Allowability Tasks**

- Assist Jefferson County in developing an approach to filing and tracking costs
- Review contracts and purchasing documentation
- Review documentation prepared by departments
- Assist in capturing and summarizing eligible costs for selected departments
- Meet requirements of Direct Administration Cost (DAC) claim in a format approved by FEMA for reimbursement
- Work with Jefferson County to insure compliance is met with Federal regulations and FEMA policies, including Federal procurement regulations

#### **4.7 Engagement Management Tasks**

- Prepare program management plan
- Attend status meetings
- Prepare invoices and supporting documentation

## **5. Project Requirements**

### **5.1 Objective**

Each proposal must include a detailed work plan that addresses how work for Jefferson County would be performed. It shall include detailed personnel assignments. A detailed description of major deliverables to be provided must also be included.

The proposal must include a sample timeline for the completion of each major task included in the proposal to the extent practicable, as well as projected completion dates for each major activity required. All proposals submitted in response to this RFP become the property of Jefferson County.

### **5.2 Offeror Experience**

The successful Offeror must demonstrate extensive experience in and understanding of the nature of research and analysis required in order to carry out the intent of this project.

The proposal must identify all key personnel who are to be part of the proposed consultant team and detail their experience. Jefferson County Commissioners' Court reserves the right to approve each member of the team and to request substitutions.

The Offeror must describe in detail the current and historical experience the Offeror and its subcontractors have that would be relevant to completing the project. The Offeror must provide descriptions and references for all engagements of comparable complexity and sensitivity to the requirements of this RFP that have been conducted within the past five (5) years. References must contain the name of key contacts and a telephone number.

The description of experience must be detailed and cover all relevant contracts that the Offeror and its subcontractors, as applicable, have had and all experience similar to this contract that qualifies the Offeror to meet the requirements of this contract. Included must be the names, titles, addresses, and current telephone numbers of organizations that may be contacted to verify qualifying experience. The Offeror must indicate whether the organizations so listed are included for the purpose of verifying the Offeror's qualifying experience, or the qualifying experience of its subcontractors. Each experience statement also must include the name and types of services directly provided by the Offeror under the contract, and whether the Offeror was the contractor or subcontractor.

The Offeror must briefly state why it believes its proposed services best meet the County's needs and RFP requirements, and the Offeror also must concisely describe any additional features, aspects, or advantages of its services in any relevant area not covered elsewhere in its proposal.

### **5.3 Offeror Personnel and Organization**

The Offeror must provide resumes of all key personnel that will be involved in performing the project, and must provide for each person:

- a. Full name (including full middle name);
- b. An employment history;

- c. A specific description of relevant experience and skills that person has in connection with the conduct of financial advisory services that is the subject of this RFP (limit one page);
- d. A specific indication of what role the individual will have in this project; and
- e. Any additional helpful information to indicate the individual's ability to aid the Offeror in successfully performing the work involved in this RFP (limit to one page).

The resumes must present the required personnel in sufficient detail as to provide the County an indication that the personnel involved can perform the work specified in this RFP. All proposed personnel will be subject to the County approval.

Jefferson County is committed to using the selected Performance Review Company according to reasonable and well-planned timeframes, to the extent possible. Jefferson County is committed to making available its personnel in a similar manner to enable the Performance Review team able to perform its duties in a timely basis. Each Offeror is required to make a statement as to the availability of key personnel to Jefferson County when required.

The key personnel who are to work on this project, identified in the proposal as such, are considered to be essential to the services to be provided. No substitutions of key personnel following contract award will be made without the prior written consent of Jefferson County Commissioners' Court. All requested substitutes must be submitted to the Jefferson County Commissioners' Court, or, together with their resumes, for approval.

Each of the successful Offeror's personnel is subject to removal from this project by Jefferson County Commissioners' Court. In addition, if the person removed is among the project's key personnel, the replacement must be approved by Jefferson County Commissioners' Court. All replacements of key personnel will be paid at the same rate as the person who was replaced, unless the rate normally charged by the replacement is lower, in which case the lower rate will be paid. All replacements of key personnel must be of equal or superior experience as the person replaced.

If applicable, each Offeror must provide a detailed statement setting forth the proposed hourly billing rate for all key personnel, and for each additional staff member to be assigned to the project. The hours each of the key personnel and other staff members are projected to work on the project.

Each Offeror must provide any equipment, software, or data communication lines required by the successful Offeror's personnel to complete the work specified in this document. Each Offeror also must identify any personnel related through blood or marriage to the County or to any current employee of the County.

Each Offeror must provide an organizational chart covering the services offered in its proposal, indicating lines of authority, names, titles, and functions of individuals assigned. The Offeror must assign a contact person to the project.



## **6. Proposal Evaluation and Selection Process**

### **6.1 Introduction**

The proposal evaluation and selection process is detailed in this section, as are other factors, and the format in which the cost response of each proposal must be submitted.

### **6.2 Cost Proposal**

The Offeror must utilize the form provided in Appendix A in its submission of a cost proposal in response to this RFP. The cost proposal must be included in each copy of the proposal. Any reworked version of Appendix A that is intended to be a substitute for Appendix A, that is provided by a Offeror may be determined as non-responsive, and may result in the proposal's disqualification. Proposals should include the following two (2) separate pricing components:

**6.2.1** Price based on percentage of insurance proceeds recovered from insurance companies

**6.2.2** Price based on cost to administer FEMA project worksheets.

The pricing for these services should be based on future disasters.

### **6.3 Proposal Evaluation and Selection**

Prior to the receipt of proposals, the County will establish an Evaluation Committee. The Committee is expected to include representatives from: Jefferson County Auditor's Office, Jefferson County Emergency Management, Jefferson County Human Resources, Jefferson County Judge's Office, and Jefferson County Engineering.

### **6.4 Evaluation Criteria:**

This RFP represents the beginning of a competitive selection process. The proposals generated should in no way be construed as a contract for services. Submission of a proposal is an express acceptance of the Minimum Requirements and an affirmation of an ability and commitment to meet or exceed the Performance Expectations cited previously in the RFP.

All proposals will be initially reviewed to determine if they are responsive to the RFP on a form and content basis. Those proposals deemed non-responsive may be eliminated from consideration. The responsive proposals will be evaluated by a committee. Proposers may be requested to present their proposal to the claims committee and to entertain an on-site visit from Jefferson County staff at an operational location of the proposer.

The criteria to be used in evaluating the proposals are stated below in priority order:

- Scope of services proposed. A comparison will be made of the proposal to the RFP taking into consideration clarity, convenience, responsiveness and overall quality of proposal. (15%)
- Total cost. Cost of services will be considered over the entire engagement. Jefferson County, however, is not committed to the selection of the lowest cost proposer, only to the selection of the proposer which is most advantageous. (15%)
- Each proposal will include a price summary form. (15%)

- Demonstrated successful Texas experience with entities of similar or larger size than Jefferson County. (15%)
- Grant Management System. (10%)
- Claims Management System. Evaluation of accessibility, user interface and capability of the proposed system to capture and analyze claims and loss control data. Jefferson County intends to utilize the claims system for future use only, unless the claim system is needed to address, obtain, and maintain insurance issues. (10%)
- Financial standing and capacity of the proposer. (10%)
- References. (10%)

**NOTE: Detailed specifications have been provided and any deviations or exceptions must be referenced in the designated Deviation Form. Unless deviations or exceptions are specifically stated on the Deviation Form herein, a proposal will be assumed to be in compliance with the specifications, and the proposing company must commit to provide specified benefits and services without rate adjustments to proposed rates.** Consider hourly rates, retainer amounts, flat fees or other methods. While this will be an important factor, it will be considered as just one factor in the evaluation and selection process.

The Evaluation Committee may elect to require an oral presentation from each qualified Offeror of the information contained in their proposal. Any invitation for an oral presentation will be solely for the purpose of clarifying proposals received from each qualifying Offeror, and will not represent any decision on the part of the evaluation committee as to the selection of a successful Offeror.

Upon completion of their review and any oral presentations, the Evaluation Committee will convene one or more times to discuss the proposals as a group. Each Evaluation Committee member will individually score each proposal independently. Jefferson County Purchasing Department will collect all scores and aggregate the scores of all Committee members. The Purchasing Department will then prepare a report identifying the proposal that scored the highest in the selection process according to the evaluation criteria described in this RFP and

Upon the selection of an apparent successful Offeror, the Court shall appoint the Purchasing Agent to proceed with contract negotiations and attempt to finalize a written contract with the apparent successful Offeror. If a contract cannot be successfully negotiated within a reasonable period of time, negotiations will be terminated, and negotiations with the next highest-ranking Offeror may commence. This process may continue until a contract is signed or the RFP is withdrawn. However, the County may, in its sole judgment and at any time upon failure of negotiations, choose to reissue or withdraw the RFP rather than continue with negotiations. A notice of award will be sent to all Offeror s immediately following execution of a written contract.

Key staff of the County will be available to the successful Offeror on a reasonable basis, but may not be available on holidays or weekends. Jefferson County Auditor's Office staff will be available for your assistance during regular business hours and wishes to be an integral part of this management and performance review.

## Appendix A Cost Proposal

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Using this form, each Offeror must state its proposed charges. Each Offeror's charges must include the entire cost of providing the services identified in this RFP.

Cost/Fee Proposals may be submitted in any form(s). Cost will be a factor in the County's selection process.

Per specifications	\$
Name of Offeror:	
Signature:	
Title:	

**Offeror Must Complete and Return This Page With Offer.**

## Non-Disclosure Agreement

In consideration of Jefferson County retaining the services of a consultant and because of the sensitivity of certain information which may come under the care and control of Consultant, both parties agree that all information regarding the County or any selected County agency subject to this Contract; or gathered, produced, or derived from this project (Confidential Information) must remain confidential subject to release only by permission of the County, and more specifically agree as follows:

Media releases pertaining to this RFP and/or any resulting contract, or the services to which they relate, will not be made without the prior written consent of the County, and then only in accordance with explicit written instructions from the County. The disclosure of the contents of proposals prior to the award of a contract under this RFP, or any other violation of this section, may result in disqualification.

1. The Information may be used by Consultant only to assist Consultant in connection with its engagement with the County.
2. Consultant will not, at any time, use the Information in any fashion, form, or manner except in its capacity as independent consultant to the County.
3. Consultant agrees to maintain the confidentiality of any and all deliverables resulting from this Contract in the same manner that it protects the confidentiality of its own proprietary products of like kind.
4. The Information may not be copied or reproduced without the County's written consent.
5. All materials made available to Consultant, including copies thereof, must be returned to County upon the first to occur of; (a) completion of the project, or (b) request by the County.
6. The foregoing must not prohibit or limit Consultant use of the information (including, but not limited to, ideas, concepts, know-how, techniques and methodologies) (a) previously known to it, (b) independently developed by it, (c) acquired by it from a third party, or (d) which is or becomes part of the public domain through no breach to Consultant of this agreement.
7. This agreement shall become effective as of the date Information is first made available to Consultant and must survive the contract and be a continuing requirement.
8. The breach of this Nondisclosure Agreement by Consultant shall entitle the County to immediately terminate the Agreement upon written notice to Contractor for such breach. The parties acknowledge that the measure of damages in the event of a breach of this Nondisclosure Agreement may be difficult or impossible to calculate, depending on the nature of the breach. Regardless of whether the County elects to terminate the Agreement upon the breach hereof, the County may require Consultant to pay to the County the sum of \$1,000 for each breach as liquidated damages. This amount is not intended to be in the nature of a penalty, but is intended to be a reasonable estimate of the amount of damages to the County in the event of a breach hereof by Consultant. Comptroller does not waive any right to seek additional relief, either equitable or otherwise, concerning any breach of this Agreement.

[Printed Name of Consultant] By: \_\_\_\_\_

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

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

**Offeror Must Complete and Return This Page With Offer.**

## Vendor References

Please list at least three (3) companies or governmental agencies where the same or similar products and/or services as contained in this specification package were recently provided.

*THIS FORM MUST BE RETURNED WITH YOUR BID.*

### REFERENCE ONE

Government/Company Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

### REFERENCE TWO

Government/Company Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

### REFERENCE THREE

Government/Company Name: \_\_\_\_\_

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

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Period: \_\_\_\_\_ Scope of Work: \_\_\_\_\_

**Offeror Must Complete and Return This Page With Offer.**

## Signature Page

As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would bidder be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions? ..... Yes ☐ No ☐

This bid shall remain in effect for ninety (90) days from bid opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this bid is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Invitation for Bid, Conditions of Bidding, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

_____ Bidder (Entity Name)	_____ Signature
_____ Street & Mailing Address	_____ Print Name
_____ City, State & Zip	_____ Date Signed
_____ Telephone Number	_____ Fax Number
_____ E-mail Address	

**Offeror Must Complete and Return This Page With Offer.**

## Conflict of Interest Questionnaire

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b> <hr/> Date Received	
<b>1</b> Name of vendor who has a business relationship with local governmental entity.		
<b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.  (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
<b>3</b> Name of local government officer about whom the information in this section is being disclosed.		
<hr style="width: 50%; margin: 0 auto;"/> Name of Officer		
<p>This section (item 3 including subparts A, B, C, &amp; D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No </p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No </p> <p>D. Describe each employment or business and family relationship with the local government officer named in this section.</p>		
<b>4</b>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <hr style="width: 80%; margin: 0;"/> Signature of vendor doing business with the governmental entity </div> <div style="width: 45%;"> <hr style="width: 80%; margin: 0;"/> Date </div> </div>		

Adopted 8/7/2015

**Offeror Must Complete and Return This Page With Offer.**

**Local Government Officer**

## Conflicts Disclosure Statement - OFFICE USE ONLY

<b>LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT</b>		<b>FORM CIS</b>
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.</p>		<b>OFFICE USE ONLY</b>
1	<b>Name of Local Government Officer</b>	<div style="border: 1px solid black; height: 100px; margin-top: 10px;"> <div style="text-align: center; padding: 5px;">Date Received</div> </div>
2	<b>Office Held</b>	
3	<b>Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</b>	
4	<b>Description of the nature and extent of employment or other business relationship with vendor named in item 3</b>	
5	<b>List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).</b>	
<div style="display: flex; justify-content: space-between;"> <div>Date Gift Accepted _____</div> <div>Description of Gift _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Date Gift Accepted _____</div> <div>Description of Gift _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Date Gift Accepted _____</div> <div>Description of Gift _____</div> </div> <p style="text-align: center; margin-top: 10px;">(attach additional forms as necessary)</p>		
6	<b>AFFIDAVIT</b>	
<p style="text-align: center;">I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.</p> <div style="text-align: right; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 200px; margin: 0 auto;"></div> <div>Signature of Local Government Officer</div> </div> <p style="margin-top: 20px;">AFFIX NOTARY STAMP / SEAL ABOVE</p> <p>Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <div style="border-top: 1px solid black; margin: 0;"></div> <div>Signature of officer administering oath</div> </div> <div style="width: 30%;"> <div style="border-top: 1px solid black; margin: 0;"></div> <div>Printed name of officer administering oath</div> </div> <div style="width: 30%;"> <div style="border-top: 1px solid black; margin: 0;"></div> <div>Title of officer administering oath</div> </div> </div>		

Adopted 8/7/2015

**Offeror Must Complete and Return This Page With Offer.**



## Good Faith Effort (GFE)

### DETERMINATION CHECKLIST

***This information must be submitted with your bid.***

**Instructions:** In order to determine if a "Good Faith Effort" was made in soliciting HUBs for subcontracting opportunities, the following checklist and supporting documentation shall be completed by the Prime Contractor/Consultant, and returned with the Prime Contractor/ Consultant's bid. This list contains the **minimum** efforts that should be put forth by the Prime Contractor/Consultant when attempting to achieve or exceed the goals of HUB Subcontractor participation. The Prime Contractor/Consultant may extend his/her efforts in soliciting HUB Subcontractor participation beyond what is listed below.

#### Did the Prime Contractor/Consultant . . .

- |                              |                             |                                                                                                                                                                                                                                                                                                 |
|------------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 1. To the extent practical, and consistent with standard and prudent industry standards, divide the contract work into the smallest feasible portions, to allow for maximum HUB Subcontractor participation?                                                                                    |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 2. <b>Notify</b> in writing a reasonable number of HUBs, allowing sufficient time for effective participation of the planned work to be subcontracted?                                                                                                                                          |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 3. <b>Provide</b> HUBs that were genuinely interested in bidding on a subcontractor, adequate information regarding the project (i.e., plans, specifications, scope of work, bonding and insurance requirements, and a point of contact within the Prime Contractor/Consultant's organization)? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 4. <b>Negotiate</b> in good faith with interested HUBs, and not reject bids from HUBs that qualify as lowest and responsive bidders?                                                                                                                                                            |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 5. <b>Document</b> reasons HUBs were rejected? Was a written rejection notice, including the reason for rejection, provided to the rejected HUBs?                                                                                                                                               |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 6. If Prime Contractor/Consultant has zero (0) HUB participation, <b>please explain the reasons why.</b>                                                                                                                                                                                        |

**If "No" was selected, please explain and include any pertinent documentation with your bid.  
If necessary, please use a separate sheet to answer the above questions.**

\_\_\_\_\_  
Printed Name of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Offeror Must Complete and Return This Page With Offer.**

## Notice of Intent (NOI) to Subcontract with Historically Underutilized Business (HUB)

***This information must be submitted with your bid.***

Bidder intends to utilize subcontractors/subconsultants in the fulfillment of this contract (if awarded).

☐ Yes ☐ No

**Instructions for Prime Contractor/Consultant:** Bidder shall submit this form with the bid; however, the information below may be submitted after contract award, but prior to beginning performance on the contract. Please submit one form for each HUB Subcontractor/Subconsultant with proper signatures, per the terms and conditions of your contract.

Contractor Name: \_\_\_\_\_ HUB: ☐ Yes ☐ No

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

Street	City	State	Zip
--------	------	-------	-----

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Project Title &amp; No.:

Prime Contract Amount: \$

HUB Subcontractor Name:

HUB Status (Gender & Ethnicity):

Certifying Agency: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County ☐ Tx Unified Certification Prog.

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

Street	City	State	Zip

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed:

Printed Name of Contractor Representative

Signature of Representative

Date \_\_\_\_\_

Printed Name of HUB

Signature of Representative

Date \_\_\_\_\_

**NOTE: NOTHING ON THIS NOTICE OF INTENT FORM IS INTENDED TO CONFER ANY RIGHTS, EXPRESSED OR IMPLIED, TO ANY THIRD PARTIES.**

Pre-Approval for Subcontractor Substitutions must be obtained from the Jefferson County Purchasing Agent's Representative. The "HUB Subcontractor/Subconsultant Change Form" must be completed and faxed to 409-835-8456.

**Offeror Must Complete and Return This Page With Offer.**

# Historically Underutilized Business (HUB) Subcontracting Participation Declaration Form

PAGE 1 OF 4

***This information must be submitted with your bid.***

Bidder intends to utilize subcontractors/subconsultants in the fulfillment of this contract (if awarded).

☐ Yes    ☐ No

Prime Contractor: \_\_\_\_\_ HUB: ☐ Yes ☐ No

HUB Status (Gender & Ethnicity): \_\_\_\_\_

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

Street	City	State	Zip
--------	------	-------	-----

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Project Title & No.: \_\_\_\_\_ IFB/RFP No.: \_\_\_\_\_

Total Contract: \$ \_\_\_\_\_ Total HUB Subcontract(s): \$ \_\_\_\_\_

Construction HUB Goals: 12.8% MBE:: \_\_\_\_\_ % 12.6% WBE: \_\_\_\_\_ %

Sub-goals: 1.7 African-American, 9.7% Hispanic, 0.7% Native American, 0.8% Asian American.  
Use these goals as a guide to diversify.

**FOR HUB OFFICE USE ONLY:**

Verification date HUB Program Office reviewed and verified HUB Sub information      Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## PART I. HUB SUCONTRACTOR DISCLOSURE

HUB Subcontractor Name: \_\_\_\_\_

HUB Status (Gender & Ethnicity):

Certifying Agency: ☐ Texas Bldg & Procurement Comm. ☐ Texas Unified Certification Prog.

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

Street	City	State	Zip
--------	------	-------	-----

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed:

**Offeror Must Complete and Return This Page With Offer.**

## HUB SUBCONTRACTOR DISCLOSURE

**(Duplicate as Needed)**

RFP 16-016/YS, FEMA Grant Management and Insurance Advisory Services for Jefferson County

# Historically Underutilized Business (HUB) Subcontracting Participation Declaration Form

**PAGE 3 OF 4**

**PART II: STATEMENT OF NON-COMPLIANCE FOR NOT MEETING HUB SUBCONTRACTING GOALS**

***Please complete Good Faith Effort (GFE) Checklist and attach any supporting documentation.***

Our firm was unable to meet the HUB goals for this project for the following reasons:

- ☐ All subcontractors to be utilized are "Non-HUBs." (Complete Part III)
- ☐ HUBs were solicited but did not respond.
- ☐ HUBs solicited were not competitive.
- ☐ HUBs were unavailable for the following trade(s):
- ☐ Other:

Was the Jefferson County HUB Office contacted for assistance in locating HUBs? ☐ Yes ☐ No

### PART III: DISCLOSURE OF OTHER “NON-HUB” SUBCONTRACTS

The bidder shall use this area to provide a listing of all “Non-HUB” Subcontractors, including suppliers, that will perform under this project. A list of those “Non-HUB” Subcontractors the bidder selects, after bid submission, shall be provided to the Purchasing Office not later than five (5) calendar days after being notified that bidder is the apparent low bidder. A list of those “Non-HUB” Subcontractors that are selected after contract award must be provided **immediately** after their selection.

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

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

Street	City	State	Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount:	\$	Percentage of Prime Contract:	%
------------------------------	----	-------------------------------	---

Description of Subcontract Work to be Performed:

Subcontractor Name:

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

Street	City	State	Zip
--------	------	-------	-----

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed:

**Offeror Must Complete and Return This Page With Offer.**

# Historically Underutilized Business (HUB) Subcontracting Participation Declaration Form

**PAGE 4 OF 4**

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

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

Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

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

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

Street	City	State	Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

I hereby certify that I have read the *HUB Program Instructions and Information*, truthfully completed all applicable parts of this form, and **attached any necessary support documentation as required**. I fully understand that intentionally falsifying information on this document may result in my not receiving a contract award or termination of any resulting contract.

Name (print or type): \_\_\_\_\_

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

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

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

E-mail address: \_\_\_\_\_

Contact person that will be in charge of invoicing for this project:

Name (print or type): \_\_\_\_\_

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

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

E-mail address:

**Offeror Must Complete and Return This Page With Offer.**

## Residence Certification/Tax Form

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Jefferson County requests Resident Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

(3) "Nonresident bidder" refers to a person who is not a resident.

(4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

☐ I certify that \_\_\_\_\_ [company name] is a Resident Bidder of Texas as defined in Government Code §2252.001.

☐ I certify that \_\_\_\_\_ [company name] is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is \_\_\_\_\_ (city and state).

Taxpayer Identification Number (T.I.N.):	
Company Name submitting bid/proposal:	
Mailing address:	
If you are an individual, list the names and addresses of any partnership of which you are a general partner:	

**Property:** List all taxable property owned by you or above partnerships in Jefferson County.

Jefferson County Tax Acct. No.*	Property address or location**

\* This is the property amount identification number assigned by the Jefferson County Appraisal District.

\*\* For real property, specify the property address or legal description. For business property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored as a warehouse or other location.

**Offeror Must Complete and Return This Page With Offer.**

## Bid Affidavit

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. Bidder further certifies and agrees to furnish any and/or all commodities upon which prices are extended at the price offered, and upon the conditions contained in the specifications and the Notice to Bidders.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, a Notary Public in and for the State of \_\_\_\_\_,

on this day personally appeared \_\_\_\_\_, who  
(name)

after being by me duly sworn, did depose and say:

"I, \_\_\_\_\_ am a duly authorized officer of/agent  
(name)

for \_\_\_\_\_ and have been duly authorized to execute the  
(name of firm)

foregoing on behalf of the said \_\_\_\_\_.  
(name of firm)

I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services/commodities bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder: \_\_\_\_\_

Fax: \_\_\_\_\_ Telephone# \_\_\_\_\_

by: \_\_\_\_\_ Title: \_\_\_\_\_  
(print name)

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

SUBSCRIBED AND SWORN to before me by the above-named

\_\_\_\_\_ on

this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public in and for  
the State of \_\_\_\_\_

**Offeror Must Complete and Return This Page With Offer.**



**JEFFERSON COUNTY DRAINAGE DISTRICT NO. 7**  
**GRANTEE CONTRACT NO. DRS010219 P.O. NO. 058189**

CONTRACTOR: MK CONSTRUCTORS  
 MONTHLY ESTIMATE NO.18 (Retainage)  
 ORIGINAL CONTRACT AMOUNT: \$2,961,035.00  
 CURRENT CONTRACT AMOUNT: \$3,157,614.03  
 CONTRACT DATE: December 9, 2013  
 WORK COMPLETED: 100%

PERIOD ENDING: 5/10/2016  
 CONTRACT WORKING DAYS: 266  
 CONTRACT DAYS USED: 232  
 CONTRACT TIME USED: 87%

BID ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITIES	COMPLETE	UNIT COSTS	CONSTRUCTION ITEM TOTAL COSTS
1	MOBILIZATION	LS	1.0	1.00	\$77,700.00	\$77,700.00
2	CLEARING AND GRUBBING	ACRE	3.0	3.00	\$10,000.00	\$30,000.00
3	CHANNEL EXCAVATION	CY	19,250.0	19,250.00	\$6.50	\$125,125.00
4	ENTRANCE STRUCTURE	LS	1.0	1.00	\$1,735,000.00	\$1,735,000.00
5	50' BRIDGE	LS	1.0	1.00	\$315,000.00	\$315,000.00
6	6" CONCRETE LINER	SY	11,280.0	11,650.00	\$57.00	\$664,050.00
7	TEMPORARY FENCING	LF	500.0	500.00	\$49.00	\$24,500.00
8	TRENCH SAFETY SYSTEM	LF	4,000.0	4,000.00	\$0.10	\$400.00
9	GRADING AND SEEDING	ACRE	3.0	3.00	\$1,450.00	\$4,350.00
10	STORM WATER COMPLIANCE	LS	1.0	1.00	\$6,000.00	\$6,000.00
<b>TOTAL BASE</b>						<b>\$2,982,125.00</b>

**CHANGE ORDER**

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITIES	COMPLETE	UNIT COSTS	CONSTRUCTION ITEM TOTAL COSTS
1	Added (1x3) Rock @ Outfall	TON	143.0	105.51	\$53.00	\$5,592.03
2	Electrical Modifications	LS	1.0	1.00	\$8,410.00	\$8,410.00
3	Overshot Gate Motor Actuators	LS	1.0	1.00	\$2,896.00	\$2,896.00
4	Seal Slabs	LS	1.0	1.00	\$26,390.00	\$26,390.00
5	Helical Tie-Back Extensions	LS	1.0	1.00	\$35,290.00	\$35,290.00

6	60" ADS Pipe Collar / Extension	LS	1.0	1.00	\$22,918.00	\$22,918.00
7	Install (4) Conc Wingwalls @ Bridge	LS	1.0	1.00	\$36,176.00	\$36,176.00
8	Install T631LS Galv Traffic Rail @ Bridge	LS	1.0	1.00	\$15,377.00	\$15,377.00
9	Install 18" Rip Rap @ Intake	TONS	80.0	80.00	\$82.00	\$6,560.00
10	Install 3"x5" Rip Rap @ Intake	TONS	15.0	15.00	\$53.00	\$795.00
11	Install Timber Post Cable Barrier	LS	1.0	1.00	\$7,985.00	\$7,985.00
12	Install Razor Wire Extensions	LS	1.0	1.00	\$2,400.00	\$2,400.00
13	Install Fence Overhangs	LS	1.0	1.00	\$1,500.00	\$1,500.00
14	Install Electric J-Box for Entergy	LS	1.0	1.00	\$3,200.00	\$3,200.00
TOTAL BASE						\$175,489.03

TOTAL AMOUNT OF WORK DONE  
MATERIALS ON HAND NOT IN PLACE

\$3,157,614.03

\$0.00

**SUBTOTAL**

\$3,157,614.03

**NO** RETAINAGE (0%)

\$0.00

**SUBTOTAL**

\$3,157,614.03

LESS SPECIAL DEDUCTIONS

\$0.00

LESS LIQUIDATED DAMAGES

\$0.00

LESS PREVIOUS PAYMENTS

\$2,999,733.33

**AMMOUNT DUE THIS ESTIMATE**

**\$157,880.70**

APPROVED BY:


*Kenneth Stewart*  
KENNETH STEWART  
MK CONSTRUCTORS

*5.10.16*  
DATE

*Cody Croley*  
CODY CROLEY  
CARROLL & BLACKMAN, INC.

*5/22/16*  
DATE

ATTEST:

*Carolyn L. Guidry*  
Carolyn L. Guidry, County Clerk  


JEFFERSON COUNTY, TEXAS

*Jeff Branick*  
Jeff Branick, County Judge



# Texas General Land Office - Disaster Recovery

## Certificate of Construction Completion (Form 6-9) (Revised: 7/11/12)

(SUBMIT ONE FOR EACH PRIME CONSTRUCTION CONTRACT)

Grantee: Jefferson County

GLO-DR Contract No: 10-5153-000

DRS Grant No: DRS015005

This is to certify that a final inspection of the project described below was conducted on the 16 day of May, 2016.

Contract was entered into on the 12th day of November, 2013, between the city / county of Jefferson County and MK Constructors for the construction of Main B Diversion.

This is to further certify that:

1. The work has been completed in accordance with the plans and specifications and all addenda, change orders and supplemental agreements thereto, with the following exceptions:

No exceptions

2. The sum of \$ 0, deducted from the final payment to the Contractor is a fair and equitable settlement for the foregoing excepted work.

3. The Contractor has presented on behalf of itself and its sureties, satisfactory evidence that he or she will repair, replace and make good any faulty workmanship and/or materials discovered in the work within a period of 12 months from this date, as provided in the Contract.

4.	Amount of Original Contract	<u>\$2,961,035</u>
	Cumulative Change Orders	<u>\$196,579.03</u>
	Final Amount of Contract	<u>\$3,157,614.03</u>
	Less Previous Payments	<u>\$2,999,733.33</u>
	Less Deductions (from #2 above)	<u>\$0</u>
	FINAL PAYMENT (Balance)	<u>\$157,880.7</u>

5. The Final Payment in the amount above is now due and payable.

6. Final Quantities:

Activity Code	Project Name (from Performance Statement)	Description (What is your Activity)	Qty	Metric
5 - Flood and Drainage Facilities	Main B Diversion	New drainage lateral	1,615	Linear Feet

For assistance with completing the above table: See GLO site Non-Housing Forms: (Appendix 1: Performance Table)

Certified by:

[Signature]  
 Engineer Signature  
0075-02064  
 Engineer Name - Printed  
PROJECT MANAGER  
 Title  
LJA ENGINEERING, INC.  
 Firm

[Signature]  
 Contractor Signature  
KENNETH D. STEWART  
 Contractor Name - Printed  
PRO.  
 Title  
MK CONSTRUCTORS

[Signature]  
 C.E.O. Signature  
JEFF R. BRANICK  
 C.E.O. Name - Printed  
County Judge  
 Title  
Jefferson  
 City / County of

ATTEST  
 DATE 6/12/16



GLO - Disaster Recovery Program Forms



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Deborah Clark, Purchasing Agent*

---

1149 Pearl Street, Beaumont, TX 77701 Phone: 409-835-8593 Fax: 409-835-8456

**MEMORANDUM**

To: Commissioners' Court

From: Deborah Clark  
Purchasing Agent

A handwritten signature in black ink, appearing to be "dc", is written over the name "Deborah Clark".

Date: June 22, 2016

Re: Disposal of Salvage Property

Consider and possibly approve disposition of salvage property as authorized by Local Government Code §263.152 (3), for broken or obsolete items.

Thank you.

JEFFERSON COUNTY, TEXAS  
1149 PEARL STREET  
BEAUMONT, TX 77701

DISPOSAL OF SALVAGE PROPERTY

June 27, 2016

DEPARTMENT	DESCRIPTION OF PROPERTY	SERIAL NO.	ASSET NO.
COUNTY CLERK	VERIFONE CREDIT CARD MACHINE	209-335-648	
COUNTY CLERK	VERIFONE CREDIT CARD MACHINE	209-335-603	
COUNTY CLERK	VERIFONE CREDIT CARD MACHINE	209-336-515	
COUNTY CLERK	2-BOXES KODAK SYSTEM CLEANER		
COUNTY CLERK	2-BOXES KODAK FILM		
<i>contact person: Jessica Grammer</i>			
CRIME LAB	35MM FILM CAMERA	3278512	3823
CRIME LAB	35MM FILM CAMERA	6595175	
CRIME LAB	SONY MAVICA DIGITAL CAMERA	50471	25783
<i>contact person: Tiffany Aardahl</i>			
DISTRICT CLERK	IBM 1500 TYPEWRITER		23113
DISTRICT CLERK	MALPERIN PAYMASTER SALES MACHINE		12633
<i>contact person: Dolly Rush</i>			
J.P. PCT. 4	SHARP EL-2630 III CALCULATOR		30261
J.P. PCT. 4	SHARP EL-2630 III CALCULATOR		30262
J.P. PCT. 4	SHARP EL-2630 III CALCULATOR		30263
J.P. PCT. 4	BROTHER EM630 TYPEWRITER		29980
<i>contact person: Charlotte Law</i>			
COUNTY COURT AT LAW #3	BURGUNDY COURTROOM CHAIR		32566
COUNTY COURT AT LAW #3	BURGUNDY OFFICE CHAIR		
COUNTY COURT AT LAW #3	BURGUNDY JURY ROOM CHAIR		
COUNTY COURT AT LAW #3	BURGUNDY JURY ROOM CHAIR		
<i>contact person: Cynthia Jackson</i>			

Approved by Commissioners' Court: \_\_\_\_\_





# Resolution

STATE OF TEXAS

§  
§  
§

COMMISSIONERS COURT

COUNTY OF JEFFERSON

OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED at a meeting of Commissioners Court of Jefferson County, Texas, held on the 27th day of June, 2016, on motion made by Everette D. Alfred, Commissioner of Precinct No. 4, and seconded by Eddie Arnold, Commissioner of Precinct No. 1, the following Resolution was adopted:

**WHEREAS, Dolly McPhillips**, has devoted 22 years of her life serving the people of Jefferson County with pride and professionalism; and

**WHEREAS, Dolly McPhillips** has gone over and beyond the call of duty to make sure the citizens of Jefferson County and the Judges she has served have been provided with excellent customer service, loyalty and care. Dolly has shared her life with her co-workers and blessed all who have known and worked with her throughout her career.

**WHEREAS, Dolly McPhillips**, has dedicated her exceptional work ethic and knowledge to her position as a Clerk for the Jefferson County Clerk's office and then as a loyal Clerk to both Judge Larry Gist and Judge Raquel West.

**WHEREAS, Dolly McPhillips**, will be missed by her work family who will carry with them a lifelong memory of an incredible person and dedicated worker. Her loyal friendship and sense of humor will truly be missed by all.

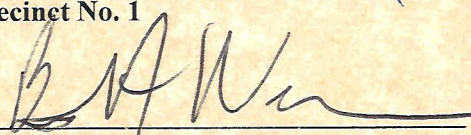
**WHEREAS**, having made a significant contribution to the Jefferson County Clerks' Office, the Drug Impact Court and the 252<sup>nd</sup> District Court, **Dolly McPhillips** is recognized for going above and beyond what was asked of her to promote the good and welfare of the citizens of Jefferson County as well as the efficient running of the Courts she worked in.

**NOW THEREFORE, BE IT RESOLVED**, that the Jefferson County Commissioners Court does hereby honor and commend **Dolly McPhillips** for her dedicated service as a valuable employee of Jefferson County and wishes her well in her retirement.

SIGNED this 27th day of June, 2016.

  
JUDGE JEFF R. BRANICK  
County Judge

  
COMMISSIONER EDDIE ARNOLD  
Precinct No. 1

  
COMMISSIONER BRENT A. WEAVER  
Precinct No. 2

  
COMMISSIONER MICHAEL S. SINEGAL  
Precinct No. 3

  
COMMISSIONER EVERETTE D. ALFRED  
Precinct No. 4







**A. CECIL WALKES, M.D.**  
COUNTY HEALTH DIRECTOR

**Johnnie Roberts, MSW**  
ADMINISTRATIVE DIRECTOR

**Jefferson County Public**  
Health Department

**June 16, 2016**

**TO: FRAN LEE**  
Financial Manager

**FROM: Johnnie Roberts**

**RE: Transfer of Funds**

---

**Please transfer \$5,200.00 out of Account Number 120-5079-442-10-05 to Account Number 120-5074-441-10-05.**

**At the 2015-2016 budget hearing this department requested \$49,187 for account number 120-5074-441-10-05 (Extra Help) and the department received \$42,000. The requested funds will be used to meet payroll for the balance of the fiscal year for Amy Hadnot, Jared Jackson, and Rita Davis.**

**Your help is appreciated.**

  
**Johnnie Roberts**

JEFFERSON COUNTY, TEXAS

FINANCIAL & OPERATING  
STATEMENTS - COUNTY FUNDS ONLY

For the Month Ending May 31, 2016



Patrick Swain - County Auditor



**PATRICK SWAIN**  
COUNTY AUDITOR  
(409) 835-8500



1149 PEARL ST. - 7TH FLOOR  
BEAUMONT, TEXAS 77701

June 22, 2016

Honorable Commissioners Court:  
Judge Jeff R. Branick  
Commissioner Eddie Arnold  
Commissioner Brent Weaver  
Commissioner Michael "Shane" Sinegal  
Commissioner Everette "Bo" Alfred

Gentlemen:

In compliance with Section 114.023 of the Local Government Code, I herewith present the monthly report of the financial condition of Jefferson County as of May 31, 2016 together with the results of operations of the budget for the eighth period then ended.

**Revenue:**

Total budgeted revenue collected for the month ending May 31, 2016 is \$100,772,614. Budgeted Revenues are \$118,954,643 leaving \$18,182,029 in revenue to be collected in order to meet our budgetary revenue goals. Highlights of revenues are as follows:

**Property Taxes:**

Property tax collections are \$78,623,869 for the first eight months of the year. This amount represents 97% of the budgeted amount of \$80,959,960.

**Sales Taxes:**

Fifty-six percent of budgeted revenue for sales taxes has been collected. Sales Tax revenue is budgeted to be \$23,925,000.

Page Two

**Licenses & Permits:**

Sixty-five percent of budgeted revenue from Licenses & Permits has been collected. Licenses & Permits are budgeted to be \$414,620 for the year.

**Intergovernmental:**

Sixty percent of Intergovernmental Revenue has been collected. Intergovernmental Revenue is budgeted to be \$1,454,559.

**Fees:**

Sixty-two percent of the budgeted revenue for Fees has been collected. Revenue from Fees is budgeted to be \$10,382,154 for the year.

**Fines and Forfeitures:**

Sixty-seven percent of Fines and Forfeitures have been collected. Revenues from Fines and Forfeitures are budgeted to be \$1,575,000.

**Interest:**

Sixty-seven of the budgeted revenue for Interest has been collected. Revenues from Interest are budgeted to be \$219,350.

**Other Revenues:**

Thirty-eight dollars of the budgeted revenue for Other Revenue has been collected. Revenues from Other Revenues are budgeted to be \$24,000 for the year.

**Expenditures:**

Overall for the County's budgeted funds, sixty percent of the expenditures have been spent.

Page Three

Expenditures are budgeted to be \$124,651,004, which includes General Funds and debt service funds, excluding budgeted transfers of \$4,893,271 for the fiscal year ending September 30, 2016.

Please call me if you have any questions on the enclosed report.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Swain', with a long horizontal stroke extending to the right.

Patrick Swain  
County Auditor

JEFFERSON COUNTY, TEXAS  
FINANCIAL & OPERATING  
STATEMENTS - COUNTY FUNDS ONLY  
FOR THE MONTH ENDING May 31, 2016  
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Jefferson County, Texas  
Consolidated Balance Sheet  
For The Month Ending May 31, 2016

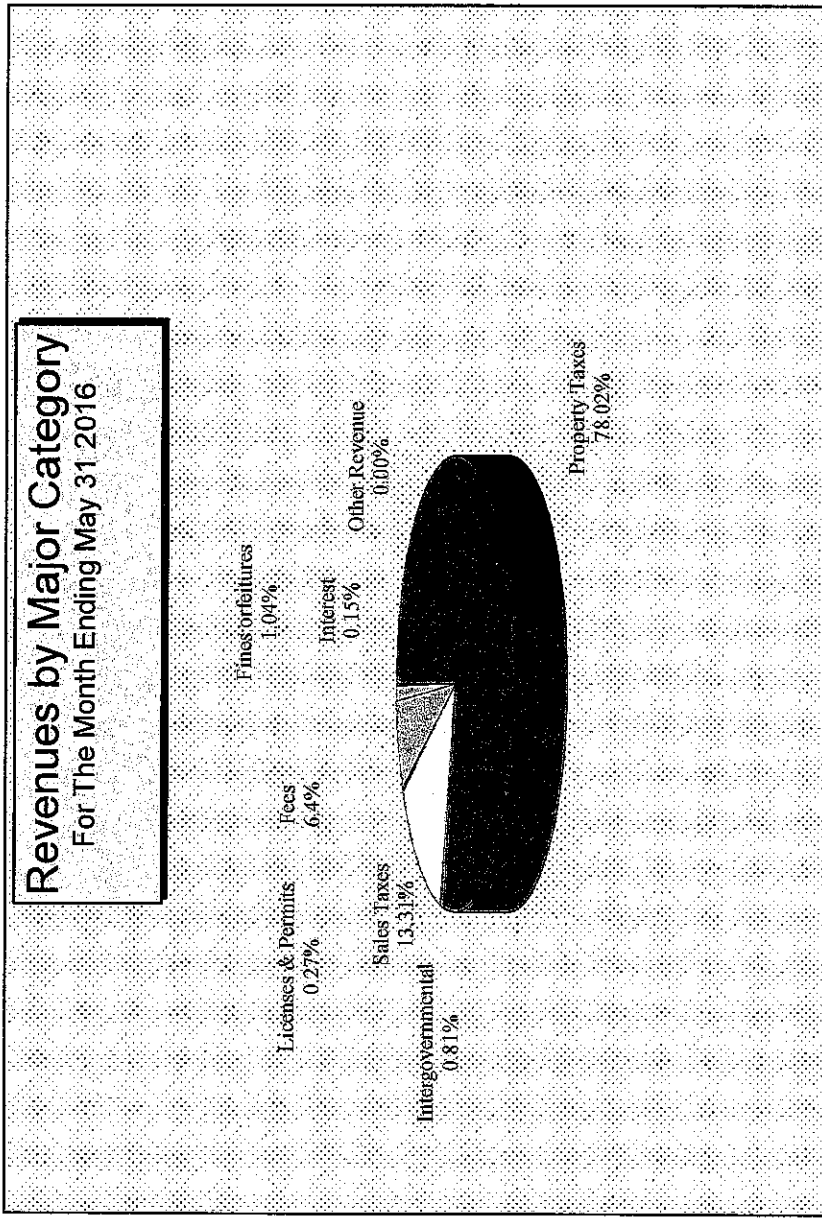
		General Funds	Special Revenue Funds	Capital Project Funds	Debt Service Funds	Enterprise Funds	Internal Service Funds	Total
<u>ASSETS</u>								
Cash and Cash Equivalents	\$	71,662,405	17,467,659	7,418,888	5,807,449	(1,066,778)	(2,817,212)	\$ 98,472,411
Receivables & Prepaids		6,868,431	62,720	-	162,664	22,659	-	7,116,474
Intergovernmental Receivables		2,597,854	(10,190)	-	-	-	-	2,587,664
Due From Other Funds		150,324	-	-	-	-	-	150,324
Inventory		482,768	55,754	-	-	111,031	-	649,553
Other Assets		-	-	-	-	83,354,590	-	83,354,590
Total Assets	\$	81,761,782	17,575,943	7,418,888	5,970,113	82,421,502	(2,817,212)	\$ 192,331,016
<u>LIABILITIES AND FUND BALANCE/EQUITY</u>								
Payables	\$	3,442,823	537,479	-	-	954,996	2,503,116	\$ 7,438,414
Intergovernmental Payables		360	-	-	-	23	-	383
Due To Other Funds		-	-	-	-	-	-	-
Other Liabilities		8,407,558	44,295	-	148,150	348,200	-	8,948,203
Fund Balance/Equity		69,911,041	16,994,169	7,418,888	5,821,963	81,118,283	(5,320,328)	175,944,016
Total Liabilities and Fund Balance/Equity	\$	81,761,782	17,575,943	7,418,888	5,970,113	82,421,502	(2,817,212)	\$ 192,331,016

Jefferson County, Texas  
Statement of Changes in Fund Balances  
For The Month Ending May 31, 2016

	4/30/2016	Month Ending May 31, 2016			5/31/2016	
	Fund Balance	Receipts	Disbursements	Transfers In/(Out)	Prior Period Adjustment	Fund Balance
Jury Fund	\$ 489,869	\$ 40,549	\$ 15,367	\$ -	\$ -	\$ 515,051
Road & Bridge Pct. 1	2,320,851	69,670	91,143	-	-	2,299,378
Road & Bridge Pct. 2	626,854	62,015	175,650	-	-	513,219
Road & Bridge Pct. 3	681,359	57,477	103,977	-	-	634,859
Road & Bridge Pct. 4	1,170,802	76,918	106,605	-	-	1,141,115
Engineering Fund	432,987	5,439	69,707	-	-	368,719
Parks & Recreation	140,828	5,914	7,195	-	-	139,547
General Fund	62,699,509	3,666,379	7,263,806	-	-	59,102,082
Mosquito Control Fund	1,576,296	10,308	144,624	-	-	1,441,980
Tobacco Settlement Fund	3,753,609	1,482	-	-	-	3,755,091
<b>Total General Funds</b>	<b>73,892,964</b>	<b>3,996,151</b>	<b>7,978,074</b>	<b>-</b>	<b>-</b>	<b>69,911,041</b>
<b>Total Special Revenue Funds</b>	<b>17,055,321</b>	<b>1,320,419</b>	<b>1,381,562</b>	<b>(9)</b>	<b>-</b>	<b>16,994,169</b>
Total Capital Project Funds	7,800,703	83,883	465,707	9	-	7,418,888
Total Debt Service Funds	5,791,785	30,678	500	-	-	5,821,963
Total Enterprise Funds	81,052,506	426,625	360,848	-	-	81,118,283
Total Internal Service Funds	(4,679,232)	1,333,022	1,974,118	-	-	(5,320,328)
<b>Total Balances</b>	<b>\$ 180,914,047</b>	<b>\$ 7,190,778</b>	<b>\$ 12,160,809</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 175,944,016</b>

Jefferson County Texas  
Statement of Revenues by Category - Compared with Budget Allocation  
For The Month Ending May 31, 2016

Category	Cumulative Actual	Annual Budget	Unrealized Balance	Percentage Unrealized
Property Taxes	\$ 78,623,869	\$ 80,959,960	\$ 2,336,091	2.89%
Sales Taxes	13,411,635	23,925,000	10,513,365	43.94%
Licenses & Permits	267,564	414,620	147,056	35.47%
Intergovernmental	865,735	1,454,559	588,824	40.48%
Fees	6,407,770	10,382,154	3,974,384	38.28%
Fines & Forfeitures	1,048,202	1,575,000	526,798	33.45%
Interest	147,801	219,350	71,549	32.62%
Other Revenue	38	24,000	23,962	99.84%
	<u>\$ 100,772,614</u>	<u>\$ 118,954,643</u>	<u>\$ 18,182,029</u>	<u>15.28%</u>



**Jefferson County, Texas**  
**Statement of Revenues - Compared With Budget Allocation**  
**For The Month Ending May 31, 2016**

	October 2015 -December	January	February	March	April	May	Cumulative		Annual Budget	Unrealized Balance
							Total			
<b>Jury Fund</b>										
Current Taxes	\$ 66,423	\$ 239,774	\$ 120,471	\$ 3,986	\$ 2,593	\$ 1,836	\$ 435,083	\$	447,180	\$ 12,097
Delinquent Taxes	978	970	414	150	278	212	3,002		3,322	320
Jury Fees	6,281	2,672	3,683	4,532	4,724	4,194	26,086		32,000	5,914
Other Revenue	103,190	29,648	33,218	(37,706)	-	34,307	162,657		400,000	237,343
<b>Road &amp; Bridge Pct. 1</b>										
Current Taxes	86,811	313,371	157,450	5,210	3,389	2,400	568,631		584,440	15,809
Delinquent Taxes	2,130	2,112	900	326	604	462	6,534		7,231	697
Intergovernmental Revenue	-	-	-	-	-	-	-		-	-
Auto Registration Fees	-	81,384	-	-	-	-	81,384		549,570	468,186
Road & Bridge Fees	126,182	47,205	49,627	63,212	51,318	48,044	385,588		549,570	163,982
Sales, Rentals & Services	22,990	-	-	-	-	-	22,990		-	(22,990)
Fines and Forfeitures	36,335	15,247	16,542	29,897	21,691	18,764	138,476		261,700	123,224
<b>Road &amp; Bridge Pct. 2</b>										
Current Taxes	79,545	287,148	144,273	4,773	3,106	2,199	521,044		535,532	14,488
Delinquent Taxes	1,964	1,948	830	301	557	426	6,026		6,668	642
Intergovernmental Revenue	-	-	-	-	-	-	-		-	-
Auto Registration Fees	-	74,573	-	-	-	-	74,573		503,580	429,007
Road & Bridge Fees	110,823	41,459	43,587	55,518	45,072	42,196	338,655		503,580	164,925
Sales, Rentals & Services	293	-	-	95	-	-	388		-	(388)
Fines and Forfeitures	33,294	13,971	15,158	27,395	19,875	17,194	126,887		239,800	112,913
<b>Road &amp; Bridge Pct. 3</b>										
Current Taxes	72,612	262,121	131,699	4,357	2,835	2,008	475,632		488,857	13,225
Delinquent Taxes	1,775	1,760	750	272	503	385	5,445		6,026	581
Intergovernmental Revenue	-	-	-	-	-	-	-		-	-
Auto Registration Fees	-	68,074	-	-	-	-	68,074		459,690	391,616
Road & Bridge Fees	103,451	38,701	40,687	51,825	42,073	39,389	316,126		459,690	143,564
Sales, Rentals & Services	-	-	-	-	-	-	-		-	-
Fines and Forfeitures	30,393	12,753	13,837	25,008	18,144	15,695	115,830		218,900	103,070
<b>Road &amp; Bridge Pct. 4</b>										
Current Taxes	92,748	334,806	168,220	5,567	3,621	2,564	607,526		624,415	16,889
Delinquent Taxes	2,291	2,272	968	351	650	498	7,030		7,779	749
Intergovernmental Revenue	-	-	-	-	-	-	-		1,200	1,200
Auto Registration Fees	-	86,950	-	-	-	-	86,950		587,160	500,210
Road & Bridge Fees	132,137	49,433	51,969	66,195	53,740	50,311	403,785		587,160	183,375
Sales, Rentals & Services	(1,176)	300	-	-	435	3,500	3,059		-	(3,059)
Fines and Forfeitures	38,816	16,289	17,672	31,939	23,172	20,045	147,933		279,600	131,667
Other Revenue	-	-	-	-	-	-	-		-	-

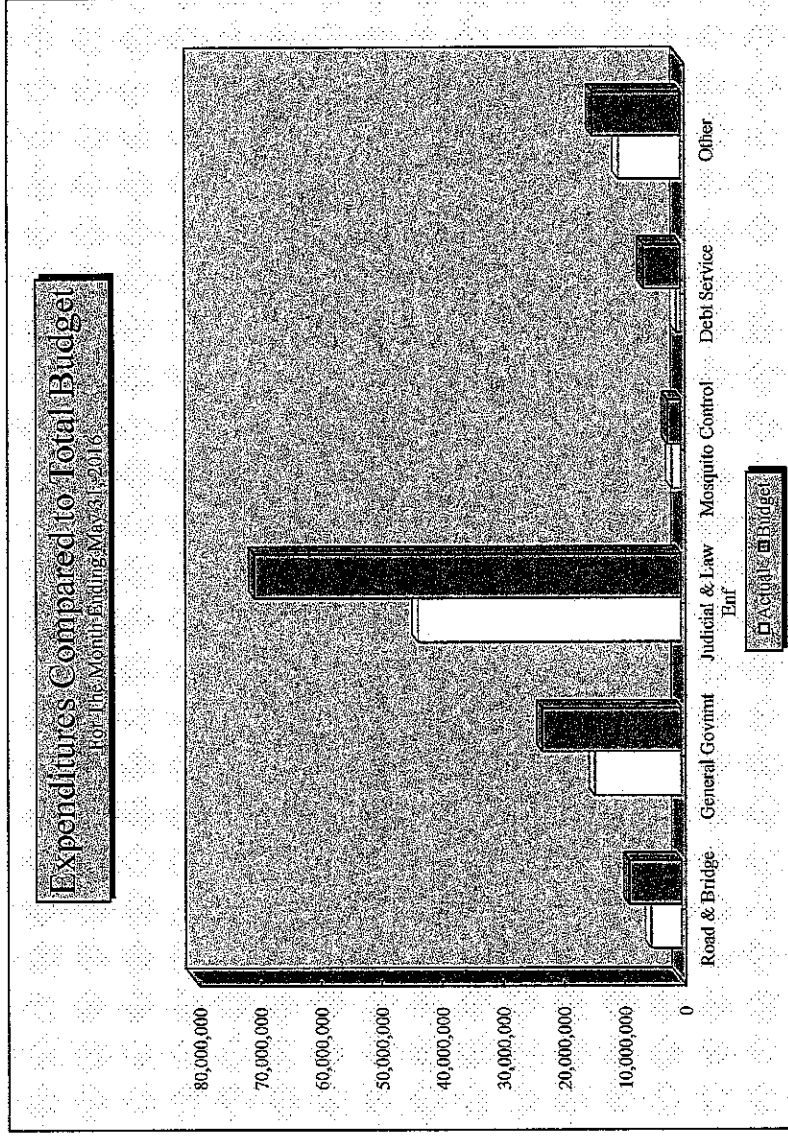


**Jefferson County, Texas**  
**Statement of Revenues - Compared With Budget Allocation**  
**For The Month Ending May 31, 2016**

	October 2015 -December	January	February	March	April	May	Cumulative Total	Annual Budget	Unrealized Balance
<b>Engineering Fund</b>									
Current Taxes	\$ 145,343	\$ 524,664	\$ 263,611	\$ 8,723	\$ 5,675	\$ 4,018	\$ 952,034	\$ 978,501	\$ 26,467
Delinquent Taxes	3,435	3,406	1,452	526	974	746	10,539	11,662	1,123
Licenses and Permits	-	-	-	-	-	500	500	400	(100)
Sales, Rentals & Services	-	-	200	-	25	175	400	1,375	975
<b>Parks &amp; Recreation</b>									
Current Taxes	-	-	-	-	-	-	-	-	-
Delinquent Taxes	496	492	210	76	141	108	1,523	1,685	162
Sales, Rentals & Services	18,923	5,670	6,470	6,040	5,104	5,806	48,013	70,200	22,187
<b>General Fund</b>									
Current Taxes	11,547,434	41,684,330	12,851,076	693,037	(589,304)	319,228	66,505,801	68,608,665	2,102,864
Delinquent Taxes	283,395	280,942	119,744	43,402	80,357	61,521	869,361	961,907	92,546
Sales Taxes	2,007,495	2,021,452	2,736,704	1,975,748	2,214,899	2,455,337	13,411,635	23,925,000	10,513,365
Other Taxes	-	38	-	-	-	-	38	24,000	23,962
Licenses and Permits	70,172	35,220	34,249	34,964	48,459	44,000	267,064	414,220	147,156
Intergovernmental Revenue	147,630	10,104	101,097	60,128	290,798	93,321	703,078	1,053,359	350,281
Fees of Office	872,930	473,270	351,265	468,722	186,771	321,019	2,673,977	4,236,300	1,562,323
Other Sales, Rentals & Svcs.	517,463	195,341	429,475	260,993	210,882	263,562	1,877,716	1,842,279	(35,437)
Fines & Forfeitures	214,513	22,894	122,535	8,630	68,990	81,514	519,076	575,000	55,924
Interest	10,916	9,146	36,023	26,672	19,820	26,877	129,454	200,000	70,546
Other Revenue	-	-	-	-	-	-	-	-	-
<b>Mosquito Control Fund</b>									
Current Taxes	322,899	1,165,610	585,648	19,379	12,606	8,926	2,115,068	2,173,870	58,802
Delinquent Taxes	6,363	6,310	2,689	975	1,805	1,382	19,524	21,604	2,080
Spraying Contract	-	-	-	-	-	-	-	-	-
Sales, Rentals & Services	6	-	-	-	-	-	6	-	(6)
<b>Tobacco Settlement Fund</b>									
Interest	2,769	450	1,603	1,252	1,031	1,482	8,587	10,500	1,913
<b>Debt Service</b>									
Current Taxes	830,740	2,998,841	1,506,731	49,858	32,433	22,965	5,441,568	5,418,500	(23,068)
Delinquent Taxes	24,095	22,434	9,815	3,662	7,071	5,421	72,498	72,116	(382)
Interest	1,042	499	2,428	1,913	1,586	2,292	9,760	8,850	(910)
Other, Sales, Rentals & Svcs.	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 18,178,345</b>	<b>\$ 51,486,054</b>	<b>\$ 20,174,980</b>	<b>\$ 4,007,903</b>	<b>\$ 2,898,503</b>	<b>\$ 4,026,829</b>	<b>\$ 100,772,614</b>	<b>\$ 118,954,643</b>	<b>\$ 18,182,029</b>

Jefferson County, Texas  
Statement of Expenditures - Compared With Budget Allocation - 67% of Budget Expended  
For The Month Ending May 31, 2016

	Cumulative Actual	Annual Budget	Unencumbered Balance	Percentage Unencumbered
Jury Fund	\$ 408,425	\$ 1,016,433	\$ 608,008	59.82%
Road & Bridge Funds	4,345,586	7,358,571	3,012,985	40.95%
Engineering Fund	659,146	1,055,510	396,364	37.55%
Parks & Recreation Fund	58,234	202,274	144,040	71.21%
General Fund:				
General Government	14,257,093	22,898,883	8,641,790	37.74%
Judicial	11,486,202	18,642,615	7,156,413	38.39%
Law Enforcement	31,375,298	50,543,587	19,168,289	37.92%
Education	206,187	409,074	202,887	49.60%
Health & Welfare	6,597,503	8,488,181	1,890,678	22.27%
Maintenance	2,370,434	3,763,781	1,393,347	37.02%
Other	889,900	1,774,056	884,156	49.84%
Mosquito Control Fund	1,544,160	2,261,918	717,758	31.73%
Tobacco Settlement	100,000	100,000	-	-
Debt Service Funds	771,660	6,136,121	5,364,461	87.42%
	<u>\$ 75,069,828</u>	<u>\$ 124,651,004</u>	<u>\$ 49,581,176</u>	<u>39.78%</u>



Jefferson County, Texas  
Statement of Expenditures - Compared With Budget Allocation  
For The Month Ending May 31, 2016

	October 2015										Annual		Unencumbered	
	December	January	February	March	April	May	Encumbrances		Cumulative		Budget		Balance	
	\$	\$	\$	\$	\$	\$	\$	\$	Total	\$	\$	\$	\$	\$
Jury Fund	193,663	57,729	59,856	57,240	19,674	15,367	4,896	408,425	1,016,433	608,008				
Road & Brdg Pct. 1	302,402	92,298	108,221	153,901	88,273	91,143	174,719	1,010,957	1,626,879	615,922				
Road & Brdg Pct. 2	389,318	100,749	110,773	155,825	122,111	175,650	132,664	1,187,090	1,824,918	637,828				
Road & Brdg Pct. 3	320,044	92,091	101,562	167,952	95,246	103,977	68,136	949,008	1,818,541	869,533				
Road & Brdg Pct. 4	440,110	110,626	68,766	195,015	103,884	106,605	173,525	1,198,531	2,088,233	889,702				
Engineering	304,241	71,389	71,783	71,340	68,342	69,707	2,344	659,146	1,055,510	396,364				
Parks & Recreation	12,323	4,801	6,257	4,589	1,208	7,195	21,861	58,234	202,274	144,040				
Tax Assessor/Coll.	999,109	281,957	294,332	274,566	271,253	276,407	7,132	2,404,756	3,857,301	1,452,545				
Human Resources	98,197	30,061	32,219	30,450	31,307	33,917	2,745	258,896	440,054	181,158				
County Auditor	398,045	103,535	104,342	106,620	107,896	105,864	286	926,588	1,452,050	525,462				
County Clerk	560,576	174,781	166,772	163,122	163,412	164,183	60,704	1,453,550	2,280,584	827,034				
County Judge	221,388	61,185	66,648	65,381	67,444	65,120	1,664	548,830	893,263	344,433				
Risk Management	63,516	18,025	18,018	18,275	17,938	18,806	-	154,578	251,272	96,694				
County Treasurer	96,119	27,811	28,593	28,760	28,490	30,014	1,398	241,195	381,825	140,640				
Printing Department	34,489	8,123	10,274	10,951	10,809	14,354	7,923	96,923	163,521	66,598				
Purchasing Department	133,194	39,974	40,450	39,982	41,155	39,485	14,495	348,735	560,791	212,056				
General Services	2,301,656	590,268	1,316,701	437,701	744,741	458,756	58,759	5,908,582	9,540,076	3,631,494				
MIS	566,619	157,226	162,029	138,906	136,911	154,379	49,916	1,365,906	2,126,365	760,379				
Voter's Registration	67,841	7,153	11,051	1,174	8,150	6,988	475	102,832	144,203	41,371				
Elections	186,410	38,553	8,984	149,070	20,091	31,559	10,985	445,652	807,578	361,926				
District Attorney	1,667,479	481,149	488,704	492,109	479,358	496,020	12,760	4,117,579	6,541,322	2,423,743				
District Clerk	470,576	143,618	143,606	142,700	141,297	142,818	8,230	1,192,845	1,907,002	714,157				
Criminal Dist. Court	355,770	96,386	127,309	114,253	107,172	132,394	50	933,334	1,533,277	599,943				
58th Dist. Court	76,406	22,155	24,544	23,667	20,659	21,033	467	188,931	312,943	124,012				
60th Dist. Court	75,147	21,826	21,999	21,857	21,861	23,361	1,349	187,400	292,139	104,739				
136th Dist. Court	77,078	22,422	22,478	22,716	22,469	22,974	959	191,096	300,145	109,049				
172nd Dist. Court	72,674	20,613	21,192	20,597	20,930	21,111	-	177,117	297,368	120,251				
252nd Dist. Court	275,482	80,537	121,808	113,736	84,295	110,448	277	786,583	1,157,940	371,357				
279th Dist. Court	96,516	21,107	34,936	28,219	27,449	31,756	-	239,983	400,192	160,209				
317th Dist. Court	185,387	44,604	60,164	46,532	59,861	54,886	857	452,291	774,625	322,334				
J.P. Pct. 1 P1 1	67,670	25,413	26,034	26,705	27,828	27,645	1,206	222,501	361,649	139,148				
J.P. Pct. 1 P1 2	84,941	26,303	26,509	27,337	26,914	26,854	1,395	220,253	362,996	142,743				
J.P. Pct. 2	73,872	21,891	21,491	21,835	22,824	23,245	55	185,213	338,142	152,929				
J.P. Pct. 4	89,049	26,662	27,260	26,596	25,951	27,640	686	223,844	361,252	137,408				
J.P. Pct. 6	93,372	27,185	27,289	27,089	27,167	27,749	150	230,001	373,062	143,061				
J.P. Pct. 7	82,233	24,422	24,260	24,491	28,124	26,385	377	210,292	363,697	153,405				
J.P. Pct. 8	85,864	25,267	25,723	24,542	23,842	22,045	3,066	210,349	372,391	162,042				
Cnty. Court at Law 1	120,084	35,493	35,880	36,957	35,250	35,139	104	298,907	476,262	177,355				
Cnty. Court at Law 2	174,377	44,194	58,382	49,731	47,286	51,305	-	425,275	646,695	221,420				
Cnty. Court at Law 3	175,033	52,061	54,275	52,133	52,813	53,335	770	440,420	726,395	285,975				
Court Master	94,134	28,391	27,307	27,103	27,011	27,417	-	231,363	483,393	252,030				

Jefferson County, Texas  
Statement of Expenditures - Compared With Budget Allocation  
For The Month Ending May 31, 2016

	October 2015												Unencumbered Balance
	December	January	February	March	April	May	Encumbrances			Cumulative		Annual	
										Total		Budget	
Dispute Resolution	\$ 42,708	\$ 17,321	\$ 14,528	\$ 14,433	\$ 12,725	\$ 17,207	\$ 1,703	\$		120,625	\$	259,728	\$ 139,103
Alternative School	74,110	22,065	22,065	23,628	22,751	23,856	-			188,475		393,885	205,410
Comm. Supervision	1,738	3,394	358	358		358	-			6,564		19,003	12,439
Sheriff's Dept.	3,411,626	966,090	960,666	1,028,873	946,110	943,493	44,568			8,301,426		13,339,540	5,038,114
Crime Lab	336,303	87,485	85,362	98,109	84,453	84,484	14,243			790,439		1,372,578	582,139
Jail	6,592,679	2,203,963	1,843,482	2,113,111	2,633,334	2,001,427	195,035			17,583,031		27,744,977	10,161,946
Juvenile Probation	335,655	99,918	98,118	94,663	97,165	101,419	1,671			828,609		1,579,201	750,592
Juvenile Detention	456,831	149,587	140,322	137,433	140,857	144,733	51,070			1,220,833		2,100,514	879,681
Constable Pct. 1	181,898	56,679	56,318	51,435	107,820	58,335	3,879			516,364		809,963	293,599
Constable Pct. 2	106,065	39,324	32,065	32,235	32,407	33,717	1,786			277,599		451,296	173,697
Constable Pct. 4	102,617	29,632	30,027	30,122	30,592	35,003	547			258,540		433,505	174,965
Constable Pct. 6	143,973	41,732	68,927	39,127	41,499	43,002	2,720			380,980		600,781	219,801
Constable Pct. 7	109,402	33,206	35,656	32,792	31,980	32,151	1,200			276,387		436,365	159,978
Constable Pct. 8	119,287	61,603	37,066	32,123	32,128	33,118	120			315,445		476,979	161,534
County Morgue	126,872	66,250	56,465	59,250	67,481	54,150	138			430,606		785,000	354,394
Agriculture Ext.	82,552	24,214	23,078	26,382	23,524	25,308	1,129			206,187		409,074	202,887
Public Health # 1	279,617	77,007	97,765	123,428	88,384	85,418	7,161			758,780		1,271,722	512,942
Public Health # 2	278,303	99,861	88,340	80,368	80,593	87,916	3,245			718,626		1,244,489	525,863
Nurse Practitioner	73,389	20,172	18,299	22,221	21,194	21,335	7,193			183,803		304,295	120,492
Child Welfare	17,606	12,182	11,109	4,532	5,857	11,811	-			63,097		149,900	86,803
Env. Control	91,734	22,398	23,465	26,051	25,136	25,126	-			213,910		385,203	171,293
Ind. Medical Svcs.	~235,840	72,514	1,886,594	105,642	1,891,093	127,007	196,930			4,515,620		4,905,362	389,742
Emergency Mgmt.	58,673	16,693	16,696	16,696	18,213	16,696	-			143,667		227,210	83,543
Beaumont Maintenance	450,620	143,726	287,054	121,233	199,469	282,685	289,174			1,773,961		2,785,083	1,011,122
Port Arthur Maint.	178,372	54,928	56,432	49,541	53,636	58,858	19,176			470,943		759,584	288,641
Mid-County Maint.	37,692	13,580	18,501	12,599	12,294	14,260	16,604			125,530		219,114	93,584
Service Center	174,644	56,050	65,703	65,358	52,448	73,585	211,549			699,337		1,260,582	561,245
Veteran Service	73,083	21,869	21,901	26,603	24,962	21,956	189			190,563		296,912	106,349
Mosquito Control	717,913	82,069	87,517	141,807	94,466	144,624	275,764			1,544,160		2,261,918	717,758
Tobacco Settlement	100,000	-	-	-	-	-	-			100,000		100,000	-
Debt Service Funds	500	770,660	-	-	-	500	-			771,660		6,136,121	5,364,461
Contingency	-	-	-	-	-	-	-			-		216,562	216,562
Total	\$ 27,194,706	\$ 8,726,206	\$ 10,392,660	\$ 8,251,878	\$ 10,351,625	\$ 7,978,574	\$ 2,174,179	\$		75,069,828	\$	124,651,004	\$ 49,581,176

Jefferson County, Texas  
Statement of Bonded Indebtedness  
For The Month Ending May 31, 2016

Issue	Beginning Amount Outstanding	2015-2016 Requirements				2015-2016 Payments				Ending Amount Outstanding
		Principal	Interest	Fees	Total	Principal	Interest	Fees	Total	
2011 Refunding Bonds	2,265,000	1,115,000	67,950	4,000	1,186,950	-	33,975	1,700	35,675	2,265,000
2012 Refunding Bonds	37,590,000	3,210,000	1,454,000	4,000	4,668,000	-	727,000	1,200	728,200	37,590,000
2013 Refunding Bonds	805,000	265,000	12,171	4,000	281,171	-	6,085	1,700	7,785	805,000
	\$ 40,660,000 \$	4,590,000 \$	1,534,121 \$	12,000 \$	6,136,121	\$ - \$	767,060 \$	4,600 \$	771,660 \$	40,660,000

Jefferson County, Texas  
Statement of Transfers In and Out

	Fund	Transfers In	Transfers Out
120	General Fund	-	1,094,615 (a)
293	HAVA Fund	-	23,695 (a)
311	Capital Projects Fund	23,695 (a)	46,471 (a)
312	CERTZ Grant	46,471 (a)	
550	SETEC Fund	1,094,615 (a)	-
865	Marine Division	-	23,175 (a)
888	2015 Port Security Grant	23,175 (a)	-
		<u>\$1,187,956</u>	<u>\$1,187,956</u>

(a) Budgeted Transfer



## TxCDBG Contract Amendment/Modification Request - Form A1101

Grant Recipient Name: JEFFERSON COUNTY Contract No 713250 Region SETRPC  
 Modification No. 3 Start Date 11/12/2013 End Date 11/11/2015 Contract Amount \$275,000.00

Check all contract provisions to be amended/modified (additional questions appear for some selections):

☒ Exhibit A Performance Statement ☒ Exhibit B Budget ☐ Contract Period (extension) ☐ Special Conditions  
☐ Other \_\_\_\_\_

What changes are proposed for the contract? \_\_\_\_\_

Why are the proposed revisions requested for this contract?

Rehab Single-beneficiaries reduced from 18 to 15 households (35 total persons) and to revise the Sewer Improvement (force main) installation to 8,060 lf and 274 lf of bore. Reducing the number of Sewer Improvement total beneficiaries to 18 families (39 total persons).

Is the contract on hold for non-compliance with audit, monitoring, or programmatic requirements? ☐ No ☐ TDA concur ☐

### For Performance Statement Amendment/Modification Requests

Do the proposed revisions address the same problem identified in the current Performance Statement? (Select One)

☐ Yes, same activity addressing the same problem

Do the proposed revisions change the beneficiaries of the contract? (Select One)

☐ Yes, the beneficiaries indicated in the Performance Statement will decrease by less than 25%.

Do the proposed revisions change the locations as described in the Performance Statement? (Select One)

☐ Yes, the attached map shows the original project locations and proposed project locations.

How significant are the proposed revisions? (Select One)

☐ For project with target area benefit: all work within same target area.

Is a previously conducted Environmental Review still valid? (Select One)  
☐ Yes, the Review has been re-evaluated and remains valid. TDA  
concur ☐

Are all clearances previously submitted for contract Special Conditions still valid? (Select One)

☐ Yes, the clearances have been re-evaluated and remain valid.

How will the proposed improvements be completed? (Select One)

☐ Included in existing construction contract as awarded.

Will the project be completed by the contract end date? (Select One)

☐ Yes

## For Budget Amendment/Modification Requests

Enter the entire project Exhibit B and proposed change(s), including activities with no change.

Activity	Original Budget	Current Budget	Present (+/-) \$ Change	Revised Budget
03J - Sewer Improvement-Construction	\$209,000.00	\$139,314.00	\$52,143.75	\$191,457.75
03J - Sewer Improvements-Engineering	\$36,000.00	\$20,000.00	(\$1,000.00)	\$19,000.00
14A - Rehab Single-Unit-Sewer	\$0.00	\$69,686.00	(\$52,143.75)	\$17,542.25
14A - Rehab Single-Engineering	\$0.00	\$16,000.00	(\$2,700.00)	\$13,300.00
21J - General Administration	\$30,000.00	\$30,000.00	(\$3,000.00)	\$27,000.00
Totals	\$275,000.00	\$275,000.00	(\$6,700.00)	\$268,300.00

Do the proposed revisions move more than 20% of the total grant funds from one activity to another? ☒ No ☐ Yes

Do the proposed revisions require new budget activities? ☒ No ☐ Yes

Do the proposed revisions move funds from construction activities to administration or engineering activities? ☒ No ☐ Yes

If Yes, describe additional adm/eng services

*TDA Staff: Record change in IDIS.* ☐

Provide any other appropriate information about this request in the space below:

Supporting Documents Attached (if applicable):

☐ Revised Exhibit A (using track changes) ☐ Revised Exhibit B (using track changes) ☐ Resolution and Notice of Public Hearing

☐ Engineer's letter ☐ Revised Project Map ☐ Revised Implementation Schedule

☐ Other

**By my signature, I certify that the above is true and accurate and hereby request the contract change:**

Signature of Authorized Signator

Title

Date

### Notifications:

Mailing Address

1149 PEARL STREET, BEAUMONT, TEXAS 77701

Email Address for Grant Recipient

JBRANICK@CO.JEFFERSON.TX.US

Other Email Address (list address for persons to be included in notification)

VBALLOU@GMJINC.COM

### TDA Action:

☐ Notes Attached

Contract Specialist

TxCDBG Manager

TxCDBG Director

ORA Administrator

Date

Date

Date

Date

Required as of 10/21/2013 for all requested changes to TxCDBG contracts.

For additional information on contract changes see TxCDBG Project Implementation Manual Chapter 11



**EXHIBIT A**  
**PERFORMANCE STATEMENT**  
**COUNTY OF JEFFERSON**

All activities funded with TxCDBG funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons, aid in the prevention or elimination of slums or blight, or meet community development needs having a particular urgency.

Contractor shall carry out the following activities in the target area identified in the Application. The Contractor shall ensure that the amount of funds expended for each activity described does not exceed the amount specified for such activity in the Budget.

**CURRENT NEED**

Residents in the unincorporated community of Cheek, located in Jefferson County, do not have access to public sewer service and rely upon failing septic systems, resulting in a threat to public health.

The Contractor certifies that the activity (ies) carried out under this contract will meet the National Objective of benefitting low- and moderate-income persons with at least 51% of the beneficiaries qualifying as low- to moderate-income.

**ACTIVITIES**

Sewer Improvements Contractor shall provide first-time sewer access to eighteen (18) households in the unincorporated community of Cheek. Contractor shall install approximately eight thousand sixty linear feet (8,060 lf.) of three-inch (3") force main, approximately two hundred seventy four (274 lf.) of bore, valves, pavement and driveway repair, and all associated appurtenances. Residents will be served by the West Jefferson County Municipal Water District.

STREET	FROM	TO
Phillips St.	Boyt Road	478 ft to the west
Landry Road	Boyt Road	1068 ft to the east of Boyt Road
Trahan Road	Lawhon Road	855 ft. South of Lawhon Road
Wells Road	Brooks Road	1138 ft. North of Brooks Rd.
Boyt Road	Landry Road	1320 ft. North of Blossom St.
Faith Road	MLK Road	1160 ft to the North of MLK
MLK Road	Boyt Road	1320 ft to the west of Boyt

These activities shall benefit thirty-nine (39) persons, of which thirty-nine (39) persons or 100 percent (100%) are of low- to moderate-income.

Rehab: Single-Unit Residential – Sewer Contractor shall provide first-time sewer service to fifteen (15) households with grinder pumps in the Community of Cheek. Contractor shall install fifteen (15) electrical panel boxes (for the grinder units), fifteen (15) yard lines, tap fees, and all associated appurtenances. Residents will be served by the West Jefferson County Municipal Water District. Construction shall take place within the community of Cheek.

5808 Moonglow	4048 Wells	8684 Phillips
8033 Boyt	8701 Phillips	8461 Landry
9382 Lawhon	5853 Martel	7116 Faith
7964 Boyt	7606 Boyt	
7351 Boyt	7498 Boyt	
7763 Boyt	7727 Boyt	

These activities shall benefit thirty-five (35) persons, of which thirty-five (35) or one hundred percent (100%) are of low to moderate income.

#### **Acquisition**

Contractor shall acquire easements needed for first-time sewer grinder pumps. Contractor shall carry out all acquisition of needed real property, easements, and/or rights-of-way in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. Sec. 4601 et. seq.) and HUD implementing regulations (24 C.F.R. Part 42).

#### **Engineering**

Contractor shall ensure that the amount of Department funds expended for all eligible project-related engineering services, including preliminary and final design plans and specifications, all interim and final inspections, and all special services does not exceed the amount specified for engineering in the Budget.

#### **General Administration**

Contractor shall ensure that the amount of Department funds expended for all eligible project-related administration activities, including the required annual program compliance and fiscal audit does not exceed the amount specified for administration in the Budget.

NAME	AMOUNT	CHECK NO.	
JURY FUND			
OFFICE DEPOT	131.80	422093	
TRI-CITY COFFEE SERVICE	301.50	422113	
DAWN DONUTS	85.00	422236	518.30**
ROAD & BRIDGE PCT.#1			
CLASSIC CHEVROLET	65.93	422038	
APAC, INC. - TROTTI & THOMSOM	697.37	422049	
BASE SEAL	4,970.00	422051	
CARQUEST AUTO PARTS # 96	4,189.44	422054	
CHEMAX CORP.	451.78	422055	
M&D SUPPLY	73.35	422087	
MUNRO'S	29.65	422089	
OFFICE DEPOT	167.48	422093	
AT&T	63.38	422105	
SOUTHERN TIRE MART, LLC	50.00	422121	
DEPARTMENT OF INFORMATION RESOURCES	.20	422126	6,758.58**
ROAD & BRIDGE PCT.#2			
MUNRO'S	18.45	422089	
RITTER @ HOME	13.97	422100	
BUMPER TO BUMPER	6.69	422155	39.11**
ROAD & BRIDGE PCT. # 3			
ABLE FASTENER, INC.	221.70	422039	
FARM & HOME SUPPLY	54.16	422066	
ENERGY	256.38	422069	
MUSTANG CAT	12.44	422090	
PHILPOTT MOTORS, INC.	168.01	422097	
DEPARTMENT OF INFORMATION RESOURCES	.78	422126	
SSPURLOCK ROAD VETERINARY CLINIC	51.42	422187	
SCHEAFFER MFG CO	3,218.62	422205	
HAMSHIRE GULF	88.00	422219	4,071.51**
ROAD & BRIDGE PCT.#4			
APAC, INC. - TROTTI & THOMSOM	1,716.50	422049	
HARTMANN BLDG. SPECIALITIES	130.00	422073	
CASH ADVANCE ACCOUNT	402.72	422079	
M&D SUPPLY	3.24	422087	
MUNRO'S	142.36	422089	
OFFICE DEPOT	144.21	422093	
OIL CITY TRACTORS, INC.	177.55	422094	
VULCAN MATERIALS CO.	177.55	422115	
UNITED STATES POSTAL SERVICE	6,607.48	422133	
VULCAN INC	.80	422145	
LANDSOWNE-MOODY CO	582.04	422160	
A-1 MACHINE & HYDRAULIC	497.49	422170	
INTERSTATE ALL BATTERY CENTER - BMT	185.00	422172	
ON TIME TIRE	19.99	422188	
SSILSBEE FORD INC	110.99	422211	
SOUTHEAST TEXAS PARTS AND EQUIPMENT	35,123.95	422212	
GCCR TIRES & SERVICE	22.95	422218	45,992.10**
ENGINEERING FUND			
UNITED STATES POSTAL SERVICE	.40	422133	.40**
PARKS & RECREATION			
ALL-PHASE ELECTRIC SUPPLY	352.68	422059	
LOWE'S HOME CENTERS, INC.	62.64	422141	
PARKER LUMBER	356.70	422176	
SPRINT WASTE SERVICES LP	310.80	422214	
COPE'S TRAILERS	277.50	422230	
CARROT-TOP INDUSTRIES INC	361.00	422244	1,721.32**
GENERAL FUND			
TAX OFFICE			

NAME	AMOUNT	CHECK NO.
PAMELA G. YATES	231.00	422040
GUARDIAN FORCE	153.00	422041
OFFICE DEPOT	836.66	422093
PITNEY BOWES, INC.	580.00	422098
FACE IMAGEWEAR	21.35	422103
DEPARTMENT OF INFORMATION RESOURCES	.18	422126
UNITED STATES POSTAL SERVICE	973.16	422133
CUMMINS-ALLISON CORP	151.54	422191
KATHLEEN SPENCER	723.68	422225
ALLISON GETZ	723.68	422227
COUNTY HUMAN RESOURCES		
UNITED STATES POSTAL SERVICE	1.20	422133
AUDITOR'S OFFICE		
CASH ADVANCE ACCOUNT	587.12	422079
UNITED STATES POSTAL SERVICE	17.72	422133
COUNTY CLERK		
UNITED STATES POSTAL SERVICE	294.94	422133
COUNTY JUDGE		
CHEROKEE COUNTY CLERK	597.00	422060
OFFICE DEPOT	152.49	422093
UNITED STATES POSTAL SERVICE	7.93	422133
GRACE NICHOLS	1,600.00	422169
HARVEY L WARREN III	2,000.00	422175
THOMSON REUTERS-WEST	116.58	422198
JAN GIROUARD & ASSOCIATES LLC	400.00	422239
RISK MANAGEMENT		
UNITED STATES POSTAL SERVICE	30.64	422133
COUNTY TREASURER		
UNITED STATES POSTAL SERVICE	307.85	422133
PURCHASING DEPARTMENT		
OFFICE DEPOT	44.33	422093
UNITED STATES POSTAL SERVICE	1.20	422133
GENERAL SERVICES		
GUARDIAN FORCE	36.00	422041
CASH ADVANCE ACCOUNT	145.00	422079
SPINDLETOP MHMR	32,990.75	422084
TIME WARNER COMMUNICATIONS	490.28	422107
CROWN CASTLE INTERNATIONAL	1,456.22	422150
SSAM'S CLUB DIRECT	158.13	422190
DYNAMEX INC	201.57	422210
DATA PROCESSING		
OFFICE DEPOT	54.41	422093
CDW COMPUTER CENTERS, INC.	54.04	422124
VERIZON WIRELESS	75.98	422129
VOTERS REGISTRATION DEPT		
CDW COMPUTER CENTERS, INC.	96.99	422124
UNITED STATES POSTAL SERVICE	201.00	422133
ELECTIONS DEPARTMENT		
HART INTER CIVIC	2,429.52	422072
UNITED STATES POSTAL SERVICE	9.34	422133
PCM-G	64.00	422171

## NAME

## CHECK NO.

## AMOUNT

ABSOLUTE PRINT SOLUTIONS

1,722.16

422186

4,225.02\*

DISTRICT ATTORNEY

DALLAS CHILDRENS ADVOCACY CENTER  
FED EX

550.00

422061

JEFFERSON CTY. BAR ASSOCIATION  
KIRKSEY'S SPRINT PRINTING

15.24

422067

LEGAL DIRECTORIES PUB. CO.  
NATIONAL DISTRICT ATTORNEY'S ASSN.

56.00

422078

OFFICE DEPOT

24.95

422082

ELIZABETH PARKS

84.50

422083

UNITED STATES POSTAL SERVICE

366.00

422091

FILE &amp; SERVE XPRESS LLC

1,385.16

422093

THOMSON REUTERS-WEST

897.25

422095

HEALTHPORT

177.67

422133

CORY KNEELAND

13.00

422193

DISTRICT CLERK

3,147.65

422199

SOUTHERN COMPUTER WAREHOUSE

157.48

422207

OFFICE DEPOT

410.00

422245

OFFICE DEPOT

7,284.90\*

422048

UNITED STATES POSTAL SERVICE

481.48

422048

COASTAL BUSINESS FORMS

51.27

422093

CRIMINAL DISTRICT COURT

351.64

422133

THOMAS J. BURBANK, P.C.

3,931.50

422196

JIMMY D. HAMM

4,815.89\*

422196

KEVIN S. LAINE

1,200.00

422053

CAROLYN WIEDENFELD

800.00

422053

LANGSTON ADAMS

2,309.37

422070

60TH DISTRICT COURT

2,600.00

422122

OFFICE DEPOT

600.00

422143

UNITED STATES POSTAL SERVICE

5,509.37\*

422144

UNITED STATES POSTAL SERVICE

694.80

422093

1136TH DISTRICT COURT

.40

422133

UNITED STATES POSTAL SERVICE

.80

422133

252ND DISTRICT COURT

.80

422133

THOMAS J. BURBANK, P.C.

800.00

422053

UNITED STATES POSTAL SERVICE

251.44

422133

JAMES R. MAKIN, P.C.

1,564.92

422179

279TH DISTRICT COURT

2,616.36\*

422179

TERRENCE HOLMES

150.00

422075

MELANIE AIREY

225.00

422223

LAW OFFICE OF J SCOTT FREDERICK

150.00

422224

ANDREW P GERTZ

225.00

422228

317TH DISTRICT COURT

750.00\*

422228

TEXAS CENTER FOR JUDICIARY

250.00

422111

JUDY PAASCH

2,323.90

422156

JUSTICE COURT-PCT 1 PL 1

678.77\*

422133

CASH ADVANCE ACCOUNT

282.86

422079

UNITED STATES POSTAL SERVICE

14.82

422133

JUSTICE COURT-PCT 1 PL 2

282.86

422079

CDW COMPUTER CENTERS, INC.

435.58

422048

JUSTICE COURT-PCT 4

12.70

422074

SOUTHERN COMPUTER WAREHOUSE

282.86\*

422124

HERNANDEZ OFFICE SUPPLY, INC.

435.58

422048

NAME	AMOUNT	CHECK NO.
DEPARTMENT OF INFORMATION RESOURCES		
LEXISNEXIS MATTHEW BENDER	.11	422126
INDEPENDENT STATIONERS	51.44	422142
	76.62	422180
	576.45*	
JUSTICE COURT-PCT 6		
UNITED STATES POSTAL SERVICE	34.36	422133
JUSTICE COURT-PCT 7		
DEPARTMENT OF INFORMATION RESOURCES	.12	422126
CLASSIC FORMS AND PRODUCTS	297.00	422149
JUSTICE OF PEACE PCT. 8		
CASH ADVANCE ACCOUNT	1,446.55	422079
OFFICE DEPOT	657.13	422093
CHERYL LOEB	581.23	422246
COUNTY COURT AT LAW NO.1		
UNITED STATES POSTAL SERVICE	467.47	422133
GERALD EDDINS		422194
COUNTY COURT AT LAW NO. 2		
UNITED STATES POSTAL SERVICE	3.66	422133
LANGSTON ADAMS	1,400.00	422144
JOEL WEBB VAZQUEZ	250.00	422154
JARED GILTHORPE	250.00	422217
CORY J CRENSHAW	34.54	422226
JANSON ELLIOTT BAILEY	1,400.00	422240
COUNTY COURT AT LAW NO. 3		
DONALD BOUDREAU	250.00	422052
BRUCE W. COBB	250.00	422057
WENDELL RADFORD	250.00	422099
ERICARDO VEGA	100.00	422114
UNITED STATES POSTAL SERVICE	16.09	422133
LAURIE PEROZZO	1,000.00	422173
MATUSKA LAW FIRM	300.00	422215
JARED GILTHORPE	500.00	422217
JONATHAN VERNON	250.00	422238
COURT MASTER		
VERIZON WIRELESS	141.22	422129
UNITED STATES POSTAL SERVICE	2.46	422133
MEDIATION CENTER		
OFFICE DEPOT	50.81	422093
UNITED STATES POSTAL SERVICE	14.65	422133
SHERIFF'S DEPARTMENT		
KAY ELECTRONICS, INC.	457.50	422080
MOORMAN & ASSOCIATES, INC.	1,200.00	422088
DEPARTMENT OF INFORMATION RESOURCES	1.03	422126
VERIZON WIRELESS	3,153.19	422131
UNITED STATES POSTAL SERVICE	947.39	422133
BEAUMONT OCCUPATIONAL SERVICE, INC.	65.90	422136
CHILD ABUSE & FORENSIC SERVICES	860.00	422137
CHERRERA'S EMERGENCY LIGHTING	1,400.00	422148
TEXAS CODE BLUE LLC	990.00	422153
TRITA HURT	500.00	422183
HIGGINBOTHAM INSURANCE AGENCY INC	100.00	422222
SOUTHEAST TEXAS OCCUPATIONAL MEDICI	630.00	422241
CRIME LABORATORY		
GUARDIAN FORCE	1,880.00	422041

10,305.01\*

2,916.09\*

143.68\*

65.46\*

NAME	AMOUNT	CHECK NO.	
LYNN PEAVEY CO., INC.			
OFFICE DEPOT	436.50	422086	
ULTRA LABELING SYSTEMS	134.03	422093	
AIRGAS SOUTHWEST	395.22	422163	
SRDB SERVICES	129.73	422165	
JULIE HANNON	500.00	422185	
JAIL - NO. 2	600.00	422202	4,075.48*
AVIALL			
CITY OF BEAUMONT - WATER DEPT.	41.27	422050	
PETTY CASH - SHERIFF'S OFFICE	16,760.61	422056	
DEPARTMENT OF INFORMATION RESOURCES	76.00	422096	
INTERCONTINENTAL JET CORP	3.50	422126	
WORLD FUEL SERVICES	5,884.76	422157	
KROPP HOLDINGS INC	643.79	422174	
TEXAS PRISONER TRANSPORTATION SERVI	400.30	422206	
JUVENILE PROBATION DEPT.	1,363.29	422243	25,173.52*
S.E. TEXAS REGIONAL PLANNING			
VERIZON WIRELESS	450.00	422104	
UNITED STATES POSTAL SERVICE	66.86	422129	
JUVENILE DETENTION HOME	37.51	422133	554.37*
CITY OF BEAUMONT - WATER DEPT.			
EPS	3,091.82	422056	
GOLD CREST ELECTRIC CO., INC.	4,281.48	422064	
JOHN C. WHITE, D.D.S.	307.18	422068	
FLOWERS FOODS	150.00	422118	
AL FILTER SERVICE COMPANY	118.05	422151	
CONSTABLE PCT 1	183.79	422182	8,132.32*
VERIZON WIRELESS			
UNITED STATES POSTAL SERVICE	227.94	422129	
TEXAS CODE BLUE LLC	77.48	422133	
CONSTABLE-PCT 2	20.00	422153	325.42*
VERIZON WIRELESS			
CONSTABLE-PCT 4	113.97	422129	113.97*
DEPARTMENT OF INFORMATION RESOURCES			
VERIZON WIRELESS	113.97	422126	
CONSTABLE-PCT 6	03	422129	114.00*
CDW COMPUTER CENTERS, INC.			
VERIZON WIRELESS	96.99	422124	
UNITED STATES POSTAL SERVICE	113.97	422129	
COUNCIL FOR LAW EDUCATION & RESEARC	10.96	422133	
CONSTABLE PCT. 7	51.80	422140	273.72*
AT&T			
VERIZON WIRELESS	30.57	422105	
CONSTABLE PCT. 8	113.97	422129	144.54*
VERIZON WIRELESS			
AGRICULTURE EXTENSION SVC			
STARLA B. GARLICK			
POND BOSS, INC.	839.26	422042	
HEALTH AND WELFARE NO. 1	35.00	422134	874.26*
AUSTIN CECIL WALKES MD PA			
UNITED STATES POSTAL SERVICE	3,245.08	422117	
	94.73	422133	

NAME	AMOUNT	CHECK NO.
SSAM'S CLUB DIRECT DISPENSARY OF HOPE LLC	116.43 1,500.00	422190 422220
HEALTH AND WELFARE NO. 2		4,956.24*
O.W. COLLINS APARTMENTS OFFICE DEPOT	235.26 245.59	422058 422093
TIME WARNER COMMUNICATIONS	153.25	422108
AUSTIN CECIL WALKES MD PA	3,245.08	422117
CKLESSON MEDICAL-SURGICAL INC	3,353.31	422125
DISPENSARY OF HOPE LLC	1,500.00	422220
EXCEL MEDICAL WASTE LLC	39.90	422231
NURSE PRACTITIONER		5,772.39*
GEORGE V. ZUZUKIN, M.D. OFFICE DEPOT	1,000.00 436.65	422044 422093
LESLIE LITTLE	186.54	422221
CHILD WELFARE UNIT		1,623.19*
DISA, INC. BEAUMONT OCCUPATIONAL SERVICE, INC.	1,006.00 689.00	422063 422136
J.C. PENNEY'S	4,797.23	422138
SEARS COMMERICAL CREDIT	1,075.39	422139
ENVIRONMENTAL CONTROL		7,567.62*
AT&T DEPARTMENT OF INFORMATION RESOURCES	83.80 .16	422105 422126
INDIGENT MEDICAL SERVICES		83.96*
GUARDIAN FORCE KING'S PHARMACY	90.00 293.00	422041 422046
KING'S PHARMACY BEAUMONT	317.66	422184
CARDINAL HEALTH 110 INC	44,217.99	422204
TRUE VISION	59.99	422237
MAINTENANCE-BEAUMONT		44,978.64*
CITY OF BEAUMONT - WATER DEPT. ENERGY	13,010.29 39,438.80	422056 422069
AT&T DEPARTMENT OF INFORMATION RESOURCES	4,917.27 5,313.75	422105 422126
MAINTENANCE-PORT ARTHUR		62,680.11*
FASTENAL DEPARTMENT OF INFORMATION RESOURCES	6.00 .64	422123 422126
TEXAS GAS SERVICE	314.60	422147
DALE'S POOLS	18.99	422195
MEMBER'S BUILDING MAINTENANCE LLC	2,749.28	422209
SUPPLYWORKS	285.35	422229
COASTAL READY-MIX INC	807.50	422242
MAINTENANCE-MID COUNTY		4,182.36*
ALL-PHASE ELECTRIC SUPPLY ISI COMMERCIAL REFRIGERATION	307.00 133.87	422059 422077
ACE IMAGEWEAR	29.12	422103
SERVICE CENTER		469.99*
INTERSTATE BATTERIES OF BEAUMONT/PA KINSEL FORD, INC.	66.34 703.18	422076 422081
M&D SUPPLY	131.67	422087
MUNRO'S PHILPOTT MOTORS, INC.	39.45 169.19	422089 422097
JEFFERSON CTY. TAX OFFICE	7.50	422127
JEFFERSON CTY. TAX OFFICE	7.50	422128
THE FRONT END SHOP	79.95	422146
BUMPER TO BUMPER	385.59	422155



PGM: GMCOMMV2  
NAME  
HIGHTECH SIGNS  
AMERICAN TIRE DISTRIBUTORS  
MIGHTY OF SOUTHEAST TEXAS  
SILSBEE FORD INC  
WASTEWATER TRANSPORT SERVICES LLC

VETERANS SERVICE

OFFICE DEPOT  
UNITED STATES POSTAL SERVICE

MOSQUITO CONTROL FUND

GREYHOUND PACKAGE EXPRESS  
SUPERIOR TIRE & SERVICE  
EASTEX RUBBER & GASKET  
HARBOR FREIGHT TOOLS  
MUNRO'S  
FASTENAL  
DEPARTMENT OF INFORMATION RESOURCES  
AIRPORT GULF TOWING LLC  
ARELADYNE  
AERO PERFORMANCE

J.J.C. FAMILY TREATMENT

JUDY PAASCH

LAW LIBRARY FUND

TEXAS SUPREME COURT JOURNAL  
THOMSON REUTERS-WEST

JUVENILE PROB & DET. FUND

VERIZON WIRELESS

GRANT A STATE AID

CASH ADVANCE ACCOUNT  
OFFICE DEPOT  
TEXAS PROBATION ASSOCIATION  
HAYS COUNTY  
VERIZON WIRELESS  
YOUTH ADVOCATE PROGRAM

COMMUNITY SUPERVISION FND

SAM HOUSTON STATE UNIVERSITY  
DEPARTMENT OF INFORMATION RESOURCES  
VERIZON WIRELESS  
UNITED STATES POSTAL SERVICE  
JCCSC

JEFF. CO. WOMEN'S CENTER

ENERGY  
LUBE SHOP  
M&D SUPPLY  
AT&T  
SYSCO FOOD SERVICES, INC.  
BURT WALKER PARTNERS, LTD  
PETTY CASH - RESTITUTION I  
DEPARTMENT OF INFORMATION RESOURCES  
VERIZON WIRELESS  
BEN E KEITH FOODS  
MATARA PAPER COMPANY INC

COMMUNITY CORRECTIONS PRG

MORRELL PORTABLE BUILDINGS

LAW OFFICER TRAINING GRT

AMOUNT	CHECK NO.	
42.00	422161	
2,636.09	422168	
182.70	422181	
242.40	422211	
388.00	422216	5,081.56*
201.44	422093	
1.57	422133	203.01*
		274,270.91**
79.40	422045	
46.14	422047	
59.06	422065	
149.99	422071	
75.70	422089	
16.24	422123	
.06	422126	
200.00	422159	
585.21	422208	
623.32	422213	1,835.12**
50.00	422156	50.00**
670.00	422112	
2,556.17	422198	3,226.17**
32.69	422129	32.69**
209.25	422079	
274.52	422093	
600.00	422110	
13,020.00	422120	
32.17	422129	
2,411.60	422164	16,547.54**
235.00	422101	
3.51	422126	
121.19	422129	
115.35	422133	
450.00	422178	925.05**
1,743.30	422069	
88.96	422085	
132.70	422087	
131.30	422105	
1,732.88	422106	
4,500.00	422116	
138.12	422119	
.75	422126	
32.17	422129	
1,733.60	422152	
530.68	422197	10,764.46**
6,575.00	422233	6,575.00**

NAME	AMOUNT	CHECK NO.	
THE PRODUCTIVITY CENTER	200.00	422135	200.00**
REGIONAL COMM. SAVNS			
DEPARTMENT OF INFORMATION RESOURCES	533.28	422126	533.28**
COUNTY RECORDS MANAGEMENT			
UNITED STATES POSTAL SERVICE	.40	422133	.40**
DEPUTY SHERIFF EDUCATION			
AIRBORNE LAW ENFORCEMENT ASSN.	600.00	422043	
CASH ADVANCE ACCOUNT	261.90	422079	861.90**
J.J.P. COURTROOM TECH. FUND			
VERIZON WIRELESS	189.95	422129	189.95**
HOTEL OCCUPANCY TAX FUND			
GUARDIAN FORCE	256.00	422041	
GOLD CREST ELECTRIC CO., INC.	381.24	422068	
ENTERGY	1,174.24	422069	
MUNRO'S	84.00	422089	
TIME WARNER COMMUNICATIONS	110.53	422109	
DEPARTMENT OF INFORMATION RESOURCES	9.80	422126	
VERIZON WIRELESS	37.99	422129	
STARS OVER TEXAS	850.00	422162	
TOP DOG SOFTBALL CLUB	950.00	422166	3,853.80**
CAPITAL PROJECTS FUND			
LJA ENGINEERING INC	10,914.60	422189	
SHEPLEY BULFINCH	6,927.09	422232	17,841.69**
2012 REFUNDING BONDS			
THE BANK OF NEW YORK MELLON	500.00	422200	500.00**
AIRPORT FUND			
DELTA FASTENER, INC.	57.50	422062	
SANITARY SUPPLY, INC.	217.06	422102	
DEPARTMENT OF INFORMATION RESOURCES	.23	422126	
VERIZON WIRELESS	75.98	422129	
UNITED STATES POSTAL SERVICE	1.15	422133	
CRAWFORD ELECTRIC SUPPLY COMPANY	1,410.10	422192	
SOUTHEAST TEXAS PARTS AND EQUIPMENT	18.69	422212	
SUPPLYWORKS	277.28	422229	2,057.99**
AIRPORT IMPROVE. GRANTS			
TOLUNAY-WONG ENGINEERS INC	3,565.00	422177	3,565.00**
LIABILITY CLAIMS ACCOUNT			
CALVERT EAVES CLARKE & STELLY LLP	6,884.50	422234	
CALVERT EAVES CLARKE & STELLY LLP	2,050.31	422235	8,934.81**
WORKER'S COMPENSATION FD			
TRISTAR RISK MANAGEMENT	8,827.35	422158	8,827.35**
SHERIFF'S FORFEITURE FUND			
AIRBORNE LAW ENFORCEMENT ASSN.	150.00	422043	
UNITED BATTERIES & ACCESSORIES	6,900.00	422167	7,050.00**
CNTY & DIST COURT TECH FD			
VERIZON WIRELESS	227.96	422129	227.96**
MARINE DIVISION			

NAME

DEPARTMENT OF INFORMATION RESOURCES  
VERIZON WIRELESS  
PALMER POWER

CHECK NO.

422126  
422130  
422201

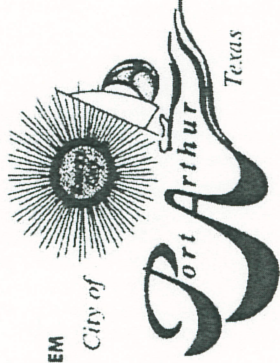
AMOUNT

202.24  
341.91  
1,402.48

1,946.63\*\*\*  
429,919.02\*\*\*

**DELORIS "BOBBIE" PRINCE, MAYOR**  
**KAPRINA RICHARDSON FRANK, MAYOR PRO TEM**

**COUNCIL MEMBERS:**  
**RAYMOND SCOTT, JR.**  
**TIFFANY L. HAMILTON**  
**MORRIS ALBRIGHT, III**  
**KEITH RICHARD**  
**WILLIE "BAE" LEWIS, JR.**  
**OSMAN SWATI**  
**CHARLOTTE MOSES**



**BRIAN MCDUGAL**  
**CITY MANAGER**

**SHERRI BELLARD, TRMC**  
**CITY SECRETARY**

**VAL TIZENO**  
**CITY ATTORNEY**

May 10, 2016

Jefferson County Commissioners Court  
 Fred Jackson  
 Assistant to County Judge  
 1001 Pearl Street  
 Beaumont, Texas 77701

*Re: 246 Dallas Avenue, Port Arthur, Texas [A.K.A. Jefferson County Adult Probation and Indigent Care Facility]*

Dear Mr. Jackson,

On behalf of the City of Port Arthur, this letter is being submitted to declare the City's interest in acquiring the property located at 246 Dallas Avenue, Port Arthur, Texas [legally described as All of Lots 1 - 12, Block 149 and All of Lot 7 and the adjoining 10' alley, Block 150], formally known as the Jefferson County Adult Probation and Indigent Care facility.

The donation of the property will allow us to develop a "one-stop-shop" for our Department of Development Services, which includes the Divisions of Planning and Zoning, Code Enforcement and Compliance, Grants Management, Housing and Community Development, and Geographical Information Systems.

This property is considered an important part of the City's need to expand and your consideration to donate the property to the City of Port Arthur is greatly appreciated. As soon as we hear from the County Commissioners, we will request that Port Arthur's City Council accept this generous donation.

Sincerely,

Brian McDougal,  
 City Manager

Cc: Michael Shane Sinegal, Precinct 3 Commissioner  
 Val Tizeno, City Attorney  
 Ron Burton, Director of Development Services

## Ron Westphal

---

**From:** Ron Westphal <[ronaldw@co.jefferson.tx.us](mailto:ronaldw@co.jefferson.tx.us)>  
**Sent:** Friday, June 17, 2016 1:51 PM  
**To:** 'Commissioner Brent Weaver - Precinct No. 2'; 'Commissioner Eddie Arnold - Precinct No. 1'; 'Commissioner Everette Alfred - Precinct No. 4'; 'Commissioner Michael Sinegal - Precinct No. 3'; 'County Judge Jeff Branick'; Jody Jannise, Prct 1 Foreman; Kenneth Minkins; 'Mark Redwine, Prct 3 Foreman'; 'Mike Trahan, Prct 2 Foreman'; Rhonda Conlin, Environmental Control; Shedrick Evans, Prct 4 Executive Asst  
**Subject:** June 27th Agenda Items  
**Attachments:** 2016 06 17 - FINAL PLAT - Steel Painters Industrial Park.pdf

Gentlemen,

This is a bit early but I will be on vacation next week so I'm sending the notice of agenda items prior to my week off.

The following items will be on the Agenda for the 27<sup>th</sup>:

- 1) Approval of construction plans for Phase 2 of Pine Island Estates, located in Precinct 2 off of Pine Island Road. This subdivision is also located within the ETJ of Beaumont but outside of their 2 mile planning area.
- 2) A Minor Plat of Steel Painters Industrial Park, located in Precinct 4 off of Chance Road (a private road). This property is located within the ETJ of Beaumont and within their 2 mile planning area. However, the director of Planning & Zoning at the City of Beaumont has cited Local Government Code Section 212.004 stating that the tract is greater than 5 acres and as such is exempt from municipal platting requirements.

If you have any questions please contact Don Rao as I will be out of the office.

Ron

*Ronald Westphal*  
 Jefferson County Engineering  
 1149 Pearl 5th Floor  
 Beaumont, TX 77701  
 Offc. 409 835-8584  
 Fax. 409 835-8718  
 email: [ronaldw@co.jefferson.tx.us](mailto:ronaldw@co.jefferson.tx.us)







# JEFFERSON COUNTY SHERIFF'S OFFICE

## SHERIFF G. MITCH WOODS

CHIEF TIM SMITH  
LAW ENFORCEMENT

CHIEF GEORGE MILLER  
CORRECTIONS

CHIEF MARK DUBOIS  
SERVICES

CHIEF RON HOBBS  
NARCOTICS

RECEIVED JUN 17 2016

To: Honorable Jeff R. Branick  
Commissioner – Eddie Arnold  
Commissioner – Brent Weaver  
Commissioner – Michael S. Sinegal  
Commissioner – Everette Alfred

From: G. Mitch Woods, Sheriff

Subject: Resolution for Retiring Office Specialist Terrye J. Miles  
Agenda item for the week of June 27, 2016

Date: June 15, 2016

Consider and possibly approve a Resolution recognizing Terrye J. Miles for 8 years and 11 months of dedicated service to the Jefferson County Sheriffs' Office and to the citizens of Jefferson County in wishing her well on her retirement.

Sincerely,

G. Mitch Woods, Sheriff  
Jefferson County, Texas





# Resolution

STATE OF TEXAS

§  
§  
§

COMMISSIONERS COURT

COUNTY OF JEFFERSON

OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED at a meeting of Commissioners Court of Jefferson County, Texas, held on the 27<sup>th</sup> day of June, 2016, on motion made by Brent Weaver, Commissioner of Precinct No. 2, and seconded by Michael S. Sinegal, Commissioner of Precinct No. 3, the following Resolution was adopted:

**WHEREAS, *TERRY J. MILES***, has devoted 8 years and 11 months of her life serving the people of Jefferson County with pride and professionalism; and

**WHEREAS, *TERRY J. MILES***, has dedicated her talents and pledged her services as an Office Specialist in the Fugitive Warrant Division to the Jefferson County Sheriff's Office; and

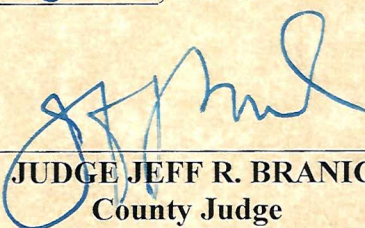
**WHEREAS, *TERRY J. MILES***, pledged her services as a Chief Clerk in Constable Wiggins's Precinct 1 Constable's Office; and

**WHEREAS**, through hard work and commitment to excellence, ***TERRY J. MILES***, has earned the respect of her colleagues and the citizens of Jefferson County; and

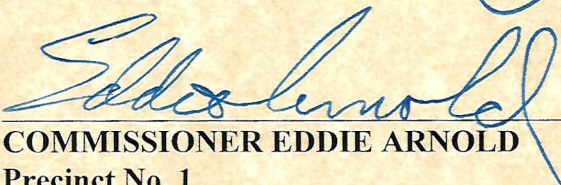
**WHEREAS**, having made a significant contribution to the Jefferson County Sheriffs' Office, ***TERRY J. MILES***, is recognized for her unselfish devotion to the common good and welfare of the citizens of Jefferson County; and will always be missed by her friends and co-workers.

**NOW THEREFORE, BE IT RESOLVED** that the Jefferson County Commissioners Court does hereby honor and commend ***TERRY J. MILES***, for her dedicated service as a valuable employee of Jefferson County and wishes her well in her retirement.

SIGNED this 27<sup>th</sup> day of June, 2016.

  
\_\_\_\_\_  
**JUDGE JEFF R. BRANICK**  
County Judge



  
\_\_\_\_\_  
**COMMISSIONER EDDIE ARNOLD**  
Precinct No. 1

  
\_\_\_\_\_  
**COMMISSIONER MICHAEL S. SINEGAL**  
Precinct No. 3

  
\_\_\_\_\_  
**COMMISSIONER BRENT WEAVER**  
Precinct No. 2

  
\_\_\_\_\_  
**COMMISSIONER EVERETTE D. ALFRED**  
Precinct No. 4



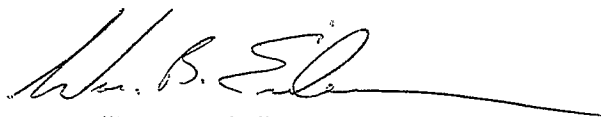
16 June 2016

From: William B. Eichelberger , Jefferson County Sheriff's Office

To: Jefferson County Auditing (ATTN: FRAN )

I am requesting to sell back 160 hours of my comp time. This will leave me with 247 hour balance.

I appreciate your assistance.

A handwritten signature in black ink, appearing to read 'W. B. Eichelberger', with a long horizontal flourish extending to the right.

William B. Eichelberger

**SECTION V  
Call Back**

Any officer called back to duty from off-duty or on a regularly scheduled day off shall be compensated at a minimum of two (2) hours pay at the rate of time-and-one-half the officer's regular rate of pay.

**SECTION VI  
Standby**

In the event that an officer is ordered to standby by a supervisor authorized to order such standby at least forty-eight (48) hours prior to the commencement of duty, the officer shall receive one hour of pay at the straight time rate per eight hours of standby, or any fraction thereof. In the event that the officer is ordered to standby less than forty-eight (48) hours prior to the commencement of duty, the officer shall receive two (2) hours of pay the straight time rate per eight hours of standby, or any fraction thereof.

**SECTION VII  
Schedule Changes**

Days off, schedules, shifts, tours of duty or assignments shall not be changed solely for the purpose of avoiding the payment of overtime to individual officers.

**SECTION VIII  
Election**

An officer may elect to receive payment of any overtime accumulated pursuant to this Article in cash or compensatory time. An officer may not accrue more than 480 hours of compensatory time. The County may elect to pay all or part of any accumulated compensatory time that exceeds 240 hours. However, by mutual agreement with the officer, the County may elect to pay all or part of any accumulated compensatory time.

**SECTION IX  
STEP Program**

Overtime assignments to the STEP program shall be made consistent with current practices in effect in the Sheriff's Office as of the effective date of this Agreement.

**Special, June 27, 2016**

There being no further business to come before the Court at this time,  
same is now here adjourned on this date, June 27, 2016