

REGULAR, 3/9/2021 10:30:00 AM

BE IT REMEMBERED that on March 09, 2021, there was begun and holden a REGULAR 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 Vernon Pierce, Commissioner Pct. No. 1

Commissioner Darrell Bush, Commissioner Pct. No. 2

Commissioner Michael Sinegal, Commissioner Pct. No. 3

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

Honorable Zena Stephens, Sheriff

Honorable Theresa Goodness , County Clerk

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

Notice of Meeting and Agenda and Minutes
March 09, 2021

Jeff R. Branick, County Judge
Vernon Pierce, Commissioner, Precinct One
Darrell Bush, 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
March 09, 2021**

Notice is hereby given that the Commissioners' Court of Jefferson County, Texas, will meet at **10:30 AM**, on the **09th** day of **March 2021** at its regular meeting place in the Commissioners' Courtroom, 4th Floor, Jefferson County Courthouse, 1149 Pearl Street, Beaumont, Texas.

Said meeting will be a **Regular** 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:

10:00 a.m. - Announcement of an executive (closed) session pursuant to Texas Government Code Section § 551.074 regarding deliberations about a personnel matter.

Jefferson County has taken steps to minimize the exposure of COVID-19 by implementing the following steps to allow the public to view the Commissioner's Court meeting. The following options are available: View live with audio from the County Webpage: https://co.jefferson.tx.us/comm_crt/commlink.htm Listen to audio by calling 346-248-7799 Meeting ID: 917 160 6532# Participant ID: #The court will also have a question and answer session at the end of the meeting. If you would like to ask any questions of the Court, please be on the phone call. The Court will give a question and answer session at the end of the meeting as time allows. You will be called upon by your last 4 digits of your phone number. If you do not have any questions, you can pass. Please be mindful that the audio portion of this meeting will be of better quality from the website.

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

PLEDGE OF ALLEGIANCE: Vernon Pierce, Commissioner, Precinct One

PURCHASING:

1. Consider and approve, execute, receive and file a contract extension for (RFP 13-028/JW), Inmate Telephone Service for Jefferson County with Global Tel*Link Corporation for an additional 90 days, to expire August 2, 2021.

SEE ATTACHMENTS ON PAGES 13 - 14

Motion by: Commissioner Sinegal

Second by: Commissioner Pierce

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

2. Consider and approve, execute, receive and file Contract Amendment No. 1 for (IFB 19-038/YS), Term Contract for Paper Stock and Envelopes for Jefferson County. This amendment will assign pricing to Lindenmeyr Munroe as Olmsted Kirk Paper was acquired by Lindenmeyr Munroe.

SEE ATTACHMENTS ON PAGES 15 - 15

Motion by: Commissioner Sinegal

Second by: Commissioner Pierce

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

3. Consider and approve a sole source exemption pursuant to Local Government Code 262.024 (7) (A) to purchase Heavy Duty Rip Stop Sealed Seam Detention Mattresses from Victory Supply for the Jefferson County Correctional Facility.

SEE ATTACHMENTS ON PAGES 16 - 23

Motion by: Commissioner Sinegal

Second by: Commissioner Pierce

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

***Notice of Meeting and Agenda and Minutes
March 09, 2021***

4. Consider and approve, execute, receive and file an agreement with Evergreen Solutions, LLC. to provide management consulting services for a wage and compensation study in accordance with (RFP 20-054/JW) Wage and Compensation Study for Jefferson County; with the initial study to include (175) employee positions (or “benchmarks”) for a cost of \$36,000.00. The County may request additional benchmarks for the study if deemed necessary, per the cost schedule included in this agreement.

SEE ATTACHMENTS ON PAGES 24 - 171

Motion by: Commissioner Sinegal

Second by: Commissioner Pierce

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

5. Consider and approve, execute, receive and file an agreement (Agreement 21-017/JW) with LexisNexis and Jefferson County for ACCURINT Government Services (online access) for Justice of the Peace, Precinct No. 1, Place 1 for a one-year term, from March 1, 2021 through February 28, 2022 for a cost of \$96.55 per month; with the option to renew annually for a cost increase of 3% each year.

SEE ATTACHMENTS ON PAGES 172 - 180

Motion by: Commissioner Sinegal

Second by: Commissioner Pierce

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

6. Consider and approve donation of a 2016 Ford Passenger Van VIN 1FBZX2ZM7GKA37280 from the Jefferson County Women’s Center to Cameron County Court Residential Treatment Center at 531 South Iowa Avenue, Brownsville, Texas 78520.

SEE ATTACHMENTS ON PAGES 181 - 184

Motion by: Commissioner Sinegal

Second by: Commissioner Pierce

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

Notice of Meeting and Agenda and Minutes
March 09, 2021

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

SEE ATTACHMENTS ON PAGES 185 - 187

Motion by: Commissioner Sinegal

Second by: Commissioner Pierce

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

COUNTY AUDITOR:

8. Consider and approve budget transfer - 172nd District Court – purchase of laptop.

120-2036-412-6002	COMPUTER EQUIPMENT	\$1,432.00	
120-2036-412-5062	TRAVEL EXPENSE		\$1,432.00

SEE ATTACHMENTS ON PAGES 188 - 194

Motion by: Commissioner Alfred

Second by: Commissioner Sinegal

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

9. Consider and approve budget transfer– Road & Bridge Pct.4– additional cost for overtime.

114-0402-431-1098	OVERTIME ALLOWANCE	\$500.00	
114-0401-431-1098	OVERTIME ALLOWANCE	\$500.00	
114-0402-431-3079	CRUSHED STONE		\$1,000.00

SEE ATTACHMENTS ON PAGES 195 - 195

Motion by: Commissioner Alfred

Second by: Commissioner Sinegal

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

Notice of Meeting and Agenda and Minutes
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10. Consider and approve electronic disbursement for \$1,846.56 to Texas Department of Criminal Justice for March insurance reimbursement.

Motion by: Commissioner Alfred

Second by: Commissioner Sinegal

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

11. Consider and approve electronic disbursement for \$802,507.66 to LaSalle for revenue received from entities for inmate housing.

Motion by: Commissioner Alfred

Second by: Commissioner Sinegal

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

12. Consider and approve interlocal agreement with Drainage District #6 for the repairs and improved drainage structures to the Pignut Gully Bridge project in Pct. 4.

SEE ATTACHMENTS ON PAGES 196 - 198

Motion by: Commissioner Alfred

Second by: Commissioner Sinegal

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

13. Regular County Bills – check #480219 through checks #480489.

SEE ATTACHMENTS ON PAGES 199 - 207

Motion by: Commissioner Alfred

Second by: Commissioner Sinegal

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

COUNTY COMMISSIONERS:

14. Consider, possibly approve and authorize the County Judge to extend the Declaration of Local Disaster dated 03-13-2020, Pursuant to Section 418.108 (b) of the Texas Government Code.

SEE ATTACHMENTS ON PAGES 208 - 208

Motion by: Commissioner Pierce
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

15. Consider and possibly approve a Resolution to renew and extend the Disaster Declaration issued for Hurricane Delta.

SEE ATTACHMENTS ON PAGES 209 - 209

Motion by: Commissioner Pierce
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

16. Consider and possibly approve extending the Disaster Declaration issued for Hurricane Laura.

SEE ATTACHMENTS ON PAGES 210 - 210

Motion by: Commissioner Pierce
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

17. Consider and possibly approve extending the Disaster Declaration issued for Winter Storm.

SEE ATTACHMENTS ON PAGES 211 - 211

Motion by: Commissioner Pierce
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

Notice of Meeting and Agenda and Minutes
March 09, 2021

18. Receive and file Certificate of Completion for Commissioner Hugh Pierce from the V.G. Young Institute of County Government for 2021 Newly Elected County Judges and Commissioners.

SEE ATTACHMENTS ON PAGES 212 - 212

Motion by: Commissioner Pierce
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

19. Consider, possibly approve, receive and file Certificate of Course Completion to verify that Commissioner Darrell Bush has completed the Course of Training on the Texas Open Meetings Act pursuant to Government Code, Section 551.005.

SEE ATTACHMENTS ON PAGES 213 - 213

Motion by: Commissioner Pierce
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

20. Consider and possibly approve the reappointment for Drainage District No. 6's Directors for: Joshua W. Allen, Sr. and Charles "Chuck" Kiker, III (appointed by County Judge, Jeff Branick.) Charles "Chuck" Guillory and Anthony "Tony" Malley, III (appointed by Commissioner Alfred) Bernie Daleo (appointed by Commissioner Pierce.)

Motion by: Commissioner Pierce
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

21. Consider and possibly approve and authorize the County Judge to execute TxCDBG Contract Amendment/Modification Request for Contract No. 7218240 for the sewer assistance program.

SEE ATTACHMENTS ON PAGES 214 - 216

Motion by: Commissioner Pierce
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

Notice of Meeting and Agenda and Minutes
March 09, 2021

22. Consider and possibly approve a Proclamation for Child Abuse Awareness and Prevention Month.

SEE ATTACHMENTS ON PAGES 217 - 218

Motion by: Commissioner Pierce

Second by: Commissioner Alfred

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

23. Consider and possibly approve County Policy Pursuant To The Public Information Act, section 552.275 of the Texas Government Code regarding requests that require large amounts of employee or personnel time to be limited to 15 hours for a one-month period and a total of 36 hours for the 12-month period that corresponds to the fiscal year of Jefferson County.

Action: TABLED

24. Consider and possibly approve a Resolution regarding the Public Information Act, Pursuant to Section 552.275, Texas Government Code.

SEE ATTACHMENTS ON PAGES 219 - 220

Action: TABLED

25. Consider, possibly approve, receive and file revised quotes for Commissioners Courtroom/Audio/Visual System per PEG grant previously approved.

SEE ATTACHMENTS ON PAGES 221 - 222

Motion by: Commissioner Pierce

Second by: Commissioner Alfred

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

CRIMINAL DISTRICT COURT:

26. Consider and possibly approve a Resolution recognizing Mary Elizabeth Godina for 18 years and 5 months of dedicated service as a valuable employee of Jefferson County and wishes her the very best in her retirement.

SEE ATTACHMENTS ON PAGES 223 - 223

Motion by: Commissioner Alfred

Second by: Commissioner Pierce

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

ENGINEERING:

27. Consider and possibly approve a Final Plat of the Cove at Taylor Landing Phase III, Lots 1 to 32, Block 1. This is a 4.501 Acre Subdivision out of the 159.023 Acre A. Hotchkiss League Abstract No.31. This subdivision is in the City of Port Arthur ETJ and the City of Taylor Landing ETJ (extra-territorial jurisdiction). The plat has met all of the Jefferson County Engineering, City of Port Arthur, and City of Taylor Landing platting requirements.

SEE ATTACHMENTS ON PAGES 224 - 225

Motion by: Commissioner Sinegal

Second by: Commissioner Bush

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

28. Execute, receive and file 03-P-21 for Renewal of Pipeline permit to Centana Intrastate Pipeline LLC. This project is located in Precincts 2 and 4.

SEE ATTACHMENTS ON PAGES 226 - 245

Motion by: Commissioner Sinegal

Second by: Commissioner Bush

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

Notice of Meeting and Agenda and Minutes
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29. Execute, receive and file 03-U-21 Utility Permit to Trinity Bay Conservation District for construction of the 2" PVC sanitary force main. This project is located in Precinct No. 3 on Shellhammer Road.

SEE ATTACHMENTS ON PAGES 246 - 256

Motion by: Commissioner Sinegal

Second by: Commissioner Bush

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

SHERIFF'S DEPARTMENT:

30. Please consider and possibly approve U.S. Department of Justice, United States Marshal Service modification no. 16 to the current inter-governmental agreement 78-01-0077.

SEE ATTACHMENTS ON PAGES 257 - 258

Motion by: Commissioner Pierce

Second by: Commissioner Sinegal

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

31. Consider and possibly approve a Resolution recognizing Patricia Davenport, for 23 years and 8 months of dedicated service to the Jefferson County Sheriff's Office and to the citizens of Jefferson County and in wishing her well in her retirement.

SEE ATTACHMENTS ON PAGES 259 - 259

Motion by: Commissioner Pierce

Second by: Commissioner Sinegal

In favor: County Judge Branick, Commissioner Pierce, Commissioner Bush, Commissioner Sinegal, Commissioner Alfred

Action: APPROVED

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.**

Notice of Meeting and Agenda and Minutes
March 09, 2021

Jeff R. Branick
County Judge



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street, First Floor, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

CONTRACT EXTENSION REQUEST

February 25, 2021

Global Tel*Link Corporation
 12021 Sunset Hills Road, Suite 100
 Reston VA 20194
 Attention: Mr. Jeffrey B. Haidinger

Re: (RFP 13-028/JW), Inmate Telephone Service for Jefferson County

Dear Mr. Haidinger:

Please be advised the above-referenced contract for Jefferson County will expire on **May 6, 2021**. It is requested that your company extend your current contract for an additional 90 days, to expire August 4, 2021.

Please sign the acknowledgment below to indicate your agreement and return to our office by Wednesday, March 3, 2021. Jefferson County appreciates your cooperation with this extension.

Best regards,

Sincerely,

Deborah Clark

Deborah L. Clark
 Purchasing Agent
 Jefferson County, Texas

DC: ys

Price Extension Received and Accepted: 3/2/2021

Date

Project Number: RFP 13-028/JW

Contractor: Global Tel*Link Corporation

Signature: *Alicia Freeman*

Print Name and Title: Alicia Freeman, VP Contracts & Procurement

ATTEST:

Carolyn L. Guidry
 Carolyn L. Guidry, County Clerk



JEFFERSON COUNTY, TEXAS

Jeff R. Branick
 Jeff R. Branick, County Judge

AMENDMENT # 04 TO JEFFERSON COUNTY, TX INMATE TELEPHONE SERVICE AGREEMENT

This Amendment # 04 ("Amendment"), takes effect as of the date signed by all the parties listed in this preamble ("Effective Date"), amends and revises that certain INMATE TELEPHONE SERVICE AGREEMENT, dated May 5, 2014, as amended from time to time (the "Agreement"), by and between Global Tel*Link Corporation ("GTL"), with a current address of 3120 Fairview Park Drive, Suite 300, Falls Church, Virginia 22042 and previously located at 12021 Sunset Hills Road, Reston, VA 20190 ("Contractor" or "Company"), and Jefferson County, with an address of 1149 Pearl Street, Beaumont, TX 77701 ("County" or "Premises Provider") (Company and Premises Provider collectively, the "Parties" and each a "Party"). All capitalized terms not defined herein shall have the definitions set forth in the Agreement.

WHEREAS, the Parties have previously entered into the Agreement to provide certain Inmate Telephone Services with a contract end date of May 6, 2021, and the Parties would like to amend the Agreement as provided for herein.

NOW, THEREFORE, in consideration of the promises and covenants set forth in this Amendment, and for good and valuable consideration, the sufficiency of which is acknowledged by the Parties' signatures, the Parties agree as follows:

1. **The Term, as defined in the paragraph 1 of the Agreement, including any amendments thereto, is hereby modified and extended for an additional ninety (90) days with a new contract end date of August 4, 2021. The remaining language in in paragraph 1, including any amendments thereto, is without modification and remains in full force and effect.**

In the event of any inconsistencies between the terms and conditions contained in the Agreement and the terms and conditions contained herein, the terms and conditions contained herein shall control. Except as set forth in this Amendment, the Agreement remains in full force and effect, without modification or amendment, and is hereby ratified and confirmed. This Amendment may be executed in multiple counterparts, each of which shall be an original, and all of which shall be one and the same contract. Original signatures transmitted by facsimile or electronic mail shall be effective to create such counterparts. Each person whose signature appears below warrants and represents that they have the requisite authority to execute this Amendment on behalf of the entity for which they are signing.

IN WITNESS WHEREOF, the foregoing Amendment has been executed by the Parties, effective as of the latest date listed below.

Company
Global Tel*Link Corporation

By: Alicia K. Freeman
Name: Alicia Freeman
Title: VP Contracts & Procurement
Date: 3/2/2021

Premises Provider
Jefferson County

By: Jeff P. Branick
Name: Jeff P. Branick
Title: County Judge
Date: March 3, 2021



March 1, 2021

To: All Olmsted-Kirk Customers
From: Mike Engels
Re: Olmsted-Kirk to be Renamed Lindenmeyr Munroe

I am pleased to announce that effective today, we are rebranding our Olmsted-Kirk business under the Lindenmeyr Munroe name.

Olmsted-Kirk was acquired by Lindenmeyr Munroe on August 1, 2018. While Lindenmeyr Munroe generally transitions acquired businesses to the Lindenmeyr Munroe name at the time of an acquisition, in this case we felt it was important to allow time to have the market, and our colleagues, adapt to the change.

It has been two and a half years since the acquisition, and over that time we have demonstrated that Lindenmeyr Munroe's "local approach in managing the business, and local customer and supplier interactions" succeeds. Now that Lindenmeyr Munroe is a known quantity in the market, we believe it is time to capitalize on the significant benefits that a single brand strategy offers. Our ability to offer you high-quality marketing materials, increased speed in the adoption and implementation of technology enhancements to benefit your business, continued investment in broad and deep inventory and the enhanced service capabilities that come with size and scale make this the right thing to do for our customers, colleagues, and suppliers.

This purposeful and strategic decision allows us to offer the advantages of a single, powerful brand, combined with the local approach that our Texas and Oklahoma customers favor. We will continue to operate and manage the business as we have since 2018 and you will continue to deal with the same experienced and professional management, sales, customer service and logistics staff that you are familiar with. The most notable changes will be the conversion of signage on facilities and trucks and the renaming of our Paper Centers to Lindenmeyr Express. In short, you should expect it to be business as usual, but better!

The Olmsted-Kirk name has stood for integrity, service, and commitment. We look forward to providing you much more of the same as we embrace our new name and build a stronger Lindenmeyr Munroe brand.

Sincerely,

Michael L. Engels
Senior Vice President, Southwest

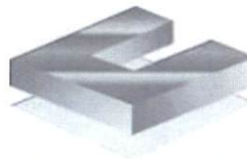


JEFFERSON COUNTY, TEXAS

Jeff Branick, County Judge

ATTEST:

Carolyn L. Guidry, County Clerk
Theresa Goodness



CORNERSTONE
SERVICE & SUPPLY

Norment **AIRTEQ** **trentech** **ECS** **EO Integrated Systems, Inc.**

Cornerstone Detention Products, Inc

350 Habersham Road High Point NC 27260 Phone- 336-883-2045 Fax- 336-883-2047

2/25/2021

Jefferson County Sheriff's Department

Dear, Ms. Reeves

Cornerstone Detention Products, Inc. is a subsidiary of Claborn Holdings. We do business under the names Cornerstone Institutional, LLC, Cornerstone Service and Supply, C3, Norment, ECS, Trentech and several others.

Cornerstone Detention Products, Inc. is the actual manufacturer and Sole Source for the Heavy-Duty Rip Stop Sealed Seam Detention Mattress. We manufacture these from scratch utilizing materials created by and only available to Cornerstone, with our machines that are set to proprietary frequency that ensures the strongest weld, in High Point, NC. I personally formulated and designed the cover over 8 years ago and I also designed the core we use inside of it. Patent US D650,212 for the mattress with enclosed pillow was invented by me and only assigned to Cornerstone. The patent and materials are exclusive to Cornerstone which makes this mattress a sole source item. We do manufacture lesser quality versions of this and sell them through our distribution network.

We do private label versions of this mattress for other companies, but Victory Supply is the only company selling this mattress made to our specs with our name on them in South Texas at this time. We do not compete directly with them for business they have found as they spend money and time to attract customers to our product.

Feel free to contact me with any questions by email or phone.

Email --- kleonard@cornerstonedetention.com

Phone- (336) 848-7116

Sincerely,

Kevin Leonard

Kevin Leonard



JEFFERSON COUNTY, TEXAS

[Signature]
Jeff Branick, County Judge

ATTEST:

[Signature]
Carolyn L. Guidry, County Clerk
Theresa Goodness



US00D650212S

(12) **United States Design Patent** (10) **Patent No.:** **US D650,212 S**
Leonard (45) **Date of Patent:** **** Dec. 13, 2011**

(54) **INSTITUTIONAL MATTRESS**

(75) **Inventor:** **Kevin Leonard**, High Point, NC (US)

(73) **Assignee:** **Cornerstone Institutional, LLC**,
Tanner, AL (US)

(**) **Term:** **14 Years**

(21) **Appl. No.:** **29/387,134**

(22) **Filed:** **Mar. 9, 2011**

(51) **LOC (9) CL.** **06-09**

(52) **U.S. CL.** **D6/596**

(58) **Field of Classification Search** D6/595,
D6/596, 601, 597; 5/417-420, 636, 638,
5/646, 647, 652, 652.1, 653, 655, 655.9,
5/656, 690; D21/809

See application file for complete search history.

(56) **References Cited**

U.S. PATENT DOCUMENTS

4,575,884 A * 3/1986 Jamerson et al. 5/420
D346,716 S * 5/1994 Murphy D6/596
D349,625 S * 8/1994 daPalma D6/596

D381,855 S * 8/1997 Galick D6/601
D382,755 S * 8/1997 Knopfler D6/596
D469,998 S * 2/2003 Feeney D6/595
D530,135 S * 10/2006 Lau D6/595
2006/0075566 A1 * 4/2006 McManamy et al. 5/690

* cited by examiner

Primary Examiner — Janice Seeger

(74) *Attorney, Agent, or Firm* — MacCord Mason PLLC

(57) **CLAIM**

The ornamental design for an institutional mattress, as shown and described.

DESCRIPTION

FIG. 1 illustrates a top perspective view of the institutional mattress;

FIG. 2 illustrates a top view of the mattress;

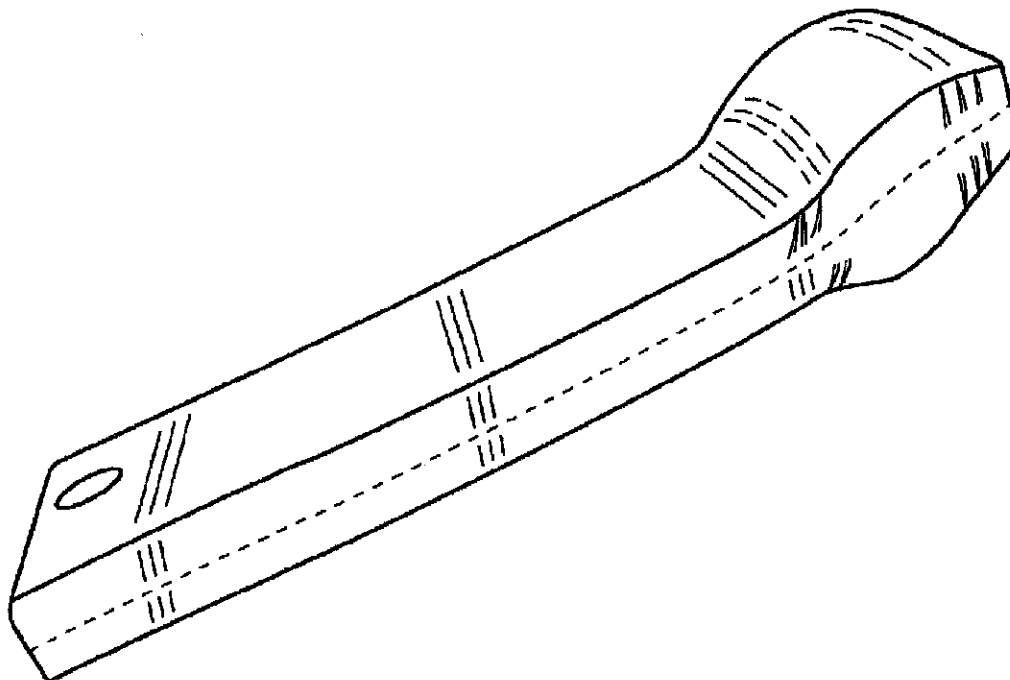
FIG. 3 illustrates a bottom view of the mattress;

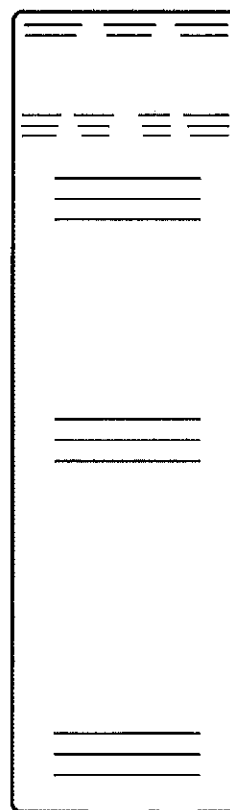
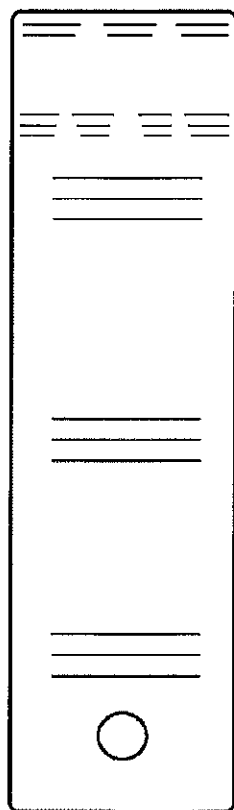
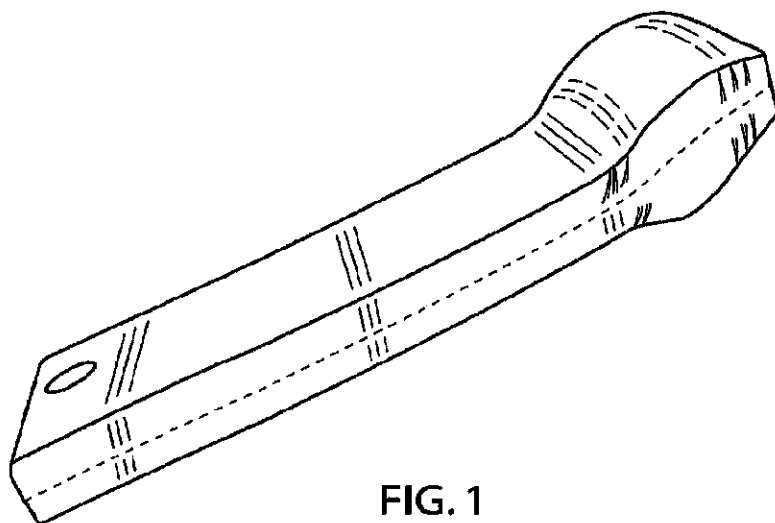
FIG. 4 illustrates a side view of the mattress, the opposite side being a mirror image; and,

FIG. 5 illustrates a foot end view of the mattress.

The broken lines are for environmental purposes only and form no part of the claimed design.

1 Claim, 2 Drawing Sheets





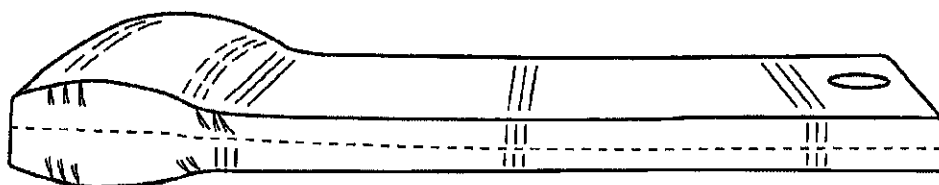


FIG. 4

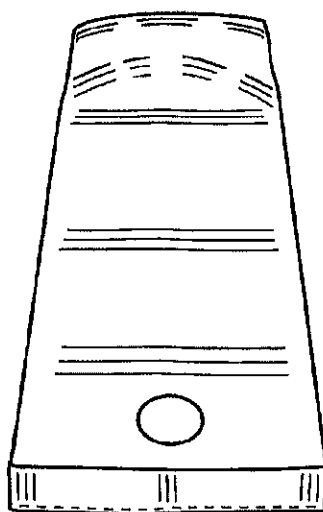
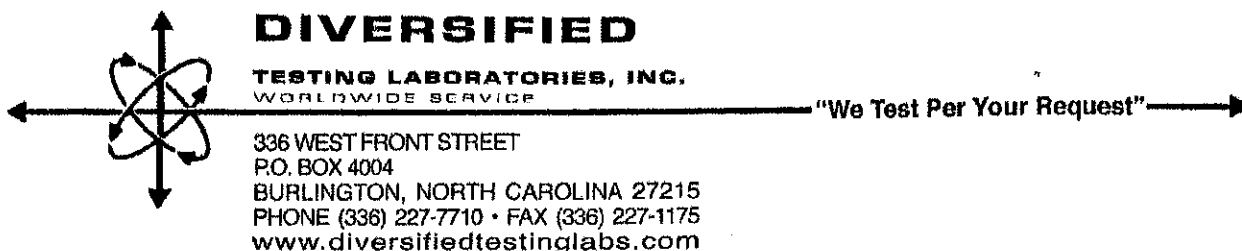


FIG. 5



July 26, 2013

Mr. Kevin Leonard
 C3 SOLUTIONS
 A Division of Cornerstone Institutional LLC
 350 Habersham Road
 High Point, NC 27260

Reference: Laboratory Test Report
 Lab Identification No. 7020
 Invoice No. 37717 (Attached)

Dear Mr. Leonard:

Two (2) samples, identified below, were received and tested in accordance with ASTM D 1683-11a, "Standard Test Method for Failure in Sewn Seams of Woven Fabrics". **The test was modified to use the existing seams.** The results are as follows:

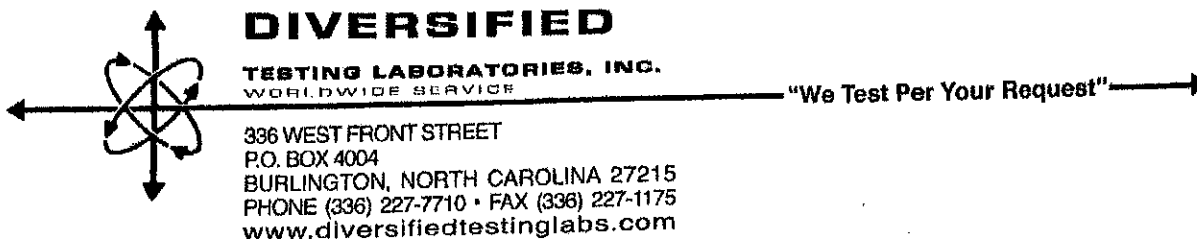
<u>Sample Identification</u>	<u>TEST RESULTS (lbf.)</u>
DARK GREY - "RIP STOP"	568.0

If there are any questions or when we can be of further assistance, please let us know.

Sincerely,

Brian S. Dement

BSD/mr
 Attachment



July 26, 2013

Mr. Kevin Leonard
 C3 SOLUTIONS
 A Division of Cornerstone Institutional LLC
 350 Habersham Road
 High Point, NC 27260

Reference: Laboratory Test Report
 Lab Identification No. 7020
 Invoice No. 37717 (Attached)

Dear Mr. Leonard:

Two (2) samples, identified below, was received and tested for breaking strength in accordance with ASTM D 5034-09, "Standard Test Method for Breaking Strength and Elongation of Textile Fabrics (Grab Test)". The results are as follows:

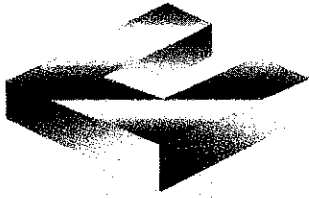
<u>Sample Identification</u>	<u>TEST RESULTS (Breaking Strength - lbf)</u>	
	<u>Length</u>	<u>Width</u>
DARK GREY - "RIP STOP"	564.7	537.5

If there are any questions or when we can be of further assistance, please let us know.

Sincerely,

Brian S. Dement

BSD/mr
 Attachment



CORNERSTONE
INSTITUTIONAL, LLC
 S A L E S & S E R V I C E

Extreme Duty Sealed Seam C3 Rip Stop With Pillow

General Specs

- **General Description:** Mattress with Pillow that features a proprietary Rip Stop Cover, available in any length, width and thickness, has ample firmness as well as adequate suppleness to provide superior comfort. Odor-Resistant, mildew resistant, hypoallergenic, flame retardant. Manufactured and Labeled to meet all state and federal laws.
- **Seams:** 100% Sealed Seams that are ¾" wide, can optionally reinforced with sewn seams.
- **Cleansing:** Wipes clean with soap and water, or properly diluted disinfectant (final rinse must be with water and all residues removed.)-do not launder, do not clean with bleach or harsh chemicals. Do not use any cleaners without approval from Cornerstone.
- **Flammability:** meets and exceeds the requirements of:
 - California Technical Bulletin 121
 - California Technical Bulletin 129
 - California Technical Bulletin 603
 - California Technical Bulletin 1632
 - 16 CFR 1632
 - 16 CFR Part 1633
 - ASTM 1590 E
 - Cornerstone – M4x200x10x20x20
- **Durability:** Resistant to delaminating from flexing action, 100,000 cycles little wear of core and no damage to cover.
- **Construction:** Constructed with a single piece of specially formulated material, all seams sealed using Radio Frequency Techniques.

Core Specs

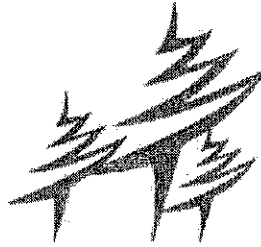
- **Material:** Proprietary Cornerstone mattress and pillow core material
- **General Description:** Made of a specially formulated, all fire retardant recycled polyester, low melt, conjugate and or denim, no hazardous chemicals or additional ingredients are added during the processing of this product. It's 100% recyclable. All materials are inherently flame retardant, no part of our mattress will burn as a mattress or as an individual component.
- **Composition:** Proprietary blend
- **Life:** Passed 100,000 cycle hexagonal roll test simulating 10 years of wear by accelerated aging process of applying pressure rolling back and forth across pillow 100,000 times only losing ½ inch of thickness.
- **Passed:** TB 129

Cover Specs

- **Material:** Proprietary blend of polymers, military grade material with specially woven 1500D Nylon/Polyester Blend scrim cover for added rip strength, will not rip if punctured, nearly impossible to puncture. Material is designed, made by and exclusive to Cornerstone. 19.5 oz
- **Colors:** Available in Grey, Royal Blue and Navy Blue
- **Thickness:** 24 mil
- **Weight per Fed. Std. 191 Method 5041:** 19.5 oz. per sq yard
- **Flammability:** exceeds requirements of Cornerstone BF200 Fed Std. 191, NFPA 701, CAL 117 and 16 CFR 1632
- **Seam Strength:** in excess of 568 lbs/in per test method ASTM D 1683-07a "Standard Test Method for Failure in Seams of Woven Fabrics"
- **Water Resistant:** Resist liquid, body waste and hospital medications
 - Liquid Penetration per Fed Std. ASTM D751: 305 PSI
- **Bacteria Resistant:** Anti-Microbial/Anti-Fungal /Bacteriostatic/Virus Barrier—
 - AATCC Method 147-1988 Pass
- **Abrasion Resistant**
- **Tear Strength per ASTM D2262:** W-375 F 354
- **Breaking Strength per ASTM D5035:** W-452 F-405
- **Blocking Scale Rating per ASTM D751:** 2
- **Flame Resistant tests:**
 - NFPA 701-Pass
 - Cal TB117-Pass
 - 16 CFR 1632-Class A Barrier
- **Non-Allergic per Draizé Dermal test**

Cornerstone is the Sole Source for this Pillow. Cornerstone is the designer of all the materials used to make this pillow, Cornerstone is also the manufacturer of this pillow. We do not sell this pillow through any other means other than direct to the end user. The materials used to make this pillow are proprietary and are not offered to any other company.

RFP 20-054/JW



Consulting Services Agreement

By and Between

Jefferson County, TX

and

Evergreen Solutions, LLC

This Agreement (the "Agreement"), dated as of **March 9, 2021** is made by and between Evergreen Solutions, LLC, a Florida corporation ("Evergreen"), and Jefferson County (the "Client").

WHEREAS, Evergreen Solutions and the Client desire to enter into an agreement whereby Evergreen will provide certain management consulting services for the Client on the terms and conditions hereinafter set forth; and

WHEREAS, Evergreen Solutions is willing to provide such management consulting services for the Client.

NOW, THEREFORE, the parties hereto agree as follows:

1. Engagement. Evergreen Solutions hereby agrees to provide such management consulting services for the Client as may be reasonably requested by the Client in connection with the Request for Proposal (RFP #20-054/JW), Proposal submitted by Evergreen Solutions on January 13, 2021, and the Best and Final Letter submitted on February 25, 2021.

2. Extent of Services. Evergreen Solutions agrees to perform such services to the best of its ability and in a diligent and conscientious manner and to devote appropriate time, energies and skill to those duties called for hereunder during the term of this Agreement and in connection with the performance of such duties to act in a manner consistent with the primary objective of completing the engagement.

Evergreen Solutions agrees to devote such time as is reasonably required to fulfill its duties hereunder. Throughout the duration of this agreement, Evergreen Solutions will serve as an independent contractor of the Client, as such; Evergreen Solutions will obey all laws relating to federal and state income taxes,



associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations.

In the successful completion of this engagement, Evergreen Solutions may utilize subcontractors, but Evergreen Solutions shall remain completely responsible to the Client for performance under this Agreement.

3. Term. The engagement of the Consultant hereunder by Client shall commence as of the date hereof and shall continue through July 30, 2021, unless earlier terminated pursuant to Section 5 hereof.

4. Compensation.

(a) As compensation for the services contemplated herein and for performance rendered by Evergreen Solutions of its duties and obligations hereunder, the Client shall pay to Evergreen Solutions an aggregate fee equal to:

\$28,000 for 125 benchmarks
 \$32,000 for 150 benchmarks
 \$36,000 for 175 benchmarks
 \$40,000 for 200 benchmarks
 \$44,000 for 225 benchmarks
 \$48,000 for 250 benchmarks

Benchmark Options Per this Agreement:

The County may select an initial number of benchmarks from options listed above.

Further, the County may also request additional benchmark options (as needed) within the options stated above.

(The "Consulting Fee"), earned and payable (*per each benchmark/option request*) according to the following invoice/payment schedule.

- 33% - upon completion of Tasks 1 - 2 of our work plan
- 33% - upon completion of Tasks 3 - 4 of our work plan
- 34% - upon completion of Tasks 5 - 8 of our work plan

(b) The Client's sole obligation shall be to pay Evergreen Solutions the amounts described in Section 4(a) of this Agreement, and the Consultant is not and shall not be deemed an employee of the Client for any purpose.

5. Termination. This Agreement shall be terminated as follows:

- (a) 30 days after written notice of termination is given by either party at any time after **March 9, 2021**.
- (b) On such date as is mutually agreed by the parties in writing.
- (c) Upon expiration of the Term as set forth in Section 3.



If Client elects to terminate for material breach then Client shall pay to consultant in one lump sum an amount equal only to that for which services have been rendered.

Upon termination of this Agreement pursuant to this Section 5, except as contemplated by Section 5(a) in the event Client terminates this Agreement in the absence of continuing material breach hereof by Consultant, Consultant shall be entitled to payment of only that portion of the Consulting Fee earned through the effective date of such termination and any portion of the Lump Sum Payment which has not been paid to Consultant as of the effective date of such termination.

6. Confidential Information. Evergreen Solutions shall not, at any time during or following expiration or termination of its engagement hereunder (regardless of the manner, reason, time or cause thereof) directly or indirectly disclose or furnish to any person not entitled to receive the same for the immediate benefit of the Client any trade secrets or confidential information as determined by the Client in writing.

7. Covenants. Evergreen Solutions agrees to (a) faithfully and diligently do and perform the acts and duties required in connection with its engagement hereunder, and (b) not engage in any activity which is or likely is contrary to the welfare, interest or benefit of the business now or hereafter conducted by the Client.

8. Binding Effect. This Agreement will inure to the benefit of and shall be binding upon the parties hereto and their respective successors or assigns (whether resulting from any re organization, consolidation or merger of either of the parties or any assignment to a business to which all or substantially all of the assets of either party are sold).

9. Entire Agreement. This Agreement, including the aforementioned RFP, proposal, and best and final letter contains the entire agreement and understanding of the parties with respect to the subject matter hereof, supersedes all prior agreements and understandings with respect thereto and cannot be modified, amended, waived or terminated, in whole or in part, except in writing signed by the party to be charged.

10. Notices. All notices required to be given under the terms of this Agreement or which any of the parties desires to give hereunder shall be in writing and personally delivered or sent by registered or certified mail, return receipt requested, or sent by facsimile transmission, addressed as follows:

(a.) If to Evergreen Solutions addressed to:

Evergreen Solutions, LLC
Attention: Dr. Jeff Ling, President
2878 Remington Green Circle
Tallahassee, Florida 32308

(b.) If to the Client addressed to:

Jefferson County
Attention: Jamey West, Assistant Purchasing Agent
1149 Pearl Street, 1st Floor
Beaumont, Texas 77701

Any party may designate a change of address at any time by giving written notice thereof to the other parties.



11. Miscellaneous. This Agreement:

- (a) shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns;
- (b) may not (except as provided in Section 9 hereof) be assigned by either party hereto without the prior written consent of the other party (any purported assignment hereof in violation of this provision being null and void);
- (c) may be executed in any number of counterparts, and by any party on separate counterparts, each of which as so executed and delivered shall be deemed an original but all of which together shall constitute one and the same instrument, and it shall not be necessary in making proof of this Agreement as to any party hereto to produce or account for more than one such counterpart executed and delivered by such party;
- (d) may be amended, modified or supplemented only by a written instrument executed by all of the parties hereto; and
- (e) embodies the entire agreement and understanding of the parties hereto in respect of the transactions contemplated hereby and supersedes all prior agreements and understandings among the parties with respect thereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Evergreen Solutions, LLC

Dr. Jeff Ling, President

Jefferson County

3/9/2021

Enter Client Signatory Name and Title

Jeff R. Branick, Jefferson County Judge

ATTEST
DATE

[Signature]
3/9/2021



A Proposal to Conduct a
Wage and Compensation Study for
Jefferson County, Texas
RFP# 20-054/JW



Evergreen Solutions, LLC

January 13, 2021

**A Proposal to Conduct a
Wage and Compensation Study for
Jefferson County, Texas
RFP# 20-054/JW**

Submitted to:

**Deborah Clark, Purchasing Agent
Jefferson County
1149 Pearl Street, 1st Floor
Beaumont, Texas 77701**

Submitted by:



**Evergreen Solutions, LLC
2878 Remington Green Circle
Tallahassee, Florida 32308
(850) 383-0111 (ph) / (850) 383-1511 (fax)**

January 13, 2021



Evergreen Solutions, LLC

2878 Remington Green Circle - Tallahassee, Florida 32308
850.383.0111 - fax 850.383.1511

January 8, 2021

Ms. Deborah Clark, Purchasing Agent
Jefferson County
1149 Pearl Street, 1st Floor
Beaumont, Texas 77701

Dear Ms. Clark:

Evergreen Solutions, LLC is pleased to submit this proposal to conduct a Wage and Compensation Study for Jefferson County. Our response is based on our review of your Request for Proposal (RFP #20-054/JW), our understanding of the Texas labor market, our experience in working with hundreds of local governments and other public sector organizations, and our knowledge of best practices in human resources management. **We believe we are the most qualified to provide the services being requested due to our similar work throughout Texas.**

Evergreen was formed in 2004 to provide an alternative to traditional consulting practices. We provide an innovative and effective option by focusing on clients needing partners and not simply another service provider. Evergreen Solutions is a female-owned business, certified as a W/MBE in many states and municipalities across the country. Evergreen is licensed to transact business in the State of Texas (#32059488299). Attached is proof of our certification. In addition, one of the members of our consultant team, Ms. Betty Ressel, is a Managing Partner of Ressel and Associates, LLC, a certified HUB in Texas. The HUB certification is also attached.

As a national firm, Evergreen Solutions continues to grow and our territory now includes clients in 46 states, including many clients in the State of Texas. For example, Evergreen has worked with, or is currently on contract to work with, the following public sector organizations in various human resource management capacities: Hood County; Fort Bend County; Denton County; Travis County; Brazoria County; Kaufman County; City of Lockhart; City of Portland; City of Lakeway; City of Austin; City of Conroe; City of South Padre Island; City of Rowlett; City of Seguin; City of Buda; City of Amarillo; City of Farmers Branch; City of Mont Belvieu; City of Fate; City of Sachse; City of Pearland; City of Gonzales; City of Duncanville; City of Pflugerville; City of Fredericksburg; City of Sunset Valley; Town of Little Elm; Dallas Area Rapid Transit; Texas City Management Association; Brazos River Authority; Bexar Metropolitan Water District; Denton County Fresh Water Supply District; Barton Springs/Edwards Aquifer Conservation District; University of Texas at Tyler; Alvin Community College; South Texas College; Tarrant County College District; Sul Ross State University; Lone Star College System; El Paso Community College District; Midwestern State University; Austin Community College; Sam Houston State University; the Wayside School District; and the Texas Legislative Budget Board.

Outside of Texas, our consultant team has worked with, or is currently on contract to work, the following local governments in providing work similar in scope to the services being requested: City of Hobbs, NM; City of Santa Fe, NM; City of Carlsbad, NM; City of Page, AZ; City of Flagstaff, AZ; City of Prescott, AZ; Ogden City Corporation, UT; City of Manitou Springs, CO; City of Fountain, CO; Ouray County, CO; Sedgwick County, KS; City of Lee's Summit, MO; City of Branson, MO; City of Columbia, MO; Jefferson County, MO; St. Charles County, MO; City of Albany, OR; Columbia County, OR; City of Ridgefield, WA; Spokane County, WA; City of Pittsburgh, PA; County of Montgomery, PA; City of Bloomington, IN; City of Urbana, IL; Mahoning County, OH; Carter County, TN; Blount County, TN; Kent County Levy Court, DE; City of Hyattsville, MD; City of Annapolis, MD; City of Westminster, MD; City of Baltimore, MD; Washington County, MD; Calvert County, MD; Allegany County, MD; City of Newport News, VA; City of Williamsburg, VA; City of Fredericksburg, VA; City of Covington, VA; City of Suffolk, VA; County of Culpeper, VA; County of York, VA; Gloucester County, VA; King George County, VA; Louisa County, VA; Isle of Wight County, VA; Essex County, VA; Spotsylvania County, VA; Montgomery County, VA; Shenandoah County, VA; James City County, VA; Prince George County, VA; Surry County, VA; Loudoun County, VA; Alleghany County, VA; City of Goldsboro, NC; City of Raleigh, NC; Transylvania County, NC; Haywood County, NC; Union County, NC; New Hanover County, NC; Buncombe County, NC; Guilford

County, NC; Gaston County, NC; City of Lancaster, SC; City of Columbia, SC; City of Conway, SC; City of Chester, SC; City of Goose Creek, SC; City of Mauldin, SC; Town of Moneks Corner, SC; Charleston County, SC; Berkeley County, SC; Dorchester County, SC; City of Foley, AL; Marshall County Personnel Board, AL; Lee County, AL; Baldwin County, AL; City of Kingsland, GA; City of Alpharetta, GA; City of Douglasville, GA; City of Savannah, GA; City of Statesboro, GA; City of Chamblee, GA; City of Garden City, GA; City of Dahlonega, GA; City of Brookhaven, GA; City of Roswell, GA; City of Stockbridge, GA; City of Dublin, GA; City of Fayetteville, GA; City of Tybee Island, GA; City of Dunwoody, GA; Forsyth County, GA; Lumpkin County, GA; Douglas County, GA; Cherokee County, GA; City of Sarasota, FL; City of Palm Beach Gardens, FL; City of Sunrise, FL; City of Jacksonville, FL; City of Daytona Beach, FL; City of Hollywood, FL; City of Sunrise, FL; City of Orlando, FL; City of Ft. Myers, FL; Miami-Dade County, FL; Manatee County, FL; Monroe County, FL; Alachua County, FL; Palm Beach County, FL; Pinellas County, FL; and many others. The services provided to some of these clients as they relate to the services being requested can be found in Section 1 of our proposal.

The Evergreen Team is able to fully comprehend the challenges and goals of Jefferson County based on our vast understanding of local government human resources, and the fact that we possess the necessary experience and knowledge. Our team has significant expertise in conducting wage and compensation studies and similar human resources work for local governments and other public sector organizations, as evidenced in Section 2 of our proposal.

Some of the human resource services Evergreen Solutions has focused on include: wage and compensation studies; classification studies; salary and benefits surveys; performance management studies; recruitment, hiring, and retention studies; strategic and workforce planning; and staffing studies.

Through our experience in conducting this wide range of projects, we have gained the knowledge of every aspect of the management, and operations involved in local government human resources management. As a result, our team understands how critical a compensation system is to the overall operation of a proficient and progressive County. We have developed helpful methods and tools that assist clients in implementing and maintaining our study recommendations.

Evergreen's approach to conducting a wage and compensation study comes not only from extensive human resources work with local government clients, but also from direct feedback of our past clients. In essence, we offer tools that are innovative as well as have been proven to work in real places with real people.

Some of the key facets of our approach include:

- Emphasis on communication as the key to a successful study completion as well as implementation. Our Team understands that compensation by its very nature creates anxiety in staff and managers alike. In order to ensure a successful study process and gain "buy-in" at implementation, County administrators and staff should be involved in the process. This is a critical component of our communication plan and we ensure continuous communication through the use of meetings/conference calls and the submission of written progress reports.
- Our methodology utilizes the latest in technology. In order to reduce the cost to our client partners and enhance wider participation, we offer all of our tools in an electronic format. In essence, every step of the process can be completed on the Web. We understand that one size does not fit all. Some consultants provide the same overall solution to every client; however, we provide a variety of alternatives that allow our client partners to select the solution that best meets their business and human capital needs.

As President of Evergreen Solutions, I am authorized to commit our firm contractually to this assignment. We have read your terms and conditions and believe we can work within your requirements. As required, a complete copy of the RFP with all signed forms is attached. Our proposal is valid for 90 days from the deadline for delivery of proposals to the County. **Note:** Evergreen doesn't have any conflict of interest in performing any of the requirements in the RFP.

We appreciate this opportunity and pledge to you our best effort if selected for this engagement. If you have any questions, please feel free to contact me at (850) 383-0111 or via email at Jeff@ConsultEvergreen.com.

Sincerely,

Dr. Jeffrey Ling, President
Evergreen Solutions, LLC





JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

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

LEGAL NOTICE
Advertisement for Request for Proposal

December 1, 2020

Notice is hereby given that sealed proposals will be accepted by the Jefferson County Purchasing Department for Request for Proposal (RFP 20-054/JW), Wage and Compensation Study for Jefferson County. **Specifications for this project may be obtained from the Jefferson County website, <https://www.co.jefferson.tx.us/Purchasing/>, 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 five (5) hard 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 Engineering Conference Room (5th Floor, Historic Courthouse) 1149 Pearl Street, Beaumont, Texas 77701 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.

PROPOSAL NAME: Wage and Compensation Study for Jefferson County
PROPOSAL NO: RFP 20-054/JW
DUE DATE/TIME: 11:00 AM CT, Wednesday, January 13, 2021
MAIL OR DELIVER TO: Jefferson County Purchasing Department
 1149 Pearl Street, 1st Floor
 Beaumont, Texas 77701

Any questions relating to these requirements should be directed to Jamey West, Assistant Purchasing Agent at 409-835-8593 or jwest@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 – December 2, 2020 & December 9, 2020

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APPENDIX A	ATTACHED

Proposal Submissions:

Offeror is responsible for submitting:

One (1) original and (5) proposal copies; with all copies to include a completed copy of this specifications packet, in its entirety.

Additionally, Offeror must monitor the Jefferson County Purchasing Department Website (below) to see if addenda or additional instructions have been posted.

Failure to return all required forms could result in a response being declared as non-responsive.

<https://www.co.jefferson.tx.us/Purchasing/>

Proposal Submittal Checklist

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 wage and compensation studies 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 (5) proposal copies; with all copies to include a completed copy of this specifications packet, in its entirety.**

Each Offeror shall ensure that required parts of the response are completed with accuracy and submitted as per the requirements within this specifications packet, including any addenda.

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

Evergreen Solutions
Company

2878 Remington Green Cir
Address

Tallahassee, FL 32308
Authorized Representative (Please print)

Jeff Ling President
Authorized Signature

(850) 383-0111
Telephone Number

(850) 383-1511
Fax Number

President
Title

1/8/21
Date

Offeror Must Complete and Return This Page With Offer.

1. Introduction to Offerors

This Request for Proposal (RFP) is to receive proposals from qualified firms regarding services for a Wage and Compensation Study for Jefferson County, Texas.

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 County 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 and/or appendices thereto and written responses to questions and written clarifications; and (5) the Contractors 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)

In accordance with House Bill 1295 (passed January 1, 2016), Vendors entering into contracts and professional agreements with Jefferson County will be required to complete a Certificate of Interested Parties (FORM 1295), unless contract is considered exempt as described below.

In 2017, the Texas legislature amended the law to require Form 1295 to include an "unsworn declaration" which includes, among other things, the date of birth and address of the authorized representative signing the form. The unsworn declaration, including the date of birth and address of the signatory, replaces the notary requirement that applied to contracts entered into before January 1, 2018. The TEC filing application does not capture the date of birth or street address of the signatory and it will not appear on forms that are filed using the TEC filing application.

Changes to the law requiring certain businesses to file a Form 1295 are in effect for contracts entered into or amended on or after January 1, 2018. The changes exempt businesses from filing a Form 1295 for certain types of contracts and replace the need for a completed Form 1295 to be notarized. Instead, the person filing a 1295 needs to complete an "unsworn declaration."

FORM 1295 Exemptions: What type of contracts are exempt from the Form 1295 filing requirement under the amended law? The amended law adds to the list of types of contract exempt from the Form 1295 filing requirement. A completed Form 1295 is not required for:

- a sponsored research contract of an institution of higher education
- an interagency contract of a state agency or an institution of higher education
- a contract related to health and human services if: the value of the contract cannot be determined at the time the contract is executed; and o any qualified vendor is eligible for the contract
- a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity
- a contract with an electric utility, as that term is defined by Section 31.002, Utilities Code
- a contract with a gas utility, as that term is defined by Section 121.001, Utilities Code

Upon entering into a contract or professional agreement, the Jefferson County Purchasing Department will submit a request to the Vendor to both:

1. Submit a FORM 1295 online via the Texas Ethics Commission website link below.

Vendors must 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.

2. Submit a FORM 1295 hard copy (completed & signed by an Authorized Agent of the Awarded Vendor), to the Jefferson County Purchasing Department.

See Attached

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

SAM Search Results
List of records matching your search for :

Functional Area: Entity Management
Record Status: Active
Entity Name: Evergreen Solutions, LLC
Location 1 - State: FLORIDA

ENTITY:	EVERGREEN SOLUTIONS, LLC	Status: Active
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DUNS: 176960842	+4:	CAGE Code: 48LW2	DoDAAC:
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Expiration Date: 07/16/2021	Has Active Exclusion?: No	Debt Subject to Offset?: No
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Address: 2878 REMINGTON GREEN CIR

City: TALLAHASSEE

State/Province: FLORIDA

ZIP Code: 32308-3725

Country: UNITED STATES

1.15 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, a contract (executed in response to this Request for Proposal) 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 the contract 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 contract, 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.

1.16 Federal Emergency Management Agency (FEMA) Mandated Contract Clauses

If applicable to the work and services being performed by CONTRACTOR under the parties' AGREEMENT, the following provisions are adopted and form part of this AGREEMENT.

1. REMEDIES

a. **Standard.** Contracts for more than the simplified acquisition threshold, currently set at \$250,000, must address administrative, contractual, or legal remedies in instances where Contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. See 2 C.F.R. Part 200, Appendix II(A).

b. **Applicability.** This requirement applies to all federal grant and cooperative agreement programs.

2. TERMINATION FOR CAUSE AND CONVENIENCE

a. **Standard.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity, including the manner by which it will be affected and the basis for settlement. See 2 C.F.R. Part 200, Appendix II(B).

b. **Applicability.** This requirement applies to all federal grant and cooperative agreement programs.

3. EQUAL EMPLOYMENT OPPORTUNITY

a. **Standard.** Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60- 1.4(b), in accordance with Executive Order 11246, Equal Employment Opportunity (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p.339), as amended by Executive Order 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II(C).

b. Key Definitions.

- i. **Federally Assisted Construction Contract.** The regulation at 41 C.F.R. § 60-1.3 defines a "federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.
- ii. **Construction Work.** The regulation at 41 C.F.R. § 60-1.3 defines "construction work" as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

c. **Applicability.** This requirement applies to all federal grant and cooperative agreement programs.

d. **Required Language.** The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause.

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's non-compliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for non-compliance:

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a State or local government, the above equal

opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of Contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a Contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon Contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

4. DAVIS-BACON ACT

- a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The Contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- b. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- c. Additionally, Contractors are required to pay wages not less than once a week.

5. COMPLIANCE WITH COPELAND ANTI-KICKBACK ACT

- a. **Contractor.** The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- b. **Subcontracts.** The Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as Jefferson County or Texas General Land Office may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- c. **Breach.** A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a Contractor and subcontractor as provided in 29 C.F.R. §5.12."

6. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

Compliance with the Contract Work Hours and Safety Standards Act

- (1) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in paragraph (b)(1) of this section the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United

States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. Jefferson County and/or Federal Entity providing funding for this project shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

7. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

a. Standard. If the Federal award meets the definition of "funding agreement" under 37C.F.R. § 401.2(a) and the non-federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the Non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II(F).

b. Applicability. This requirement applies to "funding agreements," but it DOES NOT apply to the Public Assistance, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of "funding agreement."

c. Funding Agreements Definition. The regulation at 37 C.F.R. § 401.2(a) defines "funding agreement" as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any Contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

8. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

Clean Air Act

1. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

2. The Contractor agrees to report each violation to Jefferson County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

1. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The Contractor agrees to report each violation to Jefferson County and understands and agrees that Jefferson County will, in turn, report each violation as required to assure notification to the Texas General Land Office, and the appropriate Environmental Protection Agency Regional Office.
3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with assistance provided by the Texas General Land Office.

9. DEBARMENT AND SUSPENSION

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by (insert name of recipient/subrecipient/applicant). If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to Jefferson County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

10. BYRD ANTI-LOBBYING AMENDMENT

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended) Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Required Certification. If applicable, contractors must sign and submit the to Jefferson County the "Certification Regarding Lobbying" Form included in these specifications.

11. PROCUREMENT OF RECOVERED MATERIALS

In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

1. Competitively within a timeframe providing for compliance with the contract performance schedule;
2. Meeting contract performance requirements; or
3. At a reasonable price.
 - i. Information about this requirement, along with the list of EPA designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensiveprocurement-guideline-cpg-program>

- ii. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.”

12. ACCESS TO RECORDS

The following access to records requirements apply to this contract:

- (1) The Contractor agrees to provide Jefferson County, the State of Texas, the FEMA Administrator, the Comptroller General of the United States, or any of their pass-through entities or authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- (3) The Contractor agrees to provide Jefferson County or its authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
- (4) In compliance with the Disaster Recovery Act of 2018, Jefferson County and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

13. CHANGES

- a. Standard. To be eligible for FEMA assistance under the non-Federal entity's FEMA grant or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope.
- b. Applicability. FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

14. DEPARTMENT OF HOMELAND SECURITY (DHS) SEAL, LOGO, AND FLAGS.

“The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

15. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

“This is an acknowledgement that Texas General Land Office financial assistance will be used to fund all or a portion of the contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, policies, procedures, and directives.”

16. NO OBLIGATION BY FEDERAL GOVERNMENT

“The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, Contractor, or any other party pertaining to any matter resulting from the contract.”

17. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

“The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.”

1.17 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 in the best interest of Jefferson County.

1.18 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.

1.19 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.

1.20 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.

1.21 Ownership of Proposal

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

1.22 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.

1.23 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.

1.24 Assignment

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

1.25 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.

1.26 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 Offeror 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.

1.27 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.

1.28 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.

1.29 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.

1.30 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.

1.31 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.

1.32 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.

1.33 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.

1.34 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.

1.35 Insurance

The contractor (including any and all subcontractors as defined in Section 1.36.1.3 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; a copy of the policy wording or endorsement is required.

Contractor shall furnish Jefferson County with Certificate of Insurance naming Jefferson County as additional insured and will provide the actual policy wording or endorsement showing as such.

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

Minimum Insurance Requirements:

Public Liability, including Products & Completed Operations \$1,000,000

Excess Liability \$1,000,000

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 1.36 Below)

1.36 Workers' Compensation Insurance

1.36.1 Definitions:

- 1.36.1.1 **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.
- 1.36.1.2 **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.
- 1.36.1.3 **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 contract 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.
- 1.36.2 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.
- 1.36.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract – refer to Section 1.35 above.
- 1.36.4 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.
- 1.36.5 The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
 - 1.36.5.1 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
 - 1.36.5.2 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.
- 1.36.6 The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.
- 1.36.7 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.
- 1.36.8 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.

- 1.36.9 The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
- 1.36.9.1 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.
 - 1.36.9.2 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.
 - 1.36.9.3 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.
 - 1.36.9.4 Obtain from each person with whom it contracts, and provide to the Contractor:
 - 1.36.9.4.1 A certificate of coverage, prior to the other person beginning work on the project; and
 - 1.36.9.4.2 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.
 - 1.36.9.5 Retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter.
 - 1.36.9.6 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
 - 1.36.9.7 Contractually require each person with whom it contracts to perform as required by paragraphs 1.36.1. – 1.36.7., with the certificates of coverage to be provided to the person for whom they are providing services.
- 1.36.10 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.
- 1.36.11 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.

1.37 Delivery of Proposals

All proposals are to be delivered by 11:00 AM CT, Wednesday, January 13, 2021, to:

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

Courthouse Security: Offerors are advised that all visitors to the Courthouse must pass through Security. Offerors planning to hand deliver proposal 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. Offerors are strongly urged to plan accordingly.

County Holidays – 2020:

January 1	Wednesday	New Year's
January 20	Monday	Martin Luther King, Jr. Day
February 17	Monday	President's Day
April 10	Friday	Good Friday
May 25	Monday	Memorial Day
July 3	Friday	Independence Day
September 7	Monday	Labor Day
November 11	Wednesday	Veteran's Day
November 26 & 27	Thursday & Friday	Thanksgiving
December 24 & 25	Thursday & Friday	Christmas

County Holidays – 2021:

January 18	Monday	Martin Luther King, Jr. Day
February 15	Monday	President's Day
April 2	Friday	Good Friday
May 31	Monday	Memorial Day
July 5	Monday	Independence Day
September 6	Monday	Labor Day
November 11	Thursday	Veteran's Day
November 25 & 26	Thursday & Friday	Thanksgiving
December 23 & 24	Thursday & Friday	Christmas
December 31 2021	Friday	New Year's

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.

Proposal Submissions shall be tightly sealed in an opaque envelope or box and plainly marked "SEALED PROPOSAL." The outside of the envelope or box shall also include: Proposal Number, Proposal Name, Proposal Due Date, Offeror's Name and Address; and shall be addressed to the Purchasing Agent.

Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud.

1.38 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/request for statement of qualifications submission deadline, the bid/proposal/request 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 proposal 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.

1.39 Questions

Questions regarding the submission requirements for this RFP may be sent to Jamey West, Assistant Purchasing Agent for Jefferson County at: jwest@co.jefferson.tx.us

Questions regarding the services to be proposed in response to this RFP may be sent to:

Cary Erickson, Director of HR & Risk Management for Jefferson County at:
cerickson@co.jefferson.tx.us,

Verenice Rosales, Employee Relations/Compensation Mgr. for Jefferson County at:
vrosales@co.jefferson.tx.us.

1.40 Tentative Schedule of Events

December 1, 2020	Issuance of Request for Proposal
January 13, 2021	Deadline Submission (late proposals will not be considered)
Week of January 18, 2021	Proposals distributed to Evaluation Committee
Week of January 25, 2021	Evaluation Committee Convenes to Tabulate Scoring and Determines Short List
Week of February 1, 2021	Conduct Interview/Best and Final Offer/Short List
February 9, 2021	Recommendation for Award

Please note:

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

2. Proposal Submittal

The Proposal is due no later than **11:00 AM CT, Wednesday, January 13, 2021**, 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 wage and compensation studies 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 (5) proposal copies; with all copies to include a completed copy of this specifications packet, in its entirety.
- Jefferson County Purchasing Department
Attention: Deborah L. Clark, Purchasing Agent
1149 Pearl Street, 1st 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.

Deadline for Questions:

There will NOT be a Pre-Submittal Conference for this RFQ.

In the event your firm desires additional information, Jefferson County will endeavor to provide such information; however, Jefferson County will not be responsible for any delay resulting in the respondent's inability to meet the deadline for submission of the Statement of Qualifications. Interested parties may provide written questions to Jamey West, Assistant Purchasing Agent at: jwest@co.jefferson.tx.us

Question responses will be made available as soon as possible and posted as addendum(s) to the on the Jefferson County Purchasing Department's website.

The deadline for asking questions in writing or requesting additional information (in writing or in person) is 5:00 pm, Monday, January 4, 2021.

Courthouse Security: Respondents are advised that all visitors to the Courthouse must pass through Security. Respondents 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.

In response to the Covid-19 pandemic, Jefferson County has implemented precautionary measures recommended by the CDC within its facilities. Visitors to the courthouse will be required to have their temperature taken (and pass), apply hand sanitizer (provided), and wear a mask within the courthouse. If a visitor does not have a mask on-hand, one will be provided. At times, these precautions may slow entry into the courthouse. Bidders are strongly urged to plan accordingly.

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

3. General Proposal Format

3.1 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.

The County requests that proposal submissions NOT be bound by staples or glued spines.

3.2 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 Form (Page 34)
- h. Other information that may be helpful in the evaluation

3.3 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.

3.4 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.

3.5 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.

3.6 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.

3.7 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.

3.8 Confidential/Proprietary Information

If any material in the proposal submission is considered by Offeror to be confidential or proprietary information (including manufacturing and/or design processes exclusive to the Offeror), Offeror must clearly mark the applicable pages of Offeror's proposal submission to indicate each claim of confidentiality. Additionally, Offeror must include a statement on company letterhead identifying all Proposal section(s) and page(s) that have been marked as confidential. Jefferson County will protect from public disclosure such portions of a proposal, unless directed otherwise by legal authority, including existing open records acts. Merely making a blanket claim that the entire proposal submission is protected from disclosure because it contains some proprietary information is not acceptable, and will make the entire proposal submission subject to release under the Texas Public Information Act.

By submitting a proposal, Offeror agrees to reproduction by Jefferson County, without cost or liability, of any copyrighted portions of Offeror's proposal submission or other information submitted by Offeror.

4. Scope of Services

4.1 Purpose/Objective

Jefferson County is seeking proposals from qualified consultants to conduct a Comprehensive Salary Market Study of the area's local job market for the purpose of ensuring competitive wage rates.

The County's objective is to enhance the County's ability to attract, motivate, and retain quality employees to efficiently and cost-effectively deliver services and programs to the citizens of the County through obtaining a Salary Range Comparison – within the current surrounding local market and similarly situated Counties in Texas.

At this time, the County does not anticipate a new compensation plan or plan (i.e. realignment of jobs within the grades, separation of jobs into new titles, consolidation of other classes into a single title, etc.) Instead, the County is expecting an update to its existing plan. However, depending upon the results of the study, it is possible that a realignment of jobs within the County's current grade may be warranted.

Benefits and the updating of Job Descriptions are not to be included as components of this study.

The consulting firm tasked with performing this study for the County must be a full-service firm with expertise in evaluating pay scales, policies, job descriptions, and market pay analysis. The consultant should be able to provide references from other counties or government agencies where similar work was performed. The salary market study results would be competitive with both public and private entity employees and project fair and equitable results pertaining to the surrounding geographic market area and similarly situated Counties in Texas (Bell, Brazoria, Brazos, Galveston, Lubbock, McLennan, Nueces, Smith and Webb). The selected firm would make recommendations to the County to ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills, and abilities are classified together and paid appropriately.

The County objective is to maintain a competitive position with other comparable government entities and private employers within the same geographic area and preserve internal equity and a competitive system for all civilian positions.

Timeline for Study Completion: The County is seeking completion of the study within four months of an executed contract for services - with recommended changes available for budget hearings during **July/August, 2021**.

An approved budget for the completion of this study is not available.

The last similar type of study that the County obtained was a Position Classification and Compensation Plan Study was performed in 1997 by Public Sector Personnel Consultants. The fee structure derived from this study is unavailable.

Please see **APPENDIX A** to these specifications for:

- Jefferson County Job Compensation Scale/Salary Schedule
- Listing of Job Titles

4.2 Background

The 2018 United States Census reports the Jefferson County population as 255,001. Beaumont is a city in (and the County seat) of Jefferson County, Texas. Beaumont is 85 miles east of Houston, Texas. The Port Arthur, Orange, and Beaumont area is known as the Golden Triangle and is considered a major industrial area on the Texas Gulf Coast.

Jefferson County has a step and grade compensation system. It is anticipated that approximately 565 positions will need to be surveyed. There are approximately 49 grades enveloping these approximately 565 positions.

A comprehensive compensation study and analysis of the County and surrounding organizations that share in the labor market should reveal the County's ability to recruit and retain employees to provide efficient services. The County is seeking a firm that will analyze jobs performed by our employees with comparable counties and local private entities with comparable job titles and/or job duties and responsibilities.

4.3 Qualifications

Proposer shall have:

- 1) Proficiency in salary survey methods, statistical analysis, and a minimum of three (3) years performing wage and compensation studies.
- 2) Knowledge and expertise with public sector compensation practices.
- 3) Resources to complete the study within four (4) months.
- 4) Certified Compensation Professional (CCP) certification preferred.
- 5) License to perform services in the State of Texas.

4.4 Scope/General Requirements

Evaluate internal equity by reviewing current pay grades among full-time, non-unionized employees based on similarly-situated employees, similar skills, qualifications, responsibilities, and pay within EEOC guidelines for government employees and identify problem areas and recommend methods to correct. Collect comprehensive compensation data from the external surrounding labor market for County positions and analyze the data in an objective manner. Make recommendations for proposed changes to ensure both internal equity and external competitiveness.

The successful firm/proposer will provide market data for the current job classifications of positions chosen for the study, and a market analysis of wages for each position and for each comparable employer/group of employees. Any additional pay categories shall be reported by class of eligible employee. Survey descriptions shall be matched to job descriptions to ensure good job matches.

Analysis for data for each job shall be provided to the County in Excel format providing the following information: degree of match, range minimum, range maximum and actual average of incumbent employees of market comparable. The methodology used to place positions and/or construct the pay structure should be fully defined.

Charts and graphs shall be used to depict how the position of the County's jobs compare in relation to market comparable and recommended placement in a compensation structure.

Define the process for communicating with Human Resources, Administration and the organizational members throughout the process. The County will assist in coordinating departmental and employee meetings as necessary. The County will pre-approve all data collection instruments and/or other written documents provided employees.

5. Special 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.

5.4 Proposal Specifications

Proposals MUST also include:

Cover Letter on your company letterhead - list the full name, address, telephone, and fax numbers of your firm and if applicable, of the office from which the services are to be provided. Designate the person to serve as project manager. State the number of years the individual or company has been in the business of providing wage and compensation studies for government agencies. State that the proposal will be valid for 90 days after the submission date. The letter must be signed by an individual authorized to enter into any contract with the County.

Detailed description of the plan to achieve the necessary requirements and a plan for accomplishing this work.

Professional resumes of all key personnel to be involved with the study and a clear indication of the responsibilities of each. It is understood by the County, the individuals specified in the proposal are the individuals who will do the work associated with the compensation study as described in the proposal. List the address, e-mail address, and telephone number of the office from which the services will be provided. No substitutions of key personnel following contract award will be made without the prior written consent of the Jefferson County Commissioners' Court. All requested

substitutes must be submitted to the Jefferson County Commissioners' Court, or, together with their resumes, for approval.

Proposals will provide a time line to include start and completion dates for the study. It is expected that the work will commence as soon as possible after the contract is awarded.

Proposals will clearly define the Firm's duties and responsibilities and those of the County. Absence of this distinction shall mean the Firm is assuming full responsibility of all tasks.

Experience the firm has in conducting similar reference studies for governmental entities and other comparable studies.

Describe the nature of services provided by the firm, including: the number of years' experience in providing job evaluation and compensation studies, specifically for the public sector; and the number of years' experience conducting pay equity and/or comparable worth studies.

Provide the name, address, telephone number, and e-mail address for contact persons at five (5) other public entities for which comparable services have recently been rendered.

The firm/consultant selected shall agree to abide by all relevant State and federal statutes including anti-discrimination, equal opportunity, and rehabilitation statutes and regulations. The consultant shall comply with all federal, State, and local laws and ordinances applicable to the work to be done under the agreement.

The firm/consultant shall not sub-contract any part of the work involved in the project without prior written authorization by an authorized representative.

The selected consultant must be available to meet with Human Resources, Administration, and organizational members in a timely manner.

No representation as to the findings of the study, or information obtained in connection therewith, shall be released to any agency or person prior to the agreed upon public release dates except upon the prior approval of Human Resources, Administration, and organizational members.

The Offeror must disclose if they have had any contracts terminated prior to the end of contract and provide a detailed explanation.

State in brief and concise terms your understanding of the scope and nature of the project as described in this RFP. Describe the approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations as requested. Describe the services you will provide to the County, including, but not limited to:

- 1) How often will you meet with County personnel?
- 2) Describe techniques your firm would use to keep the County abreast of the progress of the project and how your firm will meet the proposed timeline.
- 3) Deliver at least one (1) original, five (5) copies, and a flash drive of the final report to the Commissioners Court.
- 4) Provide the final report, tables, schedules, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the compensation system on a flash drive and appear at a scheduled Commissioners Court meeting to discuss the recommendations and final report.
- 5) What follow-up support service will be available to the County?

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 "**Cost Proposal Form**" (**Page 32**) 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 the "Cost Proposal Form" that is intended to be a substitute for the form, that is provided by an Offeror may be determined as non-responsive, and may result in the proposal's disqualification.

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: Auditing, Human Resources, and the District Attorney's office. Additional representatives may be added to the committee if deemed necessary.

6.4 Evaluation Criteria:

- a. Responsiveness – 15%**
This refers to the proposal's complete responsiveness to all written specifications and requirements contained in this RFP.
- b. Implementation Plan – 20%**
Emphasis is on the efficiency and comprehensiveness of the methods to be used in performing Compensation Studies and in managing the project.
- c. Offeror Qualifications – 25%**
This refers to the overall qualifications of Offeror and its past experience in providing and implementing similar or more complex Compensation Studies to other entities. It also refers to an evaluation of the quality of Offeror's performance on previous local government projects.
- d. Personnel Qualifications – 15%**
This refers to the number and qualifications of the professional personnel who would be assigned to the job. Consideration will be given to the percentage of time that each would spend on the project. It also refers to an evaluation of the quality of the performance by each member of the Offeror's project team on previous projects with the County and similar projects.
- e. Cost of Professional Services – 25%**
This is the expected amount your firm would be compensated for services provided to the County. The County will 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 Offerors 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.

The County Commissioners reserves the right, at their sole discretion, to reject any and all proposals. Any contract awarded for services shall not become effective until approved by the County Commissioners.

6.5 Negotiations

Negotiation of contract for services shall follow the selection process with the top ranked firm. Should a satisfactory contract not be achievable with top ranked proposer, then the next ranked proposer shall be contacted and negotiations shall begin with each highest ranked firm and so on. The County may require selected proposer to submit technical or other additional information to its proposal as may result from negotiations.

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

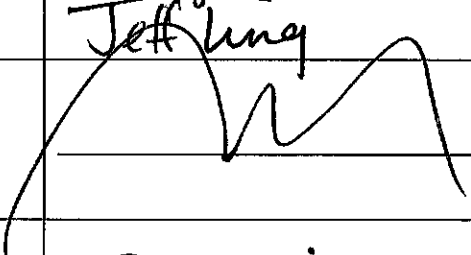
Upon the selection of an apparent successful Offeror, the Court shall appoint the Purchasing Agent to proceed with contract negotiations and attempt to finalize a written contract with the apparent successful Offeror. If a contract cannot be successfully negotiated within a reasonable period of time, 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 Offerors 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.

Cost Proposal Form

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 will be a factor in the County's selection process.

Wage and Compensation Study for Jefferson County, as per specifications	\$ <u>28,500</u> ⁰⁰ / ₁₀₀
Name of Offeror:	<u>Evergreen Solutions, LLC</u> <u>Jeff King</u>
Signature:	
Title:	<u>President</u>

Offeror Must Complete and Return This Page With Offer.

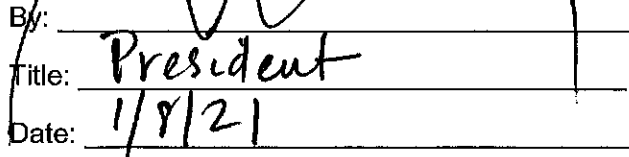
Non-Disclosure Agreement

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: President
 Date: 1/8/21

Offeror Must Complete and Return This Page With Offer.

Vendor References

Please list at least three (3) companies or governmental agencies (preferably a municipality) 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 OFFER.

REFERENCE ONE

Government/Company Name: FT. Bend County, Texas
 Address: 301 Jackson, Ste. 243 Richmond, TX 77469
 Contact Person and Title: Lewis Entricht, Comp. Mgr.
 Phone: (281) 341-8619 Fax: (281) 341-8615
 Email Address: lewis.entricht@fortbendcountytx.gov Contract Period: 2016 & 2019
 Scope of Work: Employee Compensation Services

REFERENCE TWO

Government/Company Name: Hood County, Texas
 Address: 1410 Pearl Street, Granbury, TX 76048
 Contact Person and Title: Melissa Welborn, HR Director
 Phone: (817) 408-3450 Fax: (817) 408-3452
 Email Address: MWelborne@co.hood.tx.us Contract Period: 1/24/20 to 10/7/20
 Scope of Work: Salary Compensation Study

REFERENCE THREE

Government/Company Name: City of Conroe, Texas
 Address: 300 West Davis Rd., Conroe, TX 77301
 Contact Person and Title: Andre Houser, HR Director
 Phone: (936) 522-3150 Fax: ---
 Email Address: AHouser@cityofconroe.org Contract Period: 8/1/18 to 12/1/18
 Scope of Work: Classification & Compensation Study

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.

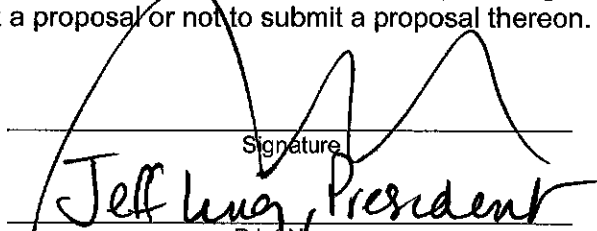
Would Offeror be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions? Yes ☒ No ☐

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

The undersigned agrees, if this proposal 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 Request for Proposal, Conditions of Request for Proposal, 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 proposal in collusion with any other Offeror, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other Offeror or to any other person(s) engaged in this type of business prior to the official opening of this proposal. And further, that neither the Offeror 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 submit a proposal or not to submit a proposal thereon.

Evergreen Solutions, LLC
Offeror (Entity Name)
2878 Remington Green Cir.
Street & Mailing Address
Tallahassee, FL 32308
City, State & Zip
(850) 383-0111
Telephone Number
jeff@consultevergreen.com
E-mail Address


Signature
Jeff King, President
Print Name
1/8/21
Date Signed
(850) 383-1511
Fax Number

Offeror Must Complete and Return This Page With Offer.

Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p><small>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</small></p> <p><small>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).</small></p> <p><small>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.</small></p> <p><small>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</small></p>		OFFICE USE ONLY <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center; font-size: 2em;">N/A</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p style="font-size: 0.8em;">(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.)</p>		
<p>3 Name of local government officer about whom the information in this section is being disclosed.</p> <p style="text-align: center; border-bottom: 1px solid black; margin: 5px 0;">Name of Officer</p> <p style="font-size: 0.8em;">This section (Item 3 including subparts A, B, C, & 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>		
<p>4</p> <div style="border-top: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center; font-size: 0.8em;">Signature of vendor doing business with the governmental entity</p>		<p style="text-align: center; font-size: 2em;">1/8/21</p> <p style="text-align: center; font-size: 0.8em;">Date</p>

Adopted 8/7/2015

Offeror Must Complete and Return This Page With Offer.

Evergreen doesn't have a conflict of interest

(RFP 20-054/JW) Wage and Compensation Study for Jefferson County

W. Jefferson County

Local Government Officer Conflicts Disclosure Statement - OFFICE USE ONLY

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT		FORM CIS
<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>		<p style="text-align: center;">OFFICE USE ONLY</p> <p>Date Received</p>
1	<p>Name of Local Government Officer</p> <p style="font-size: 2em; text-align: center;">N/A →</p>	
2	<p>Office Held</p>	
3	<p>Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code</p>	
4	<p>Description of the nature and extent of employment or other business relationship with vendor named in item 3</p>	
5	<p>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).</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p>Date Gift Accepted _____ Description of Gift _____</p> <p style="text-align: center;">(attach additional forms as necessary)</p>	
6	<p>AFFIDAVIT</p> <p>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> <p style="text-align: right; margin-top: 20px;">_____ Signature of Local Government Officer</p> <p>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> <p style="margin-top: 20px;"> _____ Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath </p>	

Adopted 8/7/2015

Offeror Must Complete and Return This Page With Offer.

Evergreen doesn't have a conflict of interest
w/ Jefferson County

Good Faith Effort (GFE)

DETERMINATION CHECKLIST

This information must be submitted with your proposal.

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 . . .

- ☒ Yes ☐ 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? *we have a HUB working with us*
- ☐ Yes ☐ No 2. **Notify** in writing a reasonable number of HUBs, allowing sufficient time for effective participation of the planned work to be subcontracted?
- ☒ Yes ☐ No 3. **Provide** 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)?
- ☐ Yes ☐ No 4. **Negotiate** in good faith with interested HUBs, and not reject bids from HUBs that qualify as lowest and responsive bidders?
- ☐ Yes ☐ No 5. **Document** reasons HUBs were rejected? Was a written rejection notice, including the reason for rejection, provided to the rejected HUBs?
- ☐ Yes ☐ No 6. If Prime Contractor/Consultant has zero (0) HUB participation, **please explain the reasons why.**

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.

Jeff King, President

Printed Name of Authorized
Representative

President

Title

[Signature]

Signature

1/8/21

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/sub-consultants 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/Sub-consultant with proper signatures, per the terms and conditions of your contract.

Contractor Name: Ressel and Associates, LLC HUB: ☒ Yes ☐ No
Address: 11707 Oakwood Dr., Austin, TX 78753-2227
Street City State Zip
Phone (with area code): (512) 497-7931 (cell) Fax (with area code): (512) 836-4211
Project Title & No.: Wage & Compensation Study / RFP 20-054/JW
Prime Contract Amount: \$ 7,125 (25%)

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: _____

Jeffrey
Printed Name of Contractor Representative

[Signature]
Signature of Representative

1/8/2021
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/Sub-consultant 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/sub-consultants in the fulfillment of this contract (if awarded).

☒ Yes ☐ No

Prime Contractor: Evergreen Solutions HUB: ☐ Yes ☒ No

HUB Status (Gender & Ethnicity): N/A

Address: 2828 Remington Green Cir, Tallahassee, FL 32308

Phone (with area code): (850) 383-0111 Fax (with area code): (850) 383-1511

Project Title & No.: Wage & Comp. Study IFB/RFP No.: RFP 20-054/JW

Total Contract: \$ 28,500 Total HUB Subcontract(s): \$ 7,125 (25%)

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

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 SUBCONTRACTOR DISCLOSURE

HUB Subcontractor Name: Ressel and Assoc, LLC

HUB Status (Gender & Ethnicity): F/W

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

Address: 11707 Oakwood Dr, Austin, TX 78753

Contact person: Betty Ressel Title: Principal

Phone (with area code): (512) 497-7931 (cell) Fax (with area code): (512) 836-4211

Proposed Subcontract Amount: \$ 7,125 Percentage of Prime Contract: 25 %

Description of Subcontract Work to be Performed: Salary Survey

Offeror Must Complete and Return This Page With Offer.

Historically Underutilized Business (HUB) Subcontracting Participation Declaration Form

PAGE 2 OF 4

HUB SUBCONTRACTOR DISCLOSURE

PART I: Continuation Sheet

(Duplicate as Needed)

HUB Subcontractor Name: Ressel & Associates, LLC

HUB Status (Gender & Ethnicity): W/F

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

Address: 11707 Oakwood Dr. Austin Texas 78753-2227
Street City State Zip

Contact person: Betty Ressel Title: _____

Phone (with area code): (512) 497-7931 (cell) Fax (with area code): (512) 836-4211

Proposed Subcontract Amount: \$ 7,125 Percentage of Prime Contract: 25 %

Description of Subcontract Work to be Performed: Salary Survey

HUB Subcontractor Name: _____

HUB Status (Gender & Ethnicity): _____

Certifying Agency: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County ☐ Tx 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: _____

All HUB Subcontractor Participation may be verified with the
HUB Subcontractor(s) listed on Part I.

Offeror Must Complete and Return This Page With Offer.

2/13/2020

CMBL/HUB Vendor Detail

CMBL/HUB Vendor Detail**Vendor ID /****Vendor Number** 1260416242500 / 63998**Vendor Name**

RESSEL & ASSOCIATES, LLC

Vendor Address

11707 OAKWOOD DRIVE AUSTIN, TX 78753-2227 USA

county TRAVIS**Contact** Betty Ressel/Managing Member**Phone/Fax** 512-497-7931 / 512-836-4211**Email Address**betty.ressel@swbell.net**Website****Business Description**

Consulting and Contracting services related to Performance Reviews, Business Process Improvement, Process Redesign, Administrative, IT, Education, Quality Assurance, Business and Project Management for state, local and other governmental entities.

Business CategoryOther Services Including Legal Services (06)**Small Business**Y**Service Disabled Veteran**No**CMBL Status**Active Bidder**CMBL Expires**

30-AUG-2020

HUB StatusActive Bidder (A-Approved; Active Texas certified HUB)**HUB Expires**

17-JAN-2022

2/13/2020

CMBL/HUB Vendor Detail

CMBL/HUB Vendor Detail

HUB Eligibility	<u>WO (American Woman)</u>
----------------------------	------------------------------

HUB Gender	<u>E</u>
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Commodity items shown above are available for district(s)
1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25

PAGE 3 OF 4

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

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:

N/A

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 Evergreen Solutions [company name] is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is Tallahassee, Florida (city and state).

Taxpayer Identification Number (T.I.N.):	20-1833438
Company Name submitting bid/proposal:	Evergreen Solutions, LLC
Mailing address:	2818 Remington Green Cir., Tallahassee, FL 32308
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**
N/A	

* 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.

Senate Bill 252 Certification

On this day, I, Deborah L. Clark, Purchasing Agent for Jefferson County, Texas, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that I did review the website of the Comptroller of the State of Texas concerning the listing of companies that is identified under Section 806.051, Section 807.051, or Section 2253.253 and I have ascertained that the below named company is not contained on said listing of companies which do business with Iran, Sudan, or any Foreign Terrorist Organization.

Evergreen Solutions, LLC
 Company Name
RFP - 20-054/JW
 IFB/RFP/RFQ number

Certification check performed by:

James West Assistant Purchasing Agent
 Purchasing Representative Jefferson County
March 3, 2021
 Date

Bidder Shall Return Completed Form with Offer.



Glenn Hegar
Texas Comptroller of Public Accounts



Divestment Statute Lists

The Comptroller provides the following divestment lists in connection with Tex. Govt. Code 808.051 (HB 89, 85th R.S.), Tex. Govt. Code 2252.153 (SB 252, 85th R.S.), and Tex. Govt. Code 2270.0209 (SB 253, 85th R.S.), and for compliance with contracting requirements referenced in Tex. Govt. Code 2252.152 (SB 252, 85th R.S.) and Tex. Govt. Code 2270.002 (HB 89, 85th R.S.).

- Companies that Boycott Israel [comptroller.texas.gov/purchasing/docs/anti-bds.pdf] — *Updated June 2020*
- Scrutinized Companies with ties to Sudan [comptroller.texas.gov/purchasing/docs/sudan-list.pdf] — *Updated November 18, 2020*
- Scrutinized Companies with ties to Iran [comptroller.texas.gov/purchasing/docs/iran-list.pdf] — *Updated November 18, 2020*
- Designated Foreign Terrorist Organizations [comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf] — *Updated June 2020*
- Scrutinized Companies with ties to Foreign Terrorist Organizations [comptroller.texas.gov/purchasing/docs/fto-list.pdf]
- FAQ for Investing Entities [comptroller.texas.gov/purchasing/docs/SB-253-guidance.pdf]

List of Companies that Boycott Israel
Pursuant to Texas Government Code Chapter 808

June 2020

Company Name	ISSUER ID	ISIN
ASN BANK NV	ID000000002407715	
BETSAH INVEST SA		
CACTUS SA		
CO-OPERATIVE GROUP LIMITED	ID0000000002241186	GB00BFXWHQ29
DNB ASA	ID0000000002150825	NO0010031479
GULOGUZ DIS DEPOSU TICARET VE PAZARLAMA LTD.		
KARSTEN FARMS		
KLP KAPITALFORVALTNING AS		
KOMMUNAL LANDSPENSJONSKASSE GJENSIDIG FORSIKRINGSSKAP	ID0000000002228977	XS1217882171
SAMPENSION KP LIVSFORSIKRING A/S	ID0000000002708138	DK0011163715

2020 List of Companies Engaging in Scrutinized Business Operations in Sudan

Chapter 2270 of the Texas Government Code

Company Name	ISIN
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The United States government revoked the major components of all economic sanctions against Sudan and the Government of Sudan, effective October 12, 2017. As such, the U.S. Sudanese Sanctions Regulations were amended by the U.S. Office of Foreign Assets Control and authorize all transactions previously prohibited by the Regulations and Executive Orders 13067 and 13412, effective as of January 17, 2017.

However, the changes do not authorize transactions that are prohibited under the U.S. Darfur Sanctions Regulations (31 C.F.R. part 546) or Executive Orders 13400 or 13664. Accordingly, the Comptroller's office will continue monitoring for companies that meet the pertinent statutory definition of a scrutinized Company, i.e., companies that have been complicit in the Darfur genocide during any preceding 20-month period.

Updated November 2020

2020 List of Companies Engaging in Scrutinized Business Operations in Iran

Chapter 2270 of the Texas Government Code

COMPANY NAME	ISIN
AF Poyry AB	SE0005999836
Beiqi Foton Motor Co., Ltd.	CNE000000WC6
Bharat Petroleum Corporation Ltd.	INE029A01011
China Railway Group Ltd	CNE100000866
ENEOS Holdings, Inc. f/k/a JXTG Holdings Inc	JP3386450005
Glencore plc	JE00B4T3BW64
Hindustan Petroleum Corporation Ltd.	INE094A01015
Hyundai Motor	KR7005380001
Indian Oil Corporation Ltd.	INE242A01010
Jindal Steel & Power Ltd.	INE749A01030
Lloyds Banking Group plc	GB0008706128
Man SE	DE0005937007
Mangalore Refinery & Petrochemicals Ltd.	INE103A01014
Norinco Intl Cooperation Ltd	CNE000000VZ9
Oil & Natural Gas Corporation Ltd.	INE213A01029
Power Construction Corporation of China, Ltd.	CNE1000017G1
RELX PLC	GB00B2B0DG97
Renault S.A.	FR0000131906
Sinopec Engineering (Group) Co Ltd	CNE100001NV2
Telecom Italia	IT0003497168
Vodafone Group plc	GB00BH4HKS39
Zhejiang Shibao Co., Ltd.	CNE100001MJ9

Updated November 2020

Designated Foreign Terrorist Organizations
Pursuant to Texas Government Code Chapter 2270

June 2020

Organization	Organization
Abdallah Azzam Brigades (AAB)	ISIL-Khorasan (ISIL-K)
Abu Sayyaf Group (ASG)	ISIS-Bangladesh
Al-Aqsa Martyrs Brigade (AAMB)	ISIS-Greater Sahara
al-Ashtar Brigades (AAB)	ISIS-Philippines
al-Mulathamun Battalion (AMB)	ISIS-West Africa
al-Nusra Front	Islamic Jihad Union (IJU)
al-Qa'ida (AQ)	Islamic Movement of Uzbekistan (IMU)
Al-Qa'ida in the Indian Subcontinent	Islamic Revolutionary Guard Corps (IRGC)
al-Qa'ida in the Arabian Peninsula (AQAP)	Islamic State of Iraq and the Levant (formerly al-Qa'ida in Iraq)
al-Qaida in the Islamic Maghreb (AQIM)	Islamic State of Iraq and the Levant's Branch in Libya (ISIL-Libya)
al-Shabaab	Jalish-e-Mohammed (JEM)
Ansar al-Dine (AAD)	Jama'at Nusrat al-Islam wal-Muslimin (JNIM)
Ansar al-Islam (AAI)	Jaysh Rijal al-Taliq al-Naqshabandi (JRTN)
Ansar al-Shari'a in Benghazi	Jemaati Anshorut Tauhid (JAT)
Ansar al-Shari'a in Darnah	Jemaah Islamiyya (JI)
Ansar al-Shari'a in Tunisia	Jaysh al-Adl (formerly Jundallah)
Ansaru	Kahane Chai (Kach)
Army of Islam (AOI)	Kata'ib Hizbullah (KH)
Asa'b Ahl al-Haq (AAH)	Kurdistan Workers Party (PKK, aka Kongra-Gel)
Asbat al-Ansar (AAA)	Lashkari Jhangvi (LJ)
Aum Shinrikyo (AUM)	Lashkar-e Tayyiba (LeT)
Basque Fatherland and Liberty (ETA)	Liberation Tigers of Tamil Eelam (LTTE)
Boko Haram	Mujahidin Shura Council in the Environs of Jerusalem (MSC)
Communist Party of the Philippines/New People's Army (CPP/NPA)	National Liberation Army (ELN)
Continuity Irish Republican Army (CIIRA)	Palestine Islamic Jihad (PIJ)
Gama'a al-Islamiyya (Islamic Group - IG)	Palestine Liberation Front (PLE)
HAMAS	PELP-General Command (PELP-GC)
Haqqani Network (HCN)	Popular Front for the Liberation of Palestine (PELP)
Harakat ul-Jihad-i-Islami (HUII)	Real Irish Republican Army (RIRA)
Harakat ul-Jihad-i-Islami/Bangladesh (HUII-B)	Revolutionary Armed Forces of Colombia (FARC)
Harakat ul-Mujahidin (HUM)	Revolutionary People's Liberation Party/Front (DHKP/C)
Hizballah	Revolutionary Struggle (RS)
Hizbul Mujahideen (HM)	Shining Path (SL)
Indian Mujahideen (IM)	Tehrik-e Taliban Pakistan (TTP)
ISIL Sinai Province (formerly Ansar Bayt al-Maqdis)	

Source: U.S. Department of State <https://www.state.gov/foreign-terrorist-organizations/>

**List of Scrutinized Companies with ties to Foreign Terrorist Organizations
Pursuant to Texas Government Code Chapter 2270**

June 2020

Company Name	ISIN
No Companies Identified	

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 IL COUNTY OF Leon

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

on this day personally appeared Jeff King, who
(name)

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

"I, Jeff King, am a duly authorized officer of/agent
(name)
for Evergreen Solutions, LLC and have been duly authorized to execute the
(name of firm)
foregoing on behalf of the said Evergreen Solutions, LLC.
(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: Evergreen Solutions, LLC

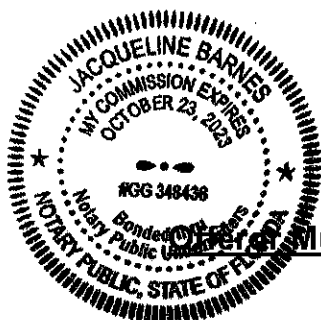
Fax: (850) 383-1511 Telephone# (850) 383-0111

by: Jeff King Title: President
(print name)

Signature: _____

SUBSCRIBED AND SWORN to before me by the above-named _____ on

this the 8th day of January, 2021.



Jacqueline Barnes
Notary Public in and for
the State of IL

Must Complete and Return This Page With Offer.

APPENDIX A

WAGE & COMPENSATION STUDY POSITIONS

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
AGRICULTURE EXTENSION SVC					
Administrative Secretary	50	1	38,847	48,558	58,270
Secretary	38	2	28,887	36,107	43,328
AIRPORT					
Account Clerk	40	1	30,349	37,935	45,522
Airport Director	76	1	73,821	92,275	110,730
ARFF Crew	46	4	35,193	43,991	52,790
Carpenter	55	1	43,953	54,940	65,927
Electrician	58	1	47,332	59,164	70,997
Financial Analyst	59	1	48,516	60,644	72,772
Fuel Service Lineman	40	3	30,349	37,935	45,522
Fuel Service Supervisor	46	1	35,193	43,991	52,790
Groundskeeper	32	3	24,908	31,134	37,360
Heavy Equip. Mechanic	53	1	41,834	52,291	62,749
Lead ARFF	48	3	36,975	46,218	55,461
Oper Manager/ARFF Chief/Security	66	1	57,669	72,087	86,505
Secretary	38	1	28,887	36,107	43,328
Utility Maintenance Worker	40	1	30,349	37,935	45,522
Welder/Maintenance Tech	53	1	41,834	52,291	62,749
AUDITOR'S OFFICE					
Accounting Technician	53	1	41,834	52,291	62,749
County Auditor	91	1	106,914	133,643	160,372
Administrative Secretary	50	1	38,847	48,558	58,270
1st Assistant County Auditor	79	1	79,497	99,371	119,245
Financial Analyst	59	3	48,516	60,644	72,772
Financial Manager	71	2	65,247	81,559	97,871
Financial Technician	48	5	36,975	46,218	55,461
Receptionist/Clerk	34	1	26,170	32,712	39,254
CONSTABLE - PCT 1					
Office Specialist	38	1	28,887	36,107	43,328
Senior Office Specialist	43	1	32,680	40,851	49,022
CONSTABLE - PCT 2					
Senior Office Specialist	43	1	32,680	40,851	49,022
CONSTABLE - PCT 4					
Senior Office Specialist	43	1	32,680	40,851	49,022

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
CONSTABLE - PCT 6					
Office Specialist	38	1	28,887	36,107	43,328
Senior Office Specialist	43	1	32,680	40,851	49,022
CONSTABLE - PCT 7					
Senior Office Specialist	43	1	32,680	40,851	49,022
CONSTABLE - PCT 8					
Senior Office Specialist	43	1	32,680	40,851	49,022
COUNTY CLERK					
Administrative Deputy County Clerk	53	1	41,834	52,291	62,749
Administrative Office Specialist	46	2	35,193	43,991	52,790
Administration Operations Manager	59	1	48,516	60,644	72,772
Chief Deputy County Clerk	65	1	56,261	70,327	84,394
County Clerk Administrator	61	1	50,969	63,713	76,457
Deputy County Clerk	40	15	30,349	37,935	45,522
Senior Deputy County Clerk	43	11	32,680	40,851	49,022
Analyst/Programmer (Elections Programmer)	62	1	52,247	65,307	78,367
Elections Manager	64	1	54,891	68,613	82,335
Voting Assistants - Elections	41	2	31,107	38,883	46,660
COUNTY COURT AT LAW NO. 1					
Court Clerk	40	1	30,349	37,935	45,522
Court Coordinator	53	1	41,834	52,291	62,749
Court Reporter	1	1			
COUNTY COURT AT LAW NO. 2					
Associate Court Administrator	53	1	41,834	52,291	62,749
Court Coordinator	53	2	41,834	52,291	62,749
Court Reporter	1	1			
COUNTY COURT AT LAW NO. 3					
Court Coordinator	53	3	41,834	52,291	62,749
Court Reporter	1	1			
Receptionist/Clerk	34	1	26,170	32,712	39,254
COUNTY JUDGE					
Administrative Aid to County Judge	53	1	41,834	52,291	62,749
Administrative Secretary	50	1	38,847	48,558	58,270
Assistant to County Judge	1	1			
Associate Court Administrator	53	3	41,834	52,291	62,749
Court Clerk	40	1	30,349	37,935	45,522

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
COUNTY TREASURER					
Account Clerk	40	1	30,349	37,935	45,522
Chief Deputy County Treasurer	54	1	42,881	53,601	64,321
Senior Account Clerk	43	1	32,680	40,851	49,022
CRIME LAB					
Crime Lab Technician	48	2	36,975	46,218	55,461
Director of Crime Lab	72	1	66,878	83,597	100,317
Forensic Scientist	69	8	62,102	77,629	93,157
COURT MASTER (DRUG COURT)					
Court Coordinator	53	2	41,834	52,291	62,749
Court Reporter	1	1			
Office Specialist	38	1	28,887	36,107	43,328
CRIMINAL DISTRICT COURT					
Attorney	1	1			
Chief Appellate/Writ Assistant	53	1	41,834	52,291	62,749
Court Coordinator	53	3	41,834	52,291	62,749
Court Reporter	1	2			
58TH DISTRICT COURT					
Court Clerk (Bailiff)	40	1	30,349	37,935	45,522
Court Coordinator	53	1	41,834	52,291	62,749
Court Reporter	1	1			
60TH DISTRICT COURT					
Court Clerk (Bailiff)	40	1	30,349	37,935	45,522
Court Coordinator	53	1	41,834	52,291	62,749
Court Reporter	1	1			
136TH DISTRICT COURT					
Court Clerk (Bailiff)	40	1	30,349	37,935	45,522
Court Coordinator	53	1	41,834	52,291	62,749
Court Reporter	1	1			
172ND DISTRICT COURT					
Court Clerk (Bailiff)	40	1	30,349	37,935	45,522
Court Coordinator	53	1	41,834	52,291	62,749
Court Reporter	1	1			
252ND DISTRICT COURT					
Coordinator/Indigent Defense	53	1	41,834	52,291	62,749
Court Coordinator	53	1	41,834	52,291	62,749
Court Reporter	1	1			

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
279TH DISTRICT COURT					
Court Coordinator	53	1	41,834	52,291	62,749
Court Reporter	1	1			
317TH DISTRICT COURT					
Associate Judge	1	1			
Court Coordinator	53	3	41,834	52,291	62,749
Court Reporter	1	1			
DATA PROCESSING					
Assistant Director of MIS	79	1	79,497	99,371	119,245
Analyst/Programmer	62	1	52,247	65,307	78,367
Computer Services Tech/Operator	49	1	37,900	47,375	56,850
Computer Systems Administrator	68	3	60,588	75,735	90,882
Director of MIS	86	1	94,499	118,121	141,744
Personal Computer Technician	49	4	37,900	47,375	56,850
Personal Computer Technician II	52	1	40,812	51,016	61,220
Programmer/Analyst	65	4	56,261	70,327	84,394
Senior Office Specialist	43	1	32,680	40,851	49,022
Senior Programmer/Analyst	70	2	63,656	79,569	95,483
DISPUTE RESOLUTION CENTER					
Case Coordinator	38	1	28,887	36,107	43,328
Director of Dispute Resolution	69	1	62,102	77,629	93,157
Senior Case Manager	43	1	32,680	40,851	49,022
DISTRICT ATTORNEY					
Administration Manager to DA	60	1	49,726	62,158	74,591
Administration Operations Manager	59	3	48,516	60,644	72,772
Administrative Secretary	50	2	38,847	48,558	58,270
Attorney	1	30			
Executive Assistant	1	1			
Investigator / Chief Investigator	1	6			
Investigator Assistant	1	1			
Personal Computer Technician	49	1	37,900	47,375	56,850
Secretary	38	4	28,887	36,107	43,328
Senior Office Specialist	43	2	32,680	40,851	49,022
Senior Secretary	45	12	34,335	42,919	51,504
DISTRICT CLERK					
Admin. Deputy District Clerk	53	3	41,834	52,291	62,749
Chief Deputy District Clerk	65	1	56,261	70,327	84,394
Deputy District Clerk	40	18	30,349	37,935	45,522
Senior Account Clerk	43	1	32,680	40,851	49,022
Senior Deputy District Clerk	43	3	32,680	40,851	49,022

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
EMERGENCY MANAGEMENT					
Assistant Emergency Mgmt. Coordinator	57	1	46,176	57,720	69,264
Emergency Management Coordinator	1	1			
ENGINEERING					
Director of Engineering	86	1	94,499	118,121	141,744
Engineering Specialist	62	6	52,247	65,307	78,367
Engineering Superintendent	71	1	65,247	81,559	97,871
Office Manager	51	1	39,819	49,773	59,727
Secretary	38	1	28,887	36,107	43,328
ENVIRONMENTAL CONTROL					
Director of Environmental Control	66	1	57,669	72,087	86,505
Environmental Health Inspector	52	2	40,812	51,016	61,220
Office Specialist	38	1	28,887	36,107	43,328
Senior Office Specialist	43	1	32,680	40,851	49,022
HEALTH & WELFARE					
Administrative Director of H&W	72	1	66,878	83,597	100,317
Administrative Secretary	50	2	38,847	48,558	58,270
Office Specialist	38	1	28,887	36,107	43,328
Pharmacy Technician	36	1	27,492	34,366	41,240
Public Health Nurse	63	4	53,551	66,939	80,328
Public Health Nurse Supervisor	65	2	56,261	70,327	84,394
Receptionist/Clerk	34	2	26,170	32,712	39,254
Senior Office Specialist	43	2	32,680	40,851	49,022
Van Driver	36	2	27,492	34,366	41,240
Welfare Caseworker	49	6	37,900	47,375	56,850
Welfare Casework Supervisor	58	2	47,332	59,164	70,997
Pharmacist	89	1	101,762	127,204	152,646
HUMAN RESOURCES					
Director of HR & Risk Management	88	1	99,282	124,102	148,922
Employee Relations/Compensation Mgr.	66	1	57,669	72,087	86,505
Human Resources Assistant	48	1	36,975	46,218	55,461
Senior Personnel Specialist	56	1	45,049	56,313	67,577
JUSTICE COURT - PCT 1 PL 1					
Associate Court Administrator	53	1	41,834	52,291	62,749
Senior Court Clerk	43	2	32,680	40,851	49,022
JUSTICE COURT - PCT 1 PL 2					
Associate Court Administrator	53	1	41,834	52,291	62,749
Senior Court Clerk	43	2	32,680	40,851	49,022

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
JUSTICE COURT - PCT 2					
Associate Court Administrator	53	1	41,834	52,291	62,749
Senior Court Clerk	43	2	32,680	40,851	49,022
JUSTICE COURT - PCT 4					
Associate Court Administrator	53	1	41,834	52,291	62,749
Senior Court Clerk	43	2	32,680	40,851	49,022
JUSTICE COURT - PCT 6					
Associate Court Administrator	53	1	41,834	52,291	62,749
Senior Court Clerk	43	2	32,680	40,851	49,022
JUSTICE COURT - PCT 7					
Associate Court Administrator	53	1	41,834	52,291	62,749
Senior Court Clerk	43	2	32,680	40,851	49,022
JUSTICE COURT - PCT 8					
Associate Court Administrator	53	1	41,834	52,291	62,749
Senior Court Clerk	43	2	32,680	40,851	49,022
JUVENILE PROBATION					
Community Service Specialist	53	1	41,834	52,291	62,749
Cook	31	1	24,299	30,374	36,450
Director of Juv. Probation & Detention (Chief Juvenile Proba	85	1	92,193	115,242	138,291
Juvenile Casework Manager	67	2	59,110	73,888	88,666
Juvenile Casework Supervisor	61	5	50,969	63,713	76,457
Juvenile Detention Officer (Juv. Supervision Officer)	42	13	31,884	39,855	47,827
Juvenile Detention Superintendent	70	1	63,656	79,569	95,483
Juvenile Mental Health Professional	61	1	50,969	63,713	76,457
Juvenile Placement Officer	51	1	39,819	49,773	59,727
Juvenile Probation Officer	51	16	39,819	49,773	59,727
Lead Juvenile Detention Officer	50	4	38,847	48,558	58,270
Office Specialist (Detention Control Center Operator)	38	2	28,887	36,107	43,328
Receptionist/Clerk	34	2	26,170	32,712	39,254
Secretary	38	2	28,887	36,107	43,328
Senior Office Specialist	43	1	32,680	40,851	49,022
Senior Secretary	45	1	34,335	42,919	51,504

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
MAINTENANCE BEAUMONT & PT. ARTHUR					
Building Maintenance Supervisor	58	1	47,332	59,164	70,997
Carpenter	55	3	43,953	54,940	65,927
Director of Building Maintenance	69	1	43,953	54,940	65,927
Electrician	58	1	47,332	59,164	70,997
Groundskeeper	32	1	24,908	31,134	37,360
Heating, Vent & AC Mechanic	57	1	46,176	57,720	69,264
Office Specialist	38	2	28,887	36,107	43,328
Painter	46	1	35,193	43,991	52,790
Plumber	56	1	45,049	56,313	67,577
Receptionist/Clerk	34	1	26,170	32,712	39,254
Superintendent of Building Maintenance	62	1	52,247	65,307	78,367
Utility Maintenance Worker	40	7	30,349	37,935	45,522
MAINTENANCE MID-COUNTY					
Maintenance Technician	52	1	40,812	51,016	61,220
MOSQUITO CONTROL					
Director of Mosquito Control	75	1	72,019	90,024	108,030
Entomologist	62	1	52,247	65,307	78,367
Heavy Equip Mechanic	53	1	41,834	52,291	62,749
Herbicide Appl & Maintenance Wkr.	42	2	31,884	39,855	47,827
Mosquito Control Operations Foreman	52	2	40,812	51,016	61,220
Pesticide Appl & Maintenance Wkr.	42	2	31,884	39,855	47,827
Pesticide Appl	43	1	32,680	40,851	49,022
Pilot/Aircraft Mechanic	63	1	53,551	66,939	80,328
Pilot/Aviation Supervisor	65	1	56,261	70,327	84,394
Pilot/Mechanical Supervisor	65	1	56,261	70,327	84,394
Secretary	38	1	28,887	36,107	43,328
NURSE PRACTITIONER					
Admin Clinical Coordinator	56	1	45,049	56,313	67,577
Medical Assistant	41	1	31,107	38,883	46,660
Nurse Practitioner	80	1	81,484	101,856	122,229
PURCHASING DEPARTMENT					
Assistant Purchasing Agent	61	1	50,969	63,713	76,457
Contract Specialist	55	1	43,953	54,940	65,927
Purchasing Agent	75	1	72,019	90,024	108,030
Senior Buyer	49	2	37,900	47,375	56,850
Senior Office Specialist	43	1	32,680	40,851	49,022
Lead Printer (Printing)	49	1	37,900	47,375	56,850

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
RISK MANAGEMENT					
Benefits Manager	69	1	62,102	77,629	93,157
Senior Benefits Analyst	56	2	45,049	56,313	67,577
ROAD & BRIDGE PRECINCT 1					
Administrative Secretary	50	1	38,847	48,558	58,270
Equipment Operator/Maint. Wkr.	47	3	36,074	45,092	54,110
Precinct Road Superintendent	69	1	62,102	77,629	93,157
Road Foreman	56	1	45,049	56,313	67,577
Sr. Equipment Operator/Maint. Wkr.	52	5	40,812	51,016	61,220
ROAD & BRIDGE PRECINCT 2					
Administrative Secretary	50	1	38,847	48,558	58,270
Equipment Operator/Maint. Wkr.	47	3	36,074	45,092	54,110
Heavy Equip. Mechanic	53	1	41,834	52,291	62,749
Precinct Road Superintendent	69	1	62,102	77,629	93,157
Road Foreman	56	2	45,049	56,313	67,577
Sr. Equipment Operator/Maint. Wkr.	52	6	40,812	51,016	61,220
Utility Maintenance Worker	44	1	33,498	41,873	50,248
ROAD & BRIDGE PRECINCT 3					
Administrative Secretary	50	1	38,847	48,558	58,270
Assistant Superintendent	58	1	47,332	59,164	70,997
Carpenter	55	1	43,953	54,940	65,927
Equipment Operator/Maint. Wkr.	47	3	36,074	45,092	54,110
Heavy Equip. Mechanic	53	1	41,834	52,291	62,749
Precinct Road Superintendent	69	1	62,102	77,629	93,157
Road Foreman	56	1	45,049	56,313	67,577
Sr. Equipment Operator/Maint. Wkr.	52	5	40,812	51,016	61,220
Utility Maintenance Worker	44	1	33,498	41,873	50,248
ROAD & BRIDGE PRECINCT 4					
Administrative Secretary	50	1	38,847	48,558	58,270
Assistant Superintendent	58	1	47,332	59,164	70,997
Equipment Operator/Maint. Wkr.	47	3	36,074	45,092	54,110
Executive Assistant	1	1			
Heavy Equip. Mechanic	53	2	41,834	52,291	62,749
Precinct Road Superintendent	69	1	62,102	77,629	93,157
Road Foreman	56	1	45,049	56,313	67,577
Sr. Equipment Operator/Maint. Wkr.	52	3	40,812	51,016	61,220
Senior Secretary	45	1	34,335	42,919	51,504
Sign Fabricator	42	1	31,884	39,855	47,827
Utility Maintenance Worker	44	2	33,498	41,873	50,248

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
SERVICE CENTER					
Automobile Mechanic	48	3	36,975	46,218	55,461
Director of Vehicle Service Center	59	1	48,516	60,644	72,772
SHERIFF'S OFFICE					
Account Clerk	40	3	30,349	37,935	45,522
Administration Operations Manager	59	1	48,516	60,644	72,772
Administrative Office Specialist	46	6	35,193	43,991	52,790
Administrative Secretary	50	2	38,847	48,558	58,270
Aircraft Mechanic	62	1	52,247	65,307	78,367
Assistant Chief Deputy Sheriff	71	1	65,247	81,559	97,871
Building Maintenance Supervisor	58	1	46,404	58,005	69,605
Chief Deputy Sheriff	77	2	75,667	94,584	113,501
Corrections Maintenance Crew	40	1	30,349	37,935	45,522
Electrician	58	1	47,332	59,164	70,997
Financial Technician	48	1	36,975	46,218	55,461
Food Service Manager	52	1	40,812	51,016	61,220
Heating, Vent & AC Mechanic	57	1	45,271	56,589	67,906
Office Assistant	34	2	26,170	32,712	39,254
Office Specialist	38	11	28,887	36,107	43,328
Painter	46	1	35,193	43,991	52,790
Plumber	56	1	44,166	55,209	66,252
Receptionist/Clerk	34	2	25,657	32,071	38,484
Secretary	38	2	28,887	36,107	43,328
Senior Office Specialist	43	2	32,680	40,851	49,022
Senior Telecommunicator	46	1	35,193	43,991	52,790
Telecommunications Ser. Supervisor	54	1	42,881	53,601	64,321
Telecommunicator	42	9	31,884	39,855	47,827
Welder	50	1	38,847	48,558	58,270
TAX ASSESSOR/COLLECTOR					
Account Clerk	40	40	30,349	37,935	45,522
Accounting Technician	53	6	41,834	52,291	62,749
Administrative Secretary	50	1	38,847	48,558	58,270
Chief Deputy Tax Assessor	69	1	62,102	77,629	93,157
Financial Manager	71	1	65,247	81,559	97,871
Senior Account Clerk	43	6	32,680	40,851	49,022
VETERANS SERVICE					
Office Specialist	38	2	28,887	36,107	43,328
Veterans County Service Officer	60	1	49,726	62,158	74,591
Veterans Service Supervisor	49	1	37,900	47,375	56,850

JOB CLASSIFICATION	RATE	POSITIONS	MIN	MID	MAX
VICTIM'S ASSISTANCE (Domestic Violence)					
Receptionist/Clerk	34	2	26,170	32,712	39,254
Secretary	38	1	28,887	36,107	43,328
Victim's Assistance Director	56	1	45,049	56,313	67,577
Volunteer Coordinator	45	1	34,335	42,919	51,504
VISITOR'S CENTER					
Administration Operations Manager	59	1	48,516	60,644	72,772
Director of Visitors' Center	62	1	52,247	65,307	78,367
Secretary	38	2	28,887	36,107	43,328
Utility Maintenance Worker	40	1	30,349	37,935	45,522

620



JEFFERSON COUNTY, TEXAS PURCHASING DEPARTMENT

1149 Pearl Street – First Floor
Beaumont, Texas 77701
409-835-8593

ADDENDUM TO RFP

RFP Number: RFP 20-054/JW
RFP Title: Wage and Compensation Study for Jefferson County
RFP Due: 11:00 am CT, Wednesday, January 13, 2021
Addendum No.: 1
Issued (Date): January 7, 2021

TO OFFEROR: This Addendum is an integral part of the RFP package under consideration by you as an Offeror in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire RFP package – **including all addenda**. For purposes of clarification, **receipt of this present Addendum by an Offeror should be evidenced by returning it (signed) as part of the Offeror's sealed proposal**. If the Proposal has already been received by the Jefferson County Purchasing Department, Offeror should return this addendum in a separate sealed envelope, clearly marked with the RFP Title, RFP Number, and Opening Date and Time, as stated above.

Reason for Issuance of this addendum: Clarifications

The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Offeror.

ATTEST:

[Signature]
Witness
[Signature]
Witness

Approved by _____ Date: _____

Authorized Signature (Offeror)

Dr. Jeff Ling, President
Title of Person Signing Above

Evergreen Solutions, LLC
Typed Name of Business or Individual

2878 Remington Green Cir
Address
Tallah, FL 32308

Addendum No. 1

(RFP 20-054/JW) Wage and Compensation Study for Jefferson County

CLARIFICATIONS

Question: Given the current COVID-19 environment, is the County willing to waive the printed submission requirement and accept electronic submissions?

Answer: The Jefferson County Purchasing Department does not accept emailed or electronic response submissions. Submissions (in hard copy form) may be delivered to our department by hand or via courier/delivery service. It is the respondent's responsibility to ensure that the proper courier/delivery service options are arranged to ensure submission receipt prior to the due date/time.

Question: Will you accept scanned signatures in lieu of original ink?

Answer: As per the RFP specifications, there must be one full original copy of the response – to include original signatures.

However, we do allow separate submission(s) if necessary (within means).

Example: If you have non-original copies to package up in one box/envelope, the original signed document copies can be submitted via a separate shipment.

Please be sure to MARK CLEARLY on your submissions that you are sending multiple shipments, as well as notate on non-original signature pages that the original signed pages are being submitted separately.

Question: Regarding notarized forms, we have the ability to notarize the forms, but due to employees working remotely, all forms will be scanned. Is that acceptable?

Answer: Same as above. Originals must be submitted, but can be done via a separate submission.

Please Note: Any separate submission(s) of originals must be clearly marked and received by the due date/time specified for the RFP.

Question: Will documents previously filled out, signed, and/or notarized (from March 2020 response submission) be accepted? No information changed on some of these documents, but just wanted to be sure documents that were signed and dated with March dates would be accepted.

Answer: New documents with new dates are to be submitted/accepted. Please do not send any documents from last year's RFP specifications/with last year's dates.

Question: How many references are required for this solicitation (the reference form allows for 3, but on page 31, there is a request for 5)?

Answer: Please complete the reference form provided, as well as provide a listing of (5) references. You may duplicate the references included on the form in the listing.

Question: Is the agency willing to consider all work being conducted virtually (through web and teleconference and sharing of electronic files)?

Answer: Given the current circumstances we agree that the vast majority of the work be conducted virtually. However, if a face-to-face meeting is required at some point in the process, we would not oppose.

Addendum No. 1 (RFP 20-054/JW)
CLARIFICATIONS - Continued

Question: In the proposal, there is mention of 565 classifications to be surveyed. Is that the number of benchmark classifications to be surveyed or the total number of classifications affected by the study?

Answer: No. 565 is the number of positions that will be affected by the study.

Question: Have the benchmark classifications already been selected or would the agency like the consultant to provide recommendations?

Answer: It is our expectation that the consulting company would make recommendations on the benchmark classifications.

Question: How many labor market agencies does the County wish to utilize in this study? Is private sector data also desired?

Answer: We do not have a specific number in mind. We expect to look at several similarly situated counties and local cities. We would also like to include the private sector, including refineries, given that they are the largest competitor regarding employees.

Question: How many individual employees are covered under the scope of this study?

Answer: Approximately 1,100 employees however, approximately 378 employees would not be included because they are covered by collective bargaining agreements.

Question: Are the existing job descriptions for all titles current and accurate?

Answer: Job descriptions are mostly current and accurate. Job descriptions are updated as positions are posted.

Question: To which license is being referred that is needed to perform these services in Texas?

Answer: This refers to any special licenses or certifications that your firm/staff members (that are to be assigned to the project) have obtained to provide these consultation services. If none are required, please note this within your response.

Question: Under Background on page 28, the RFP says that 565 positions will need to be surveyed. How many job titles do these positions currently fall within, and is it the County's intent to survey all job titles or only benchmark titles for purposes of updating the existing compensation plan?

Answer: This would need to be discussed with the chosen consultant to determine how many job titles would need to be surveyed.

Question: Under Scope/General Requirements (page 28), the RFP alludes to both internal equity and market competitiveness. Under Purpose and Objective on page 27, however, the study is limited to a market survey that results in an update of the existing plan rather than realignment of jobs, separation/consolidation of titles, etc. Can you please clarify? Is the study to be limited to a market survey and recommendations for updates to the compensation plan or does the County actually anticipate an internal equity analysis?

Answer: Both.

Addendum No. 1 (RFP 20-054/JW)
CLARIFICATIONS - Continued

Question: Are all services to be provided remotely, or does the County anticipate onsite visits? If onsite visits are included, how many?

Answer: We do not have a specific number of anticipated onsite visits. Given the current circumstances, work may be conducted remotely, however we will accept onsite visits when necessary.

Question: The County conducted a similar procurement in February/March 2020. Ultimately the County decided not to move forward with the project. However, prior to cancelling the procurement, the County had begun negotiations with the highest-ranked firm. Can you please identify who that particular firm was?

Answer: As there was no award or contract executed for the similar RFP that was released last year, we are unable to release information regarding the evaluation or negotiations process that occurred.

Question: The RFP states that comparative agencies shall be similar counties in Texas (Bell, Brazoria, Brazos, Galveston, Lubbock, McLennan, Neufus, Smith and Webb).

The County also wants to be competitive with private employers. We use published surveys to compare to the private sector since individual private employers will not share their compensation information. Is this approach acceptable to the County and does the County itself subscribe to any published surveys it prefers that the consultant uses?

Answer: The County does not subscribe to any published surveys. We would like to at least attempt to obtain private sector data from local businesses.

Question: The RFP states that approximately 565 positions will need to be surveyed. There are approximately 49 grades enveloping these 565 positions. Question: we typically use a benchmarking approach where we select approximately 50%-60% of all classifications as benchmarks and internally align the remaining classifications with the benchmark for salary/grade setting purposes. Is this approach acceptable to the County or do you wish the consultant to survey (i.e., benchmark) all 565 classifications?

Answer: This approach would be acceptable to the County provided we could agree on the benchmarked position and how this approach would work.

Question: The RFP states: The selected firm would make recommendations to the County to ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills, and abilities are classified together and paid appropriately. Does this mean the County wants the consultant to perform a classification study, including employees completing questionnaires, interviewing a representative sample of employees in each classification, and then recommending employee/position allocations to classifications, consolidating classes, if necessary, etc. Or will the consultant be expected to merely work with the County's current classifications and class descriptions and focus only on compensation, not as much on classification? If a classification study is desired, can you please provide a report that shows the number of employees in each classification to be studied?

Answer: We are not expecting the consultant to conduct a classification study. Our focus is on compensation for the current classifications.

Addendum No. 1 (RFP 20-054/JW)
CLARIFICATIONS - Continued

Question: The RFP refers to “all civilian positions.” Does this mean that public safety, such as sheriff and fire, will not be included? Please provide the exact number of classifications to be studied if it is not all 565.

Answer: Only the non-union (command staff) positions in the Sheriff's department will be included in this compensation study. We do not have a fire department. The exact number of classifications has not been determined as we would like to work with the consultant on benchmark positions.

Question: We did not notice any specific HUB requirements within the text of the RFP; however, the Good Faith Effort (GFE) Determination Checklist indicates it must be submitted with the proposal. Are there any specific HUB requirements for this RFP?

Answer: The County does encourage HUB participation, but does not have any specific HUB requirements. Please indicate “Not Applicable” if you do not have any HUB information to share on the HUB documents included in the RFP specifications.

Question: Does the County have a Compensation Philosophy/Strategy available for review?

Answer: The County has a Classification-Compensation policy attached for your review (ATTACHMENT A), however the policy is outdated. The County would welcome suggestions/recommendations from the consultant regarding updates and or revisions to this policy as a part of this review.

Question: How does the County currently evaluate jobs for internal equity? Is there a formal job evaluation methodology? If not, does the County want to include this as part of the study?

Answer: There is no formal strategy for evaluating jobs for internal equity. We are certainly interested in ensuring internal equity and the County would consider this to be a part of the study depending on the cost.

Question: How does the County currently evaluate jobs for market/external competitiveness, set salaries and provide increases?

Answer: Currently, if questions arise regarding external competitiveness, the County conducts informal salary surveys with similarly situated governmental entities and private sector entities as available. Salaries are set in accordance with the attached policy.

Question: Is the County interested in utilizing published survey data to supplement custom survey data?

Answer: Yes.

Question: We understand the last similar type of study occurred in 1997. We also understand that benefits and updated of job descriptions are not to be included as components of this study. As a best practice for determining internal equity, review of job duties and responsibilities should occur via analysis of current job descriptions, a position description questionnaire process with interviews, or both. Was the 1997 study that the last time the job descriptions were updated? If not, when were the job descriptions updated?

Answer: As far as a formal updating process for all positions within the county, 1997 was the last time a formal classification compensation study was conducted. Since then, job descriptions are updated whenever positions are vacated and need to be filled. It is estimated that most job descriptions have been updated since 1997 due to attrition.

Addendum No. 1 (RFP 20-054/JW)
CLARIFICATIONS - Continued

Question: While the County does not wish to update job descriptions at this time, is the County interested in utilizing Position Description Questionnaires (PDQs) to gather and document information regarding incumbents' job responsibilities and aid in the internal equity analysis process?

Answer: If in conjunction with the consultant the County feels it is necessary to utilize Position Description Questionnaires for some positions, then we would definitely agree to do so.

Question: As a point of clarity, please confirm that the 565 positions (49 grades) covered by the study are all non-union.

Answer: Yes, we are not looking at union positions.

Question: The total # of positions listed in Appendix A is 620. Is that the total employee count; however, 565 employees/positions will be covered by the study?

Answer: Yes, the 620 represents the total employee count in positions affected by this survey. The 620 is a more accurate representation of the number of employees/positions that will be covered by the study. Ultimately there are approximately 250 individual classifications within the Jefferson County Compensation system. We would like to look at as many of those individually as possible with a focus on trying to establish benchmark positions from which other compensation decisions can be made. The 620 under Appendix A includes repetitions of the same classifications.

Question: Assuming the 49 grades refer to the number of pay grades within the County's step and grade system, how many distinct job classifications, will be covered by the study?

Answer: Approximately 250.

SECTION 10.4
CLASSIFICATION/COMPENSATORY

A. Policy

It is the policy of Jefferson County to ensure that all employees are paid within the salary range established for his/her position.

B. Purpose

The purpose of this policy is to provide a reasonable and systematic classification/compensation plan through which to pay employees fair wages for work performed satisfactorily.

This classification/compensation policy applies to all regular County employees excluding Elected Officials and their departments, those employees covered under union contracts, grant funded positions, unclassified positions, Assistant District Attorneys, and Investigators.

Elected Officials are encouraged to comply with these guidelines; however their participation is voluntary within the limits of the official budget.

C. Hiring Procedures

1. The minimum rate for each grade is based upon the assumption that an employee meets the minimum qualifications as stated in the job description.
 - a. If the applicant to be hired as a regular full-time employee exceeds the minimum qualifications, their starting salary may, with the approval of the Department Head/Elected Official, exceed the minimum rate of pay depending upon the availability of funds for the budgeted position.
 - b. A Department Head may, after obtaining the approval of Human Resources, fill an open position at up to 100% of the salary range, but not in an amount which would exceed the budgeted amount for the position. It shall be the duty of the Human Resources department, prior to granting such approval, to determine that the experience and qualifications of the applicant warrant filling the position at 100% of the salary range. Any requests to fill a position at more than 100% of the range must be approved by Commissioners' Court.
 - c. Department Heads/Elected Officials should always take into account the total compensation package prospective employees are being offered. This package consists of a competitive salary, excellent benefits, challenging work environment, opportunities to serve the public and the security of a stable organization.
2. Regular part-time applicants should be hired at a salary rate that is at least 75% of a similarly-situation position. Department Heads/Elected Officials may determine if,

Section 10.4 Continued

and when, a long-term regular part-time employee receives a salary increase dependent on availability of funds for the budgeted position.

D. Promotions

1. A promotion occurs when an employee moves into a position whose class has a salary grade higher than the class of the employee's current position.
 - a. Promotional increases will be determined by the Department Head/Elected Official depending upon the availability of funds for the budgeted position. The increase should, at least, bring the employee to the minimum of the new range.
 - b. Substantial increases above the minimum of the range should be considered for promotions with very significant increases in responsibility, such as non-supervisory to supervisory, or non-technical to technical.
 - c. A Department Head may grant a promotional increase up to 100% of the range; if the recommended increase exceeds this amount it must be approved by Commissioners' Court.
 - d. In no instances should a promoted employee's pay exceed the budgeted amount for the position or the maximum of the range.
2. When a position changes substantially in one or more of the compensable areas (knowledge/skill, responsibility, decision-making etc.), the Department Head or Elected Official may request a new job content evaluation. The request should be forwarded to Commissioners' Court. After reviewing the request, the Court will then forward those requests to the Human Resources Staff for analysis and evaluation. If the job analysis and evaluation so indicate, the job can be recommended for a higher grade and/or classification. This would be deemed a "job growth promotion." The salary and new grade level would be addressed during budget hearings and if approved would become effective with the beginning of the new fiscal year.

E. Transfers

1. A transfer involves the movement of an employee to a position whose salary grade is the same as that of the employee's current position. A transfer may occur within a department or between one department and another.
2. Transfer requests may be made by the employee to the Department Head/Elected Official involved through the job posting process, or a transfer may be made by the Department Heads/Elected Official to meet the administrative or business needs of the County. However, the employee must be qualified to perform the duties of the position to which the transfer is contemplated.
3. In the event of a transfer of an employee, the Department Head/Elected Official shall determine if the employee receives a salary increase depending upon availability of funds for the budgeted position.
4. An employee who desires a transfer or promotion should complete the "Application for Promotion or Transfer" form. This form (available in the Human Resources Department) should be received by 4:30 p.m. in the Human Resources Department on the closing date for that job posting.

Section 10.4 – Continued

5. Under extenuating circumstances, Commissioners' Court or an Elected Official may appoint an employee to a vacant position for the benefit of the County.

F. Preparation, Maintenance, and Appeals to Salary Grade Classification

1. The Human Resources staff is responsible for collecting all necessary information required to prepare and maintain a viable grade/classification plan.
2. Requests for newly created positions and reclassifications by Department Heads/Elected Officials are to be submitted to Commissioners' Court. The Court will then refer those positions to be evaluated to the Human Resources Department. The Human Resources Staff is then responsible for reviewing these positions and recommending any changes in grade or classification, and completing a job analysis each time there is a new position established or there is a major change in duties for an employee. After review, the Human Resources Staff will submit a recommendation to Commissioners' Court for final approval during the budget process.

G. Reclassification of Pay Grade

1. The reclassification of a position to a higher grade shall result in a salary increase to at least the minimum of the new pay grade, or as determined by the Department Head/Elected Official, depending upon the availability of funds for that position.
2. When an employee's position is reclassified to a lower pay grade and the employee's salary is above the maximum set for the lower grade, the employee shall be permitted to continue at his present rate of pay.
3. A reclassified employee whose salary remains above the maximum of the lower grade shall not be entitled to a salary increase until such time that the employee's salary falls below the maximum rate of the grade.
4. Reclassifications/Consolidation of position
 - a. Normally, all requests for reclassifications should be considered during the budget process. In unusual circumstances, request for reclassifications will be considered outside of the budget process as described below:
 - b. In order for a reclassification to be considered, the proposed reclassification or consolidation of positions must result in: 1). An increase in level of responsibility or a increase in the scope of the position; 2). A permanent reduction in headcount and 3). A significant budgetary savings. The savings should be a minimum of at least 75% of the salary and benefits for the position eliminated. In no instance should a reclassified employee's rate of pay exceed the maximum of the newly assigned range.
 - c. Newly created positions should be classified or a market analysis done to determine the appropriate salary range. The final salary assigned to an employee who is reclassified will be determined by the Human Resources Department and subject to the approval of Commissioners' Court.

Section 10.4 - Continued

H. Demotions

1. An employee may be voluntarily demoted at his/her request when such action would be to the advantage of the employee and/or the County. Voluntary demotion shall not be considered disciplinary action or disqualify the employee for consideration for later advancement. The new rate of pay after the demotion shall be within the lower pay range.
2. When an employee receives a demotion, the salary may not exceed amount budgeted for the new position in the current fiscal year.

I. Progression Through Salary Range

Progression through the salary ranges shall be determined annually and will be dependent upon the availability of funds. The percentage increase may vary from year to year based on the projected budget for the next fiscal year. Commissioners' Court may grant additional cost of living increases/lump sum awards when warranted and as the budget permits.

1. After reaching 100% of the salary range (Market Rate), the Department Head may award, on an annual basis, up to a 2.5% increase to classified employees provided that budgeted funds are available for the position slot.
2. The Department Head may award additional increases with the approval of their Commissioner's Court liaison, County Auditor, and Human Resources Director, provided budgeted funds are available for the position slot.
3. Employees at or above the maximum of their assigned range are not eligible to receive an increase in base salary until his/her salary rate once again falls within their assigned pay range. Such employees may be eligible for a lump sum award which might be granted on October 1, payable on the first pay period in November, if approved by Commissioner's Court.

Sample Salary Progression Chart

This chart is included as an example of how an employee might progress through the position. Nothing herein mandates or limits such progression other than budgetary constraints and previously discussed policy.

<i>Entry Level Hire- Minimal Experience</i>	<i>80%</i>
<i>Completion of 90-day Orientation</i>	<i>85%</i>
<i>1 Year</i>	<i>90%</i>
<i>18 Months</i>	<i>95%</i>
<i>2 Years</i>	<i>100%</i>

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Executive Summary



Cost Proposal

Our total, not-to-exceed, fixed cost to complete all tasks identified in our detailed work plan in **Section 3** of our proposal is **\$28,500 (based on benchmarking 125 positions)**. Note: Our cost to benchmark all 565 positions is **\$78,500**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect costs (overhead), clerical support, and all other out-of-pocket expenses. Our cost includes up to two separate onsite visits, if needed, to complete the requested work. The pricing form (page 34 of the RFP) is included within the entire RFP that is attached to our cover letter.

The following is our proposed fee schedule:

- 33% - upon completion of Tasks 1 - 2 of our work plan
- 33% - upon completion of Tasks 3 - 4 of our work plan
- 34% - upon completion of Tasks 5 - 8 of our work plan

We are willing to negotiate the time, scope, and cost of the basic tasks, or any other options that Jefferson County wishes to identify.

Other Information

Evergreen will provide Jefferson County up to one-year technical assistance by phone at no cost to assist with any implementation concerns or to answer any questions regarding maintenance of the new compensation system. In addition to training, Evergreen will provide guidance as well as any necessary tools at no additional cost to allow County staff the means to provide salary adjustments as needed after we have completed the project.



Exhibit 1-2
Select List of Local Government Clients Outside of Texas

City of Broken Arrow, OK	City of Stockbridge, GA	City of Sunny Isles Beach, FL	Davie County, NC
City of Carsbad, NM	City of Tybee Island, GA	City of Temple Terrace, FL	Duplin County, NC
City of Hobbs, NM	City of Villa Rica, GA	City of Venice, FL	Franklin County, NC
City of Santa Fe, NM	City of Woodstock, GA	City of Winter Park, FL	Gaston County, NC
City of Page, AZ	Cherokee County, GA	Town of Surfside, FL	Guilford County, NC
City of Prescott, AZ	Douglas County, GA	Town of Lady Lake, FL	Haworth County, NC
City of Flagstaff, AZ	Effingham County, GA	Alachua County, FL	Lee County, NC
Town of Sahuarita, AZ	Forrest County, GA	Bay County, FL	New Hanover County, NC
Pima County, AZ	Lumpkin County, GA	Brevard County, FL	Transylvania County, NC
Ogden City Corporation, UT	Worth County, GA	Chenoweth County, FL	Union County, NC
City of Fountain, CO	City of Alachua, FL	Citrus County, FL	City of Covington, VA
City of Manitou Springs, CO	City of Bartow, FL	Flagler County, FL	City of Fredericksburg, VA
Ouray County, CO	City of Cape Coral, FL	Gadsden County, FL	City of Newport News, VA
Sedgewick County, KS	City of Clearmont, FL	Gulf County, FL	City of Suffolk, VA
City of Branson, MO	City of Coral Springs, FL	Hernando County, FL	City of Williamsburg, VA
City of Lee's Summit, MO	City of Daniel Beach, FL	Highland County, FL	Allegheny County, VA
Clay County, MO	City of Daytona Beach, FL	Leon County, FL	Chesterfield County, VA
Jackson County, MO	City of Daytona Beach Shores, FL	Manatee County, FL	County of Culpeper, VA
Jefferson County, MO	City of Deltona, FL	Martin County, FL	County of Northampton, VA
St. Charles County, MO	City of Destin, FL	Miami Dade County, FL	County of York, VA
City of Albany, OR	City of Doral, FL	Monroe County, FL	Essex County, VA
Columbia County, OR	City of Fort Myers, FL	Okeechobee County, FL	Gloucester County, VA
Spokane County, WA	City of Fort Walton Beach, FL	Palm Beach County, FL	Isle of Wight County, VA
City of Kalamazoo, MI	City of Ft. Myers, FL	Rhodes County, NC	James City County, VA
City of Urbana, IL	City of Gainesville, FL	Santa Rosa County, FL	King George County, VA
City of Bloomington, IN	City of Green Cove Springs, FL	Sarasota County, FL	Loudoun County, VA
Blount County, TN	City of High Springs, FL	Seminole County, FL	Louisa County, VA
Carter County, TN	City of Holmes Beach, FL	Sumter County, FL	Montgomery County, VA
City of Foley, AL	City of Jacksonville Beach, FL	Wakulla County, FL	Prince George County, VA
Baldwin County, AL	City of Jacksonville, FL	City of Chester, SC	Prince William County, VA
Lee County Commission, AL	City of Key West, FL	City of Columbia, SC	Shenandoah County, VA
Marshall County, AL	City of Kissimmee, FL	City of Conway, SC	Spotsylvania County, VA
City of Alpharetta, GA	City of Lake City, FL	City of Goose Creek, SC	Surry County, VA
City of Brookhaven, GA	City of Largo, FL	City of Lancaster, SC	Manhoning County, OH
City of Chamblee, GA	City of North Miami Beach, FL	City of Mauldin, SC	City of Pittsburgh, PA
City of Commerce, GA	City of Odessa, FL	Town of Cheraw, SC	County of Allegheny, PA
City of Dalton, GA	City of Orlando, FL	Berkeley County, SC	County of Montgomery, PA
City of Douglasville, GA	City of Palm Beach Gardens, FL	Beaufort County, SC	City of Annapolis, MD
City of Dublin, GA	City of Panama City Beach, FL	Charleston County, SC	City of Hagerstown, MD
City of Dunwoody, GA	City of Panama City, FL	Dorchester County, SC	City of Havertown, MD
City of Fayetteville, GA	City of Parkland, FL	Spartanburg County, SC	City of Westminster, MD
City of Forest Park, GA	City of Pensacola, FL	Town of Hilton Head Island, SC	Allegheny County, MD
City of Garden City, GA	City of Plant City, FL	Town of Moncks Corner, SC	Calvert County, MD
City of Kingsland, GA	City of Plantation, FL	Town of Mount Pleasant, SC	Charles County, MD
City of Roswell, GA	City of Punta Gorda, FL	City of Goldsboro, NC	Washington County, MD
City of Savannah, GA	City of Sarasota, FL	City of Hendersonville, NC	Kent County, Lew County, DE
City of Statesboro, GA	City of St. Cloud, FL	City of Raleigh, NC	Ulster County, NY
	City of St. Petersburg, FL	Buncombe County, NC	Town of Bridgewater, MA



**Compensation, Classification, and Benefits Study
Denton County, Texas**

Evergreen conducted a Comprehensive Compensation, Classification and Benefits Study for the more than 1,550 employees of Denton County. The County had not performed a comprehensive classification and compensation study in 15 years. Evergreen consultants conducted employee orientations, focus groups and interviews, and conducted job analysis of all included positions. This information was used to create an internal equity alignment that is consistent with current job duties and responsibilities. As part of the project, Evergreen conducted a comprehensive salary and benefits survey of local and regional labor market peers to properly assess the County's competitive position for wages and benefits. Evergreen provided customized and detailed recommendations for adjusting the County's compensation and classification structures based on internal and external equity. Implementation options that were equitable and cost efficient were developed and additional recommendations for maintaining the system over time were also provided. Additionally, revised classification descriptions with FLSA determinations were provided.

**Compensation and Classification Study
Brazoria County, Texas**

Evergreen was retained by the Brazoria County to conduct a Compensation and Classification Study. Evergreen developed a compensation program for the County, evaluated current pay grades, and developed a classification system to facilitate the ongoing compensation analysis. Evergreen further assessed position titles and identified appropriate employee status in accordance with FLSA. Evergreen then proceeded to develop multiple alternative recommendations and a communication plan. Finally, Evergreen reviewed and developed different policies procedures and proposed different recommendations.

**Salary Compensation Study
Hood County, Texas**

Evergreen was engaged with Hood County to provide an update of their classification and compensation system. Evergreen evaluated the current system, collected and reviewed current environment data, and evaluated and built the projected classification plan. Evergreen identified a list of market survey benchmarks and conducted a market survey. Evergreen's consultants provided the County with the external assessment summary, developed strategic positioning recommendations, and developed and submitted draft and final reports and recommendations for compensation administration. Additionally, Evergreen updated and/or rewrote job descriptions for the County, as necessary, based on the recommendations.



Classification and Compensation Study Kaufman County, Texas

Evergreen Solutions is engaged with Kaufman County to conduct a Compensation Study. Evergreen will work with the County to establish appropriate benchmarking standards and will conduct a salary survey for similar positions with comparable entities. Evergreen will identify potential pay compression issues and provide potential solutions and will analyze and recommend changes to the present compensation structure to meet market analysis. Evergreen will also provide a comprehensive evaluation of every job within the County to determine relative worth within the organization for internal equity and will review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using an approved evaluation system. **Note:** This project is nearing completion.

Classification and Compensation Study City of Lockhart, Texas

Evergreen was retained by the City of Lockhart to conduct a classification and compensation study of its workforce. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.

Classification, Compensation & Benefits Study City of Portland, Texas

Evergreen is engaged with the City of Portland (City) to conduct a Classification, Compensation and Benefits Study. Our consultants will evaluate jobs within the City and the current pay and benefits structure. A market survey of salary and benefits will be conducted among peers approved by the City. Based on the survey results, Evergreen's consultants will make recommendations for changes to the current classification and compensation system, as well as provide a maintenance tool that the Human Resources Department will use to keep the system current and equitable. Training on this maintenance tool will also be provided. **Note:** This project is nearing completion.

Comprehensive Compensation and Benefits Study City of Rowlett, Texas

Evergreen was engaged with the City of Rowlett to conduct a comprehensive compensation and benefits study. The primary goal of the study was to ensure that the City was recognized as an employer of choice that provides a viable, cost effective and competitive pay structure. The study measured and provided a compensation analysis on (a) base salary, (b) pay/step plans, (c) employer-provided medical benefits packages and (d) any other incentive-based compensation options, to include "on call" pay. Evergreen's consultants identified any weaknesses within the components of the City's existing compensation package that would negatively impact the organization's ability to attract and retain talented employees.



Comprehensive Compensation and Benefits Study City of Sachse, Texas

Evergreen was hired by the City of Sachse to conduct a Comprehensive Compensation and Benefits Study. The study measured and provided an analysis on base salary, pay/step plans, employer-provided medical benefits packages and any other incentive-based compensation options, including "on call" pay. To ensure the project's validity and applicability, Evergreen conducted a compensation analysis using similar-sized local municipalities for comparison and recommended comparator cities for consideration.

The following study components were compared:

- pay ranges with comparator cities performing the same or similar functions;
- actual employee pay with comparator cities performing the same or similar functions;
- pay/step plans/special assignment pay with comparator cities performing the same or similar functions; and
- city-provided comprehensive employee benefits packages with comparator cities performing the same or similar functions.

Evergreen recommended pay structure features that provided opportunities for advancement while minimizing salary overlap between levels of responsibility.

Note: Evergreen was again hired to conduct a classification study for select positions.



**Pay Structure Study
City of Fate, Texas**

Evergreen was hired to develop a new pay plan for the City of Fate. Evergreen performed the following tasks: reviewed the City's salary data; created a new pay plan for the City; slotted current jobs into the new pay plan; and verified the internal equity of the new pay plan.



**Classification and Compensation Study
City of Pflugerville, Texas**

Evergreen was hired by the City of Pflugerville to conduct a Classification and Compensation Study for its workforce of over 300 full- and part-time employees. Evergreen analyzed each position within the City by conducting interviews and job audits; evaluated employee position descriptions and duties; interviewed department heads and managers; and assessed classifications within positions (I, II, III, or Lead, Foreman). Evergreen reviewed current job descriptions, focusing on the purpose, job scope, essential duties and responsibilities, education/training requirements, physical job requirements, and working conditions, determined FLSA status (exempt/non-exempt) for positions under federal regulations, and recommended which positions were essential positions in the event the City had a temporary closure. Based on this review, Evergreen presented a proposed classification structure to City management and incorporated input into the final classification document, including a cost analysis for positions that would require adjustments.

Evergreen surveyed the cities of Georgetown, Round Rock, Hutto, Cedar Park, Leander, San Marcos, and College Station to compare compensation and benefit structures in addition to minimum and maximum rates of pay for select positions and will soon make recommendations toward appropriate ranges for rates of pay for each position identified. This included a minimum, mid-point, and maximum, with 1st and 3rd quartile designations. A Salary Grade Chart was prepared based on these recommendations and was presented to management for final approval.



**Job Classification, Salary Survey, Compensation Plan Study Services
City of Duncanville, Texas**

Evergreen was engaged with the City of Duncanville to provide professional Job Classification, Salary Survey, and Compensation Pay Plan Study Services that allowed the creation of a comprehensive job classification and compensation system and pay plans for employees within the City. Evergreen's consultants reviewed and analyzed the City's current structure and practices of job classifications and job descriptions including: conducting orientation sessions; providing questionnaires; conducting management and



employee interviews; reviewing questionnaire responses with supervisory and management staff; performing a job analysis; and developing and/or revising job descriptions.

Evergreen prepared a customized market survey of salaries of the local and area municipalities that included all of the competitive markets where the city recruited employees. Evergreen established a system for an ongoing and easily understood maintenance of the new, or updated, pay plan that was easy for employees to understand and for managers to administer. The recommended pay plan effectively balanced market and internal equity, supported the classification system, and promoted an employee's perception of organizational fairness and equity in the City.



Pay and Classification Study City of Fredericksburg, Texas

Evergreen was engaged with the City of Fredericksburg to conduct a Pay and Classification Study and make recommendations for implementation of a revised pay plan. The study included all employees and classifications in the City. As part of the study, Evergreen consultants conducted focus groups and interviews with employees, and employees completed a Job Assessment Tool (JAT). Evergreen consultants also conducted a comprehensive salary survey of local and regional employers to assess the market competitiveness of the City. Finally, a detailed plan was developed to provide the City with specific steps to implement an equitable and competitive pay plan.

Note: Evergreen is on retainer to provide the City with classification, pay grade assignments, organizational management and other on-going human resources support.



Human Resources Department Assessment (Classification and Compensation Study) City of Buda, Texas

Evergreen was engaged with the City of Buda to conduct a Human Resources Department Assessment. Evergreen's consultants provided a job analysis questionnaire and procedures for future updating and new position creation and developed and fully defined a systematic procedure for evaluating positions using the "point factor method". A worksheet was developed for departments to request a job evaluation for upgrades within a position or for a new position for submission to Human Resources to ensure that job titles were consistently used on job descriptions and the pay plan.

Evergreen further created a new cost effective, affordable compensation structure and management plan that was systematically and equitably acknowledge and rewarded an employee's performance and skills. Evergreen



designed a compensation program that included a description and justification of the pay philosophy, a completed pay structure, and rules for moving employees through the pay structure based on their increasing contributions in support of the City. Evergreen consultant's gathered actual salary data from market surveys, local governmental agencies, benchmarked cities, and other appropriate data, as deemed necessary. The recommended compensation structure included a proposed training/career progression plan, including documentation as appropriate, and a plan that rewards employee performance fairly and equitably, with measures that can be documented.

Note: Our firm was again selected by the City of Buda to conduct a Market Salary Update.

Classification and Compensation Study City of Sunset Valley, Texas

Evergreen was hired by the City of Sunset Valley to assist with a City-wide Compensation and Classification Study, as well as development of a Performance Evaluation System. The study also included a Human Resources Audit and recommendations to strategically align the processes, procedures, staffing, and organization of human resources functions. All employees and classifications in the City were included in the study. As part of the study, the Evergreen Team conducted interviews and focus groups with all City employees. Evergreen consultants conducted a comprehensive salary survey of local and regional employers to assess the market competitiveness of the City. Finally, a detailed plan was developed to provide the City with specific steps to implement an equitable and competitive compensation plan.

Classification and Compensation Pay Plan City of Amarillo, Texas

Evergreen was engaged with the City of Amarillo to develop a Classification and Compensation Pay Plan. Evergreen's consultants: reviewed the City's existing classification/compensation system; worked with the City's Human Resources Director and staff to identify a market position for the City; gathered necessary information through the use of questionnaires, job audits, some personal interviews; discussed and determined the appropriate labor market for the compensation survey; analyzed existing internal hierarchy based on job relationships and proposed implementation methods to correct any identified specific problems; developed a pay plan identifying specific parameters; and reviewed and assigned all positions to an appropriate pay grade. In the end, Evergreen recommended implementation strategies including calculating the cost of implementing the study and provided the Human Resources staff with training to maintain and revise the system, as needed.



Compensation Market Review and Classification Study City of Austin, Texas

Evergreen was contracted to review the City of Austin's classification system for the Human Resources job family. The study's primary purpose was to review the City's classification structure for its human resources jobs and to ensure that all employees working in the human resources area were properly classified based upon the work they performed. To accomplish this purpose, Evergreen met with each Human Resources Manager and conducted extensive outreach sessions (desk audits) with a large percentage of human resources employees. In addition to the interviews and desk audits, Evergreen consultants reviewed Position Analysis Questionnaires (PAQs), job descriptions, organizational charts, and other documentation. The job analysis resulted in recommendations for a job hierarchy within the Human Resources family and the slotting of each individual within the proposed classification system. Evergreen consultants also worked with the Human Resources Department to ensure that the proposed classification system properly aligned with the compensation system. At the conclusion of the study, job descriptions were revised for each job and FLSA exempt status were provided for each job classification.

Classification and Compensation Study City of Gonzales, Texas

Evergreen was retained by the City of Gonzales to conduct classification and compensation study for all employees. Employees participate in focus groups, interviews, and job analysis to determine the best classifications for the work performed. Classifications were reviewed, as needed, and FLSA determinations were made. Evergreen consultants conducted a market salary survey to identify pay ranges in the public and private sector in order to determine the appropriate pay levels for all included jobs in the City.

Recommendations were provided to improve the fairness and equity within the City and a plan was provided to address maintenance of implemented changes to the City's classification and compensation system.

Salary Survey City of Lakeway, Texas

Evergreen was retained by the City of Lakeway to provide consulting services for the Human Resource Department and to design and implement a salary survey which would classify all City positions appropriately within the plan structure. The Evergreen Team evaluated the City's current salary structure as compared to the specific job market for comparable positions in the public and private sectors. Additional reviews were conducted for existing job descriptions to recommend updates for specific requested positions. Evergreen ensured that content and titles were current, accurate, and consistent with Fair Labor Standards Act (FLSA) and Equal Employment Opportunity (EEO).



Comprehensive Compensation Plan City of South Padre Island, Texas

Evergreen Solutions is retained by the City of South Padre Island to design and implement a comprehensive compensation plan for the City of South Padre Island that includes a pay for performance component. The scope of this project includes:

- work with an assigned committee to determine specific needs related to the City in regards to compensation;
- work with the committee to review and establish benchmark cities to be used in determining the City's "competitive market";
- conduct a job analysis to establish pay grades/classification groups for all City positions;
- review current compensation philosophy, policies and plan and work with assigned committee to determine City's compensation philosophy;
- conduct a customized market salary and benefit analysis for all full-time positions that includes additional pay types (i.e. assignment pay, certification pay, education pay, etc.);
- recommend and identify a competitive position within the market (i.e. percentile of market);
- recommend pay structures (grades/classification groups and pay ranges;
- develop a complete, market-sustainable compensation plan that includes a pay for performance structure that rewards those employees with high performance;
- coordinate with the City to illustrate initial (single) and/or multi-year implementation cost scenarios;
- meet with the assigned committee and prepare and present to City Council, as required;
- create and provide administrative policies related detailing the complete compensation plan for insertion into the Employee Handbook; and
- provide comprehensive training for key City staff members for implementation and ongoing maintenance of the approved compensation plan.

Note: This project is nearing completion.



**Pay for Performance Study and Salary Survey
City of Mont Belvieu, Texas**

Evergreen was retained by the City of Mont Belvieu to conduct a pay for performance study and a salary study. The study identified classifications that were below market and that need to be adjusted in order for the City to remain competitive among its market peers. In addition, Evergreen made recommendations regarding enhancements needed to the City's current performance evaluation system and provided the City with a performance evaluation tool.

**City of Mont Belvieu, Texas
Compensation and Classification Study**

Evergreen Solutions is again retained by the City of Mont Belvieu to conduct a Compensation and Classification Study. Evergreen will perform a comprehensive analysis of the City's current classification and compensation plan by performing the following tasks: placing positions in the current pay plan to ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together; determining the accuracy of Federal Labor Standards Act ("FLSA") exemption status of all positions; determining the accuracy of position titles and descriptions regarding unique characteristics of the position, essential job functions, minimum qualifications, working conditions, licensing requirements, "on call" requirements and supervisory requirements; must accommodate the unique nature of certain functions and responsibilities characteristic of City government; identifying potential pay compression issues and providing potential solutions; and analyzing existing internal hierarchy and internal career ladders where appropriate and clearly outlining job progression opportunities and providing recognizable compensation growth.

**Compensation and Classification Study
City of Pearland, Texas**

Evergreen Solutions is again retained by the City of Pearland to conduct a Compensation and Classification Study. The study will include the review of the existing classification plan, position descriptions and methods of reclassification, the performance of a salary study and the preparation of pay plan schedules, job descriptions, etc. The purpose of the comprehensive compensation and classification study is to develop a clear, equitable, consistent and competitive classification and compensation structure that fosters retention of qualified individuals while providing opportunities for growth and development within and provides the Human Resources Department a framework to operate within to maintain the system. **Note:** Evergreen was previously hired to conduct a Classification Study for the City.

1.3 Other Relevant Experience

Classification and Compensation Study Town of Little Elm, Texas

Evergreen was retained by the Town of Little Elm to conduct compensation and classification study of its employees. Employees participated in focus groups, interviews, and job analysis to determine the best classifications for the work performed. Classifications were also reviewed, as needed, and FLSA determinations will be made. The rank structure for police and fire department employees were reviewed against peer organizations to determine whether the current structure for each department is effective for its size. Evergreen consultants reviewed pay policies and practices and pay ranges in the public and private sector were analyzed to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity within the Town. Evergreen provided Town staff with the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total compensation system would be accomplished.



The following is a sample of some of our local government work outside of the State of Texas that involved work similar in scope to the services being requested.

Compensation Study City of Carlsbad, New Mexico

Evergreen Solutions was retained by the City of Carlsbad to conduct a Compensation Study. The study included evaluating 50 administrative positions and three elected official positions as benchmarks against the private and public labor market in the State of New Mexico, and making recommendations to improve competitiveness in alignment with the City's strategic goals. Evergreen's recommendations improved the City's competitiveness and helped prepare it for future recruitment challenges.



Classification Study and Compensation Survey City of Page, Arizona

Evergreen Solutions was engaged with the City of Page to conduct a Classification Study and a Compensation Survey for all employees. As part of the study, Evergreen conducted orientation sessions, focus groups, and interviews. Employees completed a Job Assessment Tool (JAT) in order to analyze job duties and revise the current classification structure. A salary and benefits survey was issued to local and regional employers to assess market competitiveness. Based on the findings from the classification and compensation review, a new pay plan as well as policies and procedures were recommended to the City.



**Salary and Benefits Review, and Analysis
City of Hyattsville, Maryland**

Evergreen Solutions was hired in 2013 by the City of Hyattsville to conduct a Salary and Benefits Review and Analysis of all classifications. The process included a comprehensive review of market compensation averages using a detailed duties-based salary survey approach as well as a comprehensive benefits survey. Market position was determined, a compensation philosophy was developed and strategic positioning recommendations were made with the goal of providing the City a more equitable compensation model.

Note: Evergreen was again hired in 2016 to conduct a Compensation System Analysis for the City.

**Classification and Compensation Plan Review
City of Annapolis, Maryland**

Evergreen Solutions was engaged with the City of Annapolis to conduct a Classification and Compensation Plan Review. The primary objectives of the study were to: review and revise the current classification system; review and revise job descriptions; determine relevant competitive markets by conducting a salary survey of selected peer organizations; propose guidelines for an improved or new compensation program; and provide recommendations to keep the current pay structure competitive.

**Compensation Study
City of Hagerstown, Maryland**

Evergreen Solutions was retained by the City of Hagerstown, MD to conduct a Compensation Study. Evergreen's consultants worked with the City to evaluate what type of pay plan would reinforce current and future goals. Evergreen identified external targets for surveying select positions. After conducting the market salary survey, Evergreen produced a pay plan for employees that best met the needs of the City and included the number of grade, steps, and ranges as well as recommendations for continued administration of the compensation system.



**Classification, Compensation, and Benefits Survey
Kent County Levy Court, Delaware**

Evergreen Solutions was hired by Kent County Levy Court (KCLC) in Dover, Delaware to conduct a Classification, Compensation, and Benefits Study. Evergreen's consultants reviewed all current classification specifications and analyzed, documented, and validated the same for distinguishing characteristics, position definition and purpose, knowledge, skills, abilities, essential job functions, minimum qualifications, education and experience relevance and hierarchical consistency, conformity with ADA language relative to essential job functions (including physical and intellectual requirements), working/environmental conditions, supervision received and exercised, standby/call back responsibilities, and special requirements including licensing, regulatory, and certification requirements.

Evergreen conducted on-site interviews with employees, as well as appropriate supervisor and management personnel, to verify/clarify information received in the questionnaires and to ensure information regarding organizational structure, supervision, essential job duties, and working environment was accurately captured and reflected in the descriptions that were developed. Evergreen recommended updates proposed a new system utilizing a standardized rating system that analyzed each position against multiple evaluation criteria.

Evergreen also conducted a market salary and benefits survey of public sector organizations comparable to the County in size, population, economic climate, proximity to major cities, etc. The market survey included the hours worked per week by employees in each position in those comparable communities—in an effort to consider both internal and external equity—and was used to compare base annual salary for each position included in the study by minimum, midpoint, and maximum.

Utilizing the market survey results, comparable job descriptions, and other data collected, Evergreen prepared a recommended compensation plan design and salary schedule to correspond to the classification plan and customized to reflect the County's pay progression policy and compensation philosophy. Evergreen recommended the vertical salary relationship and/or differentials between classes in each class series. In the end, Evergreen provided KCLC with a final report that included specific, itemized recommendations, including a discussion of the methods, techniques, and data used to develop the classification and compensation plan and benefits program.



Classification and Compensation Study County of Culpeper, Virginia

Culpeper County retained Evergreen Solutions to assist with a comprehensive classification and compensation study of all its employees. The study involved conducting a job analysis through desk audits, interviews, and focus groups. A more detailed analysis was performed on clerical and law enforcement staff. A salary and benefits survey was also issued to peers to assess the County's current market position. Recommendations were made for all employees to address job and compensation changes.



Classification and Compensation Study Gloucester County, Virginia

Evergreen Solutions was retained by Gloucester County to conduct a detailed compensation and classification analysis of its non-faculty employees. Employees participated in focus groups, interviews, and job analysis to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity.



Compensation Study (Salary and Benefits) Louisa County, Virginia

Evergreen Solutions was retained by the Louisa County to conduct a Compensation Study. Evergreen's consultants reviewed the effectiveness of the County's current pay plan as it related to the market competitiveness for attracting and retaining quality employees. Pay ranges as well as benefits were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current compensation system.



Classification and Compensation Study Essex County, Virginia

Evergreen Solutions was hired by Essex County to conduct a Classification and Compensation Study that will allow the County to be competitive in the marketplace in attracting and retaining qualified employees. Evergreen's consultants will perform the following: survey each unique job class to determine a definition of the job class, essential functions, education requirements, experience, knowledge, skills, and abilities, and review and



update existing job descriptions, as needed; review the County's current pay practices including overtime pay, awarding compensatory time, half-time pay for emergency services, and all other pay for public safety; prepare a cost analysis for employees in positions that fall below the proposed minimum salaries following reclassification; and recommend appropriate salary range for each existing or proposed position based on the classification plan, the compensation survey results, and internal relationships and equity.



Classification and Compensation Study Loudoun County, Virginia

Phase I

Evergreen Solutions was engaged with Loudoun County to conduct a Classification and Compensation Study. Evergreen conducted a comprehensive review and evaluation of the County's compensation philosophy and competitive market and made recommendations to retain, modify and/or change the compensation philosophy and/or competitive market. Evergreen also conducted a comprehensive review and evaluation of policies governing the County's total compensation program (pay and benefits offerings) and classification system; benchmarked the elements of the County's total compensation and classification program against its current competitive market and other potential competitor jurisdictions; and made recommendations to retain, modify and/or change elements of the total compensation and classification program.

Evergreen further conducted a comprehensive review and an evaluation of the County's performance plan system; benchmarked the County's system against the job description systems of its competitive market and other potential competitor jurisdictions; and made recommendations to retain, modify, or change the current system. In the end, Evergreen provided comprehensive recommendations for modifying classification and compensation policies and procedures.

Phase II

Evergreen Solutions was again hired by Loudoun County to conduct a Classification and Compensation Study (Phase II). Evergreen will accomplish the objectives of the Phase II of the study by performing the following tasks:

- develop recommendations on a strategy to implement and administer a compensation philosophy range of 95 percent to 105 percent of the comparator market.
- conduct a comprehensive benchmark market analysis of all County jobs.



- develop a new market competitive pay plan to include an open range pay plan for the general workforce and a "grade and step" pay plan for Public Safety positions.
- provide recommendations for any additional pay incentives and supplements that would assist in maintaining competitive pay as described in Loudoun's compensation philosophy as stated below.
- develop a new comprehensive classification system that allows for more levels and specificity within and across each job group, to include the development of standardized job descriptions.
- obtain an analysis of pay compression within the County and recommendations for addressing pay compression once a new pay plan is implemented; and
- develop recommendations for revisions to the Board approved classification and compensation policies found in Chapter 5 of the Human Resources Handbook.

Note: Phase II is nearing completion.

Classification and Compensation Study Chesterfield County, Virginia

Evergreen Solutions was on contract with Chesterfield County to conduct a Classification and Compensation Study and Pay Plan Development for Public Safety. The study included an examination of the County's classification and compensation system in order to make recommendations for compensation policies, practices, and procedures and to develop a Public Safety Pay Plan. Evergreen worked with the County to develop a comprehensive plan for County employees based upon an objective analysis and thorough evaluation of job content and internal equity. Evergreen reviewed current job descriptions, salary relationships, classifications, and grade methodology. Based on this review and a compression analysis, Evergreen recommended pay and classification strategies for the County. Evergreen also identified and recommended pay incentives and supplements for employees and policies and procedures to administer the new Public Safety Pay Plan.



Salary Plan Review City of Suffolk, Virginia

Evergreen Solutions was retained in 2015 by the City of Suffolk to review the Compensation and Classification Study Final Report completed in 2009 by another firm. The goal of this review was to assess the applicability of recommendations since the study's completion, with an emphasis on reviewing: Phase 3 recommendations and applicability given time since completion of study; salaries of employees included in the 2009 study and those not included in the 2009 study (~300 employees hired after study completion) to assess internal equity; title changes recommended; and the City's Compensation Philosophy. In the end, Evergreen provided a final report that included: a comparison of current market compensation data (obtained primarily from TechNet database) to City compensation data; recommendation for placement of all employee salaries for both employees included and not included in the 2009 study; a recommended pay plan/salary schedule; and a recommendation to address compression caused by Phase in approach across all employee groups, including police and fire.

Note: Evergreen Solutions was previously hired by the City of Suffolk to conduct a Compensation and Classification Study. Evergreen consultants assessed both Internal and external equity of the City's compensation and classification plan, and provided recommendations for a new plan to cover the City's approximate 1,000 employees.

Pay and Classification Study City of Williamsburg, Virginia

Evergreen Solutions was retained by the City of Williamsburg to conduct a Pay and Classification Study. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, pay ranges were analyzed in the marketplace to determine the appropriate pay levels for all jobs. Recommendations were provided to improve the fairness and equity in the current classification and compensation system.

Classification and Compensation Study City of Fredericksburg, Virginia

Evergreen Solutions was engaged with the City of Fredericksburg to conduct a Classification and Compensation Study. Evergreen conducted a full job analysis of City positions and revised, if necessary, existing job descriptions based upon the findings of the job analysis. Evergreen also surveyed the local labor market to ensure that the City's overall package of compensation and benefits was competitive and evaluated whether the City's current human resources policies were affecting the City's ability to compete in the labor marketplace.



Evergreen assisted the City in updating its current classification and compensation plan and developing a strategy to increase employees' pay to a competitive level that aligned with the results of the study. Evergreen provided recommendations to the overall classification and compensation plan that provided internal equity and that was competitive in the marketplace to attract and retain qualified employees.

Salary Equity Study Gulford County, North Carolina

Evergreen Solutions was retained by Gulford County to assess pay equity based on race and gender for all County employees. Evergreen's consultants performed a review of approximately 1,500 plus positions for internal salary equity. This was accomplished by reviewing the Incumbent's related education and experience prior to County employment and related experience gained with the County. Evergreen's consultants also reviewed job descriptions, in conjunction with County Staff, to ensure that content and titles were current, accurate and were consistent with FLSA, EEO and ADA considerations. At the conclusion of the study, Evergreen made recommendations by individual position/ employee for internal salary equity pay adjustments and provided an analysis that included a statistical treatment of pay placement and progression.

Classification and Compensation Study and Benefits Survey New Hanover County, North Carolina

Evergreen was retained by New Hanover County and the New Hanover Alcohol Beverage Control Board to conduct a Classification and Compensation Study for its employees. Evergreen's consultants conducted an employee classification and compensation study of public and private employers who were providing equitable services and, based on that study and determined if individualized position/job descriptions were needed, and if so, assisted in the development of those descriptions. Evergreen prepared a comprehensive analysis that identified New Hanover County's competitive position in the labor market and provided a recommendation for total salaries and benefits, including the total compensation package of insurance and other benefits (including paid leave), and prepared recommendations for compensation policies, including variable incentive pay options, to maintain competitiveness, reward employees, and ensure equity.

Select County and ABC Board members were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system could be accomplished.



Comprehensive Position Classification and Compensation Study Gaston County, North Carolina

Evergreen Solutions was engaged with Gaston County to conduct a Comprehensive Position Classification and Compensation Study for its employees (1,410 full-time, 46 part-time, and 143 temporary). The primary objective of the study was to implement a fair, consistent, competitive, equitable, and legally defensible classification and compensation system that allowed the County to attract, reward and retain qualified individuals. To accomplish this, Evergreen's consultants performed a comprehensive review of the County's classification and compensation system which included an internal equity analysis of employee salaries.

Evergreen provided recommendations to create a system that not only aligned with the State of North Carolina's substantially equivalency requirement, but allowed for flexibility so as not to inhibit those departments that are not required to have this alignment.



Compensation and Classification Study Transylvania County, North Carolina

Evergreen was retained by the Transylvania County to conduct a Compensation and Classification Study. Evergreen evaluated the current compensation and classification plan and identified classification of existing positions. Evergreen identified appropriate benchmarking standards and conducted a total compensation survey with comparable municipalities and private sector employers, when applicable. Survey data was provided to the County in a usable electronic format for analysis for each position. Evergreen conducted a solution analysis and developed strategic positioning recommendations. Evergreen reviewed the total compensation system, identified potential pay compression and/or inequities (both internally and to the market), and provided recommendations.



Salary Parity Study / Structural and Compensation Systems Study Charleston County, South Carolina

In 2005-06, Charleston County conducted a Classification and Compensation Review using another consulting firm. Then in 2007, Evergreen Solutions was hired by the County to review the results and verify the recommendations that accompanied the study. The primary issue examined by Evergreen was the internal equity relationships present within the County's pay plan. The Evergreen Team administered a job analysis tool to County employees that helped determine job worth and verify internal equity relationships as they relate to compensation. Although the study's primary emphasis was ensuring that internal equity relationships were proper, the study also ensured that employees



were paid consistently with the market. Evergreen provided detailed recommendations for adjusting the County's pay and classification structure and developed an implementation plan complete with costing information.

Note: Evergreen was again hired in 2012 to conduct a Structural and Compensation Systems Study. The Evergreen Team worked with elected official and employee committee throughout the process. Our phases included employee outreach, best practice research, and consensus building to recommend a 21st Century approach to compensation and classification management.



Comprehensive Market Analysis Charleston County, South Carolina

Evergreen Solutions was again retained in 2016 to assist Charleston County with conducting comprehensive market analysis using selected benchmarks. A market survey was conducted to determine the external equity of the County against its peers.



Classification and Compensation Study Berkeley County, South Carolina

Evergreen Solutions was retained by Berkeley County to conduct a Classification and Compensation Study. Evergreen's consultants reviewed the County's current classification and compensation plan and recommended a consistent and competitive market position that the County could maintain based on a salary survey results from peer organizations. Evergreen recommended an appropriate salary range for each position in the County based on a review and analysis of the classification plan, the compensation survey results, internal relationships, and external and internal equity. Evergreen provided recommendations for the ongoing internal administration and maintenance of the proposed compensation and classification plan.



Pay and Classification Study Dorchester County, South Carolina

Evergreen Solutions was retained by Dorchester County Government to conduct a Pay and Classification Study and make recommendations for implementation of a revised pay plan. The study included all employees and classifications in the County. As part of the study, Evergreen conducted focus groups and interviews with employees, and employees completed a Job



Assessment Tool (JAT). Evergreen conducted a comprehensive salary survey of local and regional employers to assess the market competitiveness of the County. Finally, a detailed plan was developed to provide the County with specific steps to implement an equitable and competitive compensation and classification plan. **Note:** Evergreen was again hired to conduct a Compensation Plan Update.

Classification and Compensation Study Spartanburg County, South Carolina

Spartanburg County was retained Evergreen Solutions to complete a Classification and Compensation Study for its 1,500 employees. This study included services for the City of Spartanburg and the Spartanburg County Public Library. Evergreen established a timeline to determine project milestones for the County, Library, and City and evaluated current employee data for each entity. Evergreen developed a classification plan; worked with the County's Project Manager to identify and survey targets for a salary survey, and provided an external assessment summary based on the results of the survey; proposed strategic positioning recommendations; and conducted a final solution analysis. In the end, Evergreen created a report that described the classification and pay plan; recommended procedures for the implementation and continued maintenance of the plans.

Classification and Compensation Study/Wage and Compensation Study Town of Mount Pleasant, South Carolina

Evergreen Solutions was hired in 2011 to assist the Town of Mount Pleasant to assist with a Compensation and Classification Study. The Evergreen Team conducted employee orientation sessions, focus groups, job analysis, market assessment, and provided recommendations.

Evergreen was again hired in the later part of 2015 to conduct a Wage and Compensation Study and Benefits Survey. The purpose of the study was to evaluate the Town's present wage and compensation plan, as well as its benefit package against those of comparable municipalities and competitive businesses, analyze and amend job descriptions, and develop a recommendation for improving the Town's current performance evaluation process and the forms used in this process. Attention was paid to private employers that competed for similar, qualified employees in the labor markets comparable to the Town. Evergreen is providing ongoing support with regard to salary classification and creation of job descriptions for new positions as they occur, and reclassification of current positions when requested.



**Classification and Compensation Study
Town of Hilton Head Island, South Carolina**

Evergreen Solutions was engaged with the Town of Hilton Head Island to conduct a Classification and Compensation Study for all its employees. The study included the following primary objectives: to conduct a thorough, complete and accurate class specifications/job descriptions for all positions; appropriate valuation of each position relative to other Town positions; and to develop a competitive total rewards package (salary and benefits) relative to similar positions in the market.

Evergreen provided written guidelines for maintaining class specifications/job descriptions, for evaluating/re-evaluating job class specifications/job descriptions and for maintaining model compensation structure (s).

Evergreen further recommended pay administration policies to include, but not be limited to, policies regarding movement through ranges, adjustments within pay grades, adjustments for assumption of additional duties (temporary or permanent), reclassifications, promotions, transfers, demotions, career ladders, etc. and recommended reliable external market data sources for salary structure adjustments and determination of merit budget

Upon recommendation to the Town for the implementation of a new classification and compensation program, Evergreen's consultants reviewed current performance management system documentation and provided recommendations to strengthen link between pay and performance as appropriate. In addition, Evergreen recommended future merit allocation approaches, considering changes to classification and compensation program and limited budgets.



**Pay and Classification Study
Town of Moncks Corner, South Carolina**

Evergreen Solutions was engaged with the Town of Moncks Corner to conduct a Pay and Classification Study for its employees. As part of the study, Evergreen conducted orientation sessions, focus groups, and interviews. Employees completed a Job Assessment Tool (JAT) in order to analyze job duties and revise the current classification structure. A market salary survey was issued to local and regional employers to assess market competitiveness. Based on the findings from the classification and compensation review, a new pay plan as well as policies and procedures were recommended.



**Classification and Compensation Study
City of Lancaster, South Carolina**

Evergreen Solutions was retained by City of Lancaster, SC to conduct a detailed compensation and classification analysis of its employees. Employees participated in focus groups, interviews, and job analysis to determine the best classifications for the work performed. In addition, pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity.

**Classification and Compensation Study
City of Chester, South Carolina**

Evergreen Solutions was engaged by the City of Chester to conduct a comprehensive compensation and classification study for all City employees. The Evergreen Team conducted orientations and focus groups with general employees. Employees completed Job Assessment Tools, and supervisors completed Management Issues Tools, as needed. The data gathered through this process resulted in JAT scores for each job title, placement of each job into an internal hierarchy, and potential recommendations for revision to the current classification structure. Evergreen Solutions also conducted a comprehensive salary survey. The results will be combined with the internal hierarchy to help generate recommendations for a comprehensive compensation and classification structure. The Evergreen Team provided detailed recommendations for implementation of the new structure and related employee salary adjustments.

**Comprehensive Classification, Compensation, Performance Management and Benefits Study
City of Columbia, South Carolina**

Evergreen Solutions was retained by the City of Columbia to conduct a comprehensive evaluation of the City's current compensation and classification structure for its 2,352 employees. The primary objective of the study was to determine whether the City's current pay structure, policies, and practices were effective as compared to peer organizations or whether future adjustments were needed. Evergreen's consultants conducted a job-task analysis/job audit of all employee positions to verify and validate information from existing job descriptions. Based on the data collected, Evergreen defined the essential functions of the job class, including, required education, experience, knowledge, skills, and abilities, to ensure compliance with ADA regulations; identified discrepancies between existing and proposed classifications; reported areas that were understaffed or under-utilized; identified management, supervisory, professional, technical and general employees, including each employee's FLSA status (exempt/non-exempt);



evaluated and recommended other programs that could be implemented by the City to attract candidates for hard-to-recruit positions; and developed a tool that the City could utilize to evaluate and process future reclassifications.

To ensure external equity, Evergreen consultants compared the City to what other local jurisdictions were doing as it related to salary ranges, steps within ranges, and range spread, and listed options and made recommendations that could improve the City's position in the market and its ability to recruit and retain qualified employees. Evergreen reviewed policies and procedures to determine consistency with prevalent practices among City governments and other local jurisdictions related to setting salaries for new hires, and handling transfers, promotions, additional duty pay and retroactive adjustments.

Evergreen also developed and recommended a new and revised performance appraisal instrument(s) that would support the City's mission and strategic objectives and the City's compensation philosophy, and would work in concert with the classification and pay system that was established. Evergreen consultants worked with the Human Resources Department and other City officials to link the proposed performance evaluation system to the pay structure, and identified any real or perceived internal equity and salary compression issues within the City's various departments/offices, and listed options to address such questions as to how these issues were addressed by other municipalities.

In the end, Evergreen provided recommendations to the classification and compensation structure along with associated costs or savings of implementing those recommendations. Evergreen also provided training/education presentations to managers and senior management staff to ensure that there was an understanding and commitment to the new classification and compensation system.



Compensation and Classification Study City of Mauldin, South Carolina

The City of Mauldin retained Evergreen Solutions to provide oversight into the data collection process regarding compensation and classification as well as provide recommendations following the collection of the data for the City to transition into a purely merit-based pay system. The purpose of the study was to review the current structure that had not been updated in the last few years utilizing the position rating manual and position analysis questionnaire; review the salary survey methods and results collected from local municipalities and national IMCA data; verify overall grade placement and internal equity for the organization as a whole; ensure external equity with the marketplace; and provide oversight on transition to performance management, merit-pay system. As part of the study, Evergreen reviewed the materials provided by the City and gave feedback on best practices and market trends; analyzed internal equity data collected by City and gave feedback to address internal



equity; reviewed salary survey data collected by the City for accuracy and provided insight regarding findings; developed the strategic position for the City utilizing collected data and desired intentions of the City; and assisted the City with developing transition plan.



**Classification and Compensation Study
City of Goose Creek, South Carolina**

Evergreen Solutions was retained by the City of Goose Creek to conduct a Classification and Compensation Study. Evergreen reviewed the current classification system by including a job analysis, assessed job descriptions and made recommendations for changes; provided the tools necessary to maintain the classification system for future positions if a new classification system was recommended; and revised the current Compensation Plan based on the labor market. In the end, Evergreen provided recommendations for the ongoing internal administration and maintenance of the proposed compensation and classification plan.



**Classification and Compensation Study
Baldwin County, Alabama**

Evergreen Solutions was retained by Baldwin County to conduct a Comprehensive Classification and Compensation Study. Evergreen consultants conducted a job analysis, evaluated and revised job descriptions, conducted a market salary survey, developed a new pay plan based on the market results and job analysis, and prepared and presented a final report that recommended a new classification and compensation structure for the County.



**Classification, Pay and Benefits Study
Lee County Commission, Alabama**

Evergreen Solutions was retained by the Lee County Commission to conduct a Classification, Pay and Benefits Study for approximately 436 employees. To begin this study, Evergreen Solutions conducted a comprehensive, preliminary evaluation of the County's current pay scale and existing classification plan. Evergreen used its unique Job Assessment Tool® (JAT) to identify classifications of positions and perform job analyses, including an evaluation of supervisory comments. Follow-up interviews were conducted, as needed, and classification changes recommended.

Benchmarks and targets were identified for a market salary and benefits survey. Survey data and internal equity (with proper consideration of the



financial condition of the jurisdiction), was used to determine proper pay scale, identify highly competitive positions within the County, and to make strategic positioning recommendations. Evergreen Solutions completed the study by conducting a solution analysis, developing and administering an employee appeals process, developing and submitting final reports, and recommendations for compensation administration to ensure that staff could conduct audits/adjustments consistent with study methods until the next formal study is conducted.



Compensation and Pay Classification Plan Study City of Foley, Alabama

Evergreen Solutions was retained by the City of Foley to conduct a Compensation and Pay Classification Plan Study. The objectives of the study were to conduct and implement a total compensation plan (including benefits) structure for the City's workforce which would provide both internal and external equity, establish a classification system that accurately describes the duties, knowledge, skills, abilities and minimum qualifications required for each job class, determine and implement a program of accurate job descriptions based on job analysis, and develop a maintenance program for job descriptions and classification recommendations.

Evergreen conducted a wage and benefit survey among competing jurisdictions as well as public and private organizations to determine competitive wages in the appropriate labor market(s). Using the survey results, Evergreen assigned each job to a pay grade with a view toward achieving proper internal relationships among classes and making salary ranges competitive with relevant markets with due consideration of the financial condition of the City. Evergreen provided estimates of the cost to install and implement the new pay plan and recommended a methodology for implementation.



Compensation and Benefits Study Forsyth County, Georgia

Evergreen Solutions was engaged with Forsyth County to conduct a Compensation and Benefits Survey for the various departments/offices of the County. The objective of the survey was to provide Forsyth County Government a competitive position with other comparable government entities and private employers within the same geographic area to attract and retain qualified employees. Evergreen's consultants reviewed the current compensation plan and salary grade levels to understand the current challenges facing the County in recruiting and retaining employees. Evergreen surveyed comparable labor markets competing with the County for labor in the greater metro Atlanta labor market and comparable public organizations. The survey was designed to capture not only base salary information but comprehensive



benefits information (inclusive of: deferred compensation; leave plans; employer paid medical, dental, vision, disability insurance, life insurance) to ensure that the County was competitive with other public organizations in the greater metro Atlanta labor market in its total compensation package.

In the end, Evergreen prepared a final report of findings with written recommendations regarding specific classifications, salary market adjustments, and preferred benefit package and recommended any necessary salary range changes for the County's job classifications.



Classification and Compensation Study and Analysis Douglas County, Georgia

Evergreen Solutions was engaged with Douglas County to conduct a Classification and Compensation Study and Analysis. Evergreen evaluated the County's present salary structure as compared to the relevant job market for comparable positions in both the private and public sectors. Evergreen performed the following tasks:

- reviewed all current job descriptions and analyze same for knowledge, skills, abilities, education and experience relevance and internal consistency, job definitions & summaries, distinguishing characteristics, supervision received and exercised, conformity with the ADA relative to essential job functions (including physical demands); special requirements including licensing and certifications;
- reviewed the County's current Position Classification and Wage Administration Plans and provided recommendations for enhancement and specific guidelines for requests pertaining to the following: creating new positions, salary adjustments and reclassifications, retroactive pay, compensation for additional duties (temporary and permanent assignments) and internal equity adjustments;
- analyzed all existing job family classifications, pay grades and salary ranges and recommend modifications as necessary;
- analyzed all existing FLSA classifications and recommended modifications as necessary;
- established appropriate benchmarking standards and conducted salary surveys as needed for similar positions with comparable Georgia counties as required;
- identified potential pay compression issues and provided alternative solutions; and
- develop applicable classification/reclassification questionnaire.



Classification and Compensation Study Lumpkin County, Georgia

Evergreen Solutions was engaged with Lumpkin County to conduct a comprehensive classification and compensation study of its workforce which assisted the County in updating its current classification plan, revising salary administration guidelines, and developing a strategy to increase employees' pay to a competitive level that would align with the results of the study. Evergreen provided recommendations to the overall classification, compensation, and performance plan that provided internal equity and would be competitive in the marketplace to attract and retain qualified employees. Evergreen provided options on ways to keep the pay structure current in future years in order to avoid compression and provided the necessary training for the implementation of the new salary schedules and plans. Evergreen provided the County with multiple pay scales for both part- and fulltime employees, including pay scales for employees of the Sheriff's Office and Emergency Services. **Note:** Evergreen was recently hired to conduct an update to the County's Compensation Plan.

Compensation and Benefits Study and Analysis City of Dahlonega, Georgia

Evergreen Solutions was engaged with the City of Dahlonega to conduct a comprehensive classification, compensation, and benefit study and analysis of its workforce. Evergreen's consultants evaluated the City's present salary and benefit structure as compared to the relevant job market for comparable positions in both the private and public sectors. Evergreen reviewed all current job descriptions and analyzed the same for knowledge, skills, abilities, education and experience relevance and internal consistency, job definitions and summaries, distinguishing characteristics, supervision received and exercised, conformity with the ADA relative to essential job functions and special requirements, including licensing and certifications. Evergreen also analyzed all existing job family classifications, pay grades and salary ranges, and recommended modifications as necessary as well as analyzed all existing FLSA classifications and recommended modifications, as necessary.

Classification and Compensation Study City of Douglasville, Georgia

Evergreen Solutions was retained by the City of Douglasville to conduct a Classification and Compensation Study and Analysis of its workforce consisting of 225 full-time employees in approximately 96 job titles.



Evergreen performed the following tasks:

- Evaluated the City's present salary structure as compared to the relevant job market for comparable positions in both the private and public sectors.
- Reviewed all current job descriptions and analyzed same for knowledge, skills, abilities, education and experience relevance and internal consistency, job definitions and summaries, distinguishing characteristics, supervision received and exercised, conformity with the ADA relative to essential job functions (including physical demands); and special requirements including licensing and certifications.
- Reviewed the City's current Position Classification and Wage Administration Plans and provided recommendations for enhancement and specific guidelines for requests pertaining to the following: creating new positions, salary adjustments and reclassifications, retroactive pay, compensation for additional duties (temporary and permanent assignments) and internal equity adjustments.
- Analyzed all existing job family classifications, pay grades and salary ranges and recommended modifications as necessary.
- Analyzed all existing FLSA classifications and recommended modifications as necessary.
- Identified potential pay compression issues and provided alternative solutions.



Compensation Analysis City of Alpharetta, Georgia

Evergreen Solutions was engaged with the City of Alpharetta to conduct a competitive compensation analysis. The purpose and intent of the study was to compare and contrast the City's current wage and benefit structure and levels with those of key competing employers—both public and private. The analysis was based upon job descriptions and/or duties performed rather than upon job titles in order to ensure accurate comparisons and to consider all aspects of the City's compensation package. At the time of the study, the City of Alpharetta employed 414 full-time and five part-time positions, excluding senior management and elected officials, defined across 132 position descriptions. The base salary ranges for these positions were divided among eight pay grades.

The primary goals of this project were to: determine the City's competitive position within the marketplace in terms of its overall compensation package; determine the relative value and competitive positioning of each compensation/benefit area; and identify any weaknesses within the



components of the City's existing compensation package that may negatively impact the organization's ability to attract and retain talented employees.



**Employee Classification and Compensation Study
City of Savannah, Georgia**

Evergreen was engaged with the City of Savannah to conduct an Employee Classification and Compensation Study for its workforce of 2,500 employees. Evergreen developed a comprehensive job classification system that accommodated the City's need for a flexible, internally and externally equitable, defensible, market sensitive and easily administered system for all current and future jobs within the City. Evergreen established career paths for occupations, provide clear distinctions in different job levels, established performance standards/job qualifications for all newly created job classifications, produced job descriptions that were legally defensible and are in accordance with ADA and FLSA, assigned classifications to pay ranges designed by the City that were labor market appropriate, and trained Human Resource staff so that they could maintain, enhance, and use the classification system to identify and consistently apply the system to modify an existing position or classification or create a new position or classification scheme.

Evergreen further assisted the City in formulating a formal compensation philosophy and developing a compensation system for all job classifications based upon the adopted compensation philosophy. Evergreen identified comparable benchmark employers to guide the City's future employee salary and benefit decisions in order to facilitate the retention and attraction of high performing staff members, while being financially sustainable.



**Comprehensive Classification and Compensation Study
City of Garden City, Georgia**

Evergreen Solutions was retained by the City of Garden City to conduct a Comprehensive Classification and Compensation Study for its workforce. The primary objectives of the Classification and Compensation Study were to: attract and retain qualified workers who would be paid equitable salaries; provide fair salaries for all workers of the City; and provide a salary structure that enabled the City to maintain a competitive position with other cities and companies within the same geographic area. To accomplish this, Evergreen: worked with the City's management staff to identify a market position for the City; developed a comprehensive labor market salary survey for the Chatham County area and surrounding municipalities that reflected both cities and private industry; analyzed existing internal hierarchy based on job relationships, identified problem areas within the internal hierarchy system, and proposed implementation methods to correct identified problems;



reviewed current classification grade methodology, and proposed recommended strategies for the City of Garden City; and developed a pay plan identifying specific parameters (i.e., percent spreads between ranges and within ranges). In the end, Evergreen prepared a cost analysis for positions that fell below the proposed minimum salaries following reclassification and developed recommendations and an instrument for the ongoing internal administration and maintenance of the proposed classification/compensation plan.



**Comprehensive Classification and Compensation Study
City of Tybee Island, Georgia**

Evergreen Solutions was retained by the City of Tybee Island to conduct a Comprehensive Compensation and Classification Study. Evergreen's consultants reviewed the City's current compensation plan (salary grade levels and steps) to understand the current challenges of recruiting and retaining employees and identified and recommended a consistent and competitive market position that the City could strive to maintain based on a salary survey of both private and public sector peer organizations. In the end, Evergreen recommended an appropriate salary range for each position in the City based on a review and analysis of the classification plan, the compensation survey results, internal relationships, and external and internal equity.

Evergreen prepared a new salary structure based on results of the salary survey and best practices and developed guidelines to assist the City staff with determining the starting pay for new employees based on knowledge and experience above minimum requirements of the position, how difficult the position is to fill, and market competitiveness. Evergreen further provided recommendations for the ongoing internal administration and maintenance of the proposed compensation and classification plan.



**Salary and Benefits Survey
City of Roswell, Georgia**

Evergreen Solutions was retained by the City of Roswell to conduct a Salary and Benefits Survey. Evergreen examined wages and benefits of the City's employees as compared to public and private sector entities in Georgia and surrounding areas to determine whether the City's wages and benefits were competitive in the market.



Compensation Study City of Statesboro, Georgia

Evergreen Solutions was engaged with the City of Statesboro to review and update the City's Classification and Compensation Plan for its 300 employees. The primary goals of this project was to: ensure job descriptions accurately reflect work performed; identify career ladders/promotional opportunities for each classification; determine the City's competitive position within the marketplace; and identify any weaknesses within the components of the City's existing compensation plan that may negatively impact the organization's ability to attract and retain talented employees. Evergreen recommended appropriate salary ranges for existing or proposed positions based on the classification study and the compensation survey results.

Classification and Compensation Plan Development City of Brookhaven, Georgia

Evergreen Solutions was engaged with the City of Brookhaven to develop a Classification and Compensation Plan. The primary goals of this project was to: ensure job descriptions accurately reflect work performed; identify career ladders/promotional opportunities for each classification; determine the City's competitive position within the marketplace; determine the relative value and competitive positioning of each compensation area; and identify any weaknesses within the components of the City's existing compensation plan that may negatively impact the organization's ability to attract and retain talented employees. Evergreen recommended appropriate salary ranges for existing or proposed positions based on the classification study and the compensation survey results. Evergreen also recommended a performance management and evaluation program, including a comprehensive evaluation form and rating system for fiscal year 2016 implementation. The evaluation plan included a performance based component.

Compensation, Classification, and Performance Management Study Manatee County, Florida

Evergreen Solutions was hired by Manatee County to assist with a county-wide Compensation and Classification Study. At the time of the study, Manatee County was a growing county with a population of over 300,000 located on the southwestern coast of FL between Pinellas and Sarasota Counties. An appointed County Administrator oversaw 16 departments, with approximately 2,900 employees within approximately 600 classifications and 58 pay ranges/grades.

The study included all employees that serve in capacities for the Board of County Commissioners. As part of the review, orientation sessions, focus groups, and interviews were conducted in throughout the county. All employees were asked



to complete the Job Assessment Tool (JAT) and job analysis was conducted with the results in order to create a classification plan. A salary survey was issued to local and regional employers to assess competitiveness. Based on the classification and compensation findings, a new pay plan as well as policies and procedures were recommended to the County. Evergreen Solutions helped the County attain their goal of maintaining a sound process providing a classification and pay structure that is fair, equitable, and systematic with a compensation plan comparable with other governmental jurisdictions and the private sector. In addition, Evergreen reviewed the performance management system in place within the County, and provided recommendations for improvement.



Compensation and Classification Study Services Monroe County, Florida

Evergreen was retained by Monroe County to conduct a Compensation and Classification Study for 265 non-union employees in 178 classifications as well as 124 union employees in 46 classifications who are represented by the Teamsters bargaining unit. Employees participated in focus groups, interviews, and a job analysis to determine the best classifications for the work performed. Evergreen's consultants compared the County's positions to other similar positions within other County departments to determine the relative value of each position to every other position in the County. Comparisons were made with regard to the actual work being performed and based on the current job description. In addition, positions were compared to other similar positions in other private and public sector organizations throughout the Florida Keys and South Florida. Characteristics such as size of the organization, geographic proximity, economic and budget characteristics, and other appropriate demographic data were taken into consideration when making comparisons. Evergreen's consultants also analyzed pay ranges in the public and private sector to determine the appropriate pay and benefit levels for all included jobs.

Recommendations were provided to improve fairness and equity of all jobs within the County. Select County staff were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system could be accomplished.

Note: Evergreen was again retained in 2018 to conduct an update of the County's Classification and Compensation Plan to include fire and rescue.




Classification and Compensation Study Alachua County, Florida

Evergreen Solutions was engaged with Alachua County to conduct a Compensation and Classification Study of jobs under the Board of County Commissioners, the Sheriff, Tax Collector, Property Appraiser, Supervisor of Elections, and the Library District. Specifically, the County desired the following services to be performed by Evergreen:

- develop and administer a job analysis questionnaire for the purpose of having employees state their job duties and qualifications including education, experience, licenses and certificates; working conditions (physical and environmental) and all other pertinent information;
- prepare and present to the Board of County Commissioners a report documenting the results of the job analysis by classification and recommendations concerning a classification structure and pay adjustments;
- allocate each employee with regard to the new classification structure;
- identify benchmark classifications to be used to determine appropriate markets for salary survey purposes, as well as to determine the position of the county with regard to salaries for comparable jobs in appropriate markets;
- administer a salary survey for the purpose of recommending appropriate salaries based on external (market) and internal (equity) considerations;
- recommend a salary structure, including the number of pay grades, and pay ranges;
- recommend salaries for each classification, as well as recommended salaries for each employee;
- provide a classification maintenance plan;
- provide guidelines and procedures for administering the resulting classification plan to include the following: initial placement in the salary range and means for movement through the range; and
- train HR and departmental staff on the methodology and maintenance of the recommended classification and pay plan.



Classification and Compensation Study Palm Beach County, Florida

Evergreen Solutions was retained by Palm Beach County to conduct a Classification and Compensation Study in order to update the current classification and compensation structure. Evergreen performed the following tasks:

- conducted a job analysis across the County to ensure job descriptions matched the duties performed by the employee;
- provided an analysis of all positions— assigning an appropriate salary grade to ensure fairness and equity—and included recommendations for all positions that were found to be above or below the assigned salary grade; and
- conducted a market compensation analysis of salaries and wages of like or similar jobs of comparable Florida public organizations with similar position and organizational characteristics.



Classification and Compensation Study Pinellas County, Florida

Evergreen Solutions was retained by Pinellas County to conduct a comprehensive classification and compensation study that included recommendations and suggestions for an implementation and maintenance process that effectively provided the County with the resources and expertise to further enhance its classification and compensation program. A comprehensive job classification and pay study hadn't been conducted since 2004 so the County believed it was important to invest in a study that would look at both internal and external equity.

The objective of the study was to have a credible classification and compensation plan that: allowed positions performing similar work with similar levels of complexity, responsibility, and knowledge, skills and abilities to be classified appropriately; identified salaries for assigned duties; outlined promotional opportunities and possible compensation growth; identified pay differential between individual classifications; and identified relevant labor markets.



Compensation Study City of Hollywood, Florida

The City Hollywood retained Evergreen to conduct a compensation study of all non-represented employees (Executive; Managerial; Legal; Technical; and Confidential Administrative Support). A job-task analysis/job audit was conducted to determine whether classifications were correctly placed in the organizational hierarchy and whether individual job positions were classified correctly. Evergreen reviewed job descriptions using the Job Assessment Tool job valuation methodology and conducted a statistical assessment of current conditions to ensure compliance with federal and state laws including proper designation of classifications as "exempt" vs. "non-exempt".

Evergreen conducted a comprehensive survey to ensure that the City of Hollywood's compensation plan was equitable and competitive in its total compensation package relative to internal factors and external markets (The City's goal was to be in the top 25% in salary). Evergreen's consultants reviewed existing salaries to determine proper placement within proposed classifications, and recommend appropriate "equity adjustments" as needed, based upon the results of the salary survey and the recommended pay plan.

Evergreen concluded the study with recommendations designed to alleviate any strains on the current compensation and classification system. Evergreen further recommended procedures, policies, and methods to maintain an on-going Classification & Compensations Plan that was performance based, fair and competitive. In addition, Evergreen's consultants developed policies and procedures for developing and maintaining a career track/progression/retention program and reviewed existing performance appraisal system in order to make recommendations to integrate the performance appraisal system with new Classification & Compensation Plan. **Note:** At the conclusion of the study Evergreen was hired again to conduct a compensation study of all AFSCME employees (i.e., Professional and Supervisory employees).

Compensation Study City of Orlando, Florida

Evergreen was retained by the City of Orlando to provide human resources consulting services by conducting a compensation study. Evergreen reviewed the City's compensation system, selected targets and benchmarks for market comparison, conducted a market survey, and developed strategic positioning recommendations to keep the City's compensation plan competitive.

Salary Survey Update City of Orlando, Florida

Evergreen was retained again by the City of Orlando to conduct a Salary Survey Update for fire positions. Evergreen used the same targets and positions used for the original salary survey conducted in 2016 and collected the following additional information:



- Do they provide a supplement for paramedic or EMT?
- Is an EMT a minimum requirement for firefighters?
- What is their hourly schedule?
- Do they have a step plan?
- Do they move a step and the plan min and max each year?
- What do they do when a fire staff member is maxed out?



Compensation Consulting City of Orlando, Florida

Evergreen was again retained by the City of Orlando to provide compensation consulting services. Evergreen analyzed the current labor market trends in the Orlando metro area, including the pay increases being offered by Disney between now and 2020; collected information from public entities in the Orlando metro area regarding how they were responding to turnover and talent shortages; examined best practices on implementing wage floors to address local market changes; proposed several alternatives to the City to address local market changes, especially those related to the increase in the minimum wage to \$15 per hour by some private organizations; worked with the City HR staff to model and cost different implementation scenarios; and provided a short summary of the analysis and recommendations.



1.4 Financial Stability

Evergreen possesses the financial and fiscal stability to undertake this engagement for Jefferson County. Evergreen has continued to experience steady financial growth over the years even during periods of economic instability. We continue to invest in the financial stability of the firm to ensure that our overall financial health can be maintained in periods of economic uncertainty. As such, our firm has never incurred any debts and has never borrowed against our line of credit. We continue to maintain a healthy 20 percent reserve to be able to address any potential fiscal issues that may arise.



Section 2

Offeror Personnel and Organization



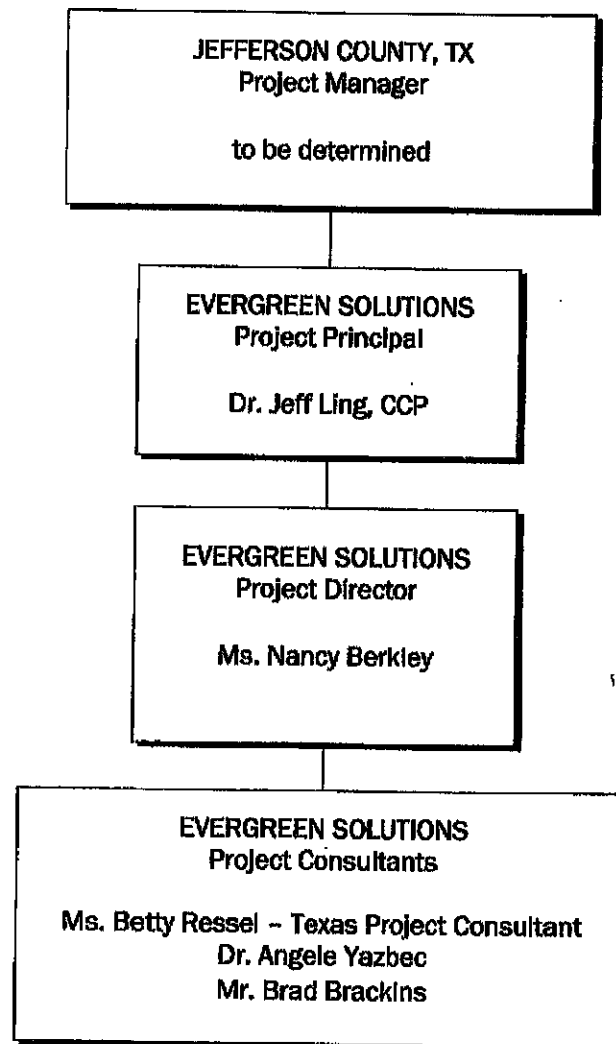
2.0 Offeror Personnel and Organization

In this section we provide the qualifications of the members of our proposed project team. The office from which the majority of the services will be provided is located at: 2878 Remington Green Circle, Tallahassee, Florida 32308, (850) 383-0111. Our Project Principal, Jeff Ling, will handle all contractual matters and can be reached at jeff@consultevergreen.com and the Project Director, Nancy Berkley, will oversee this study and can be reached at nancy@consultevergreen.com.

2.1 Proposed Project Team

Exhibit 2-1 Proposed Project Team and Personnel Assignments

Exhibit 2-1 shows our proposed project team and personnel assignments. The structure has been designed to clearly define the roles and responsibilities of each part of the Wage and Compensation Study so that there will be no confusion as to who is responsible for any aspect of this engagement with Jefferson County.



Jefferson County Project Manager. With each project engagement, we work with the client to identify one specific point of contact to serve as a Project Manager. The County's Project Manager (CPM) will be our reference point throughout the engagement. We will take project direction, leadership, and guidance from the CPM and all project deliverables will be filtered through the CPM throughout the duration of the project.

Evergreen's Project Principal. Our Project Principal will have ultimate accountability for the success of this project. Evergreen's Project Principal is always a senior leader in our firm, most often a Vice President or higher. The Project Principal will have contractual authority over the contract, and will be our top level of project responsibility.

Evergreen's Project Director. Evergreen designates a Project Manager for each HR consulting project. The Project Director will work with the Project Principal regarding the scheduling of the project with the CPM. The Project Director will have the most frequent contact with the County and will assign project activities to the Project Consultants, and will ensure that deliverables are met within specified timelines.

Evergreen's Project Consultants. Our Project Consultants are a team of consultants who have worked together on numerous projects, and who will provide consulting and analytical work on all project activities. The Project Consultants will review pay plans, collect the data for the salary survey, and prepare draft and final reports.

Consultant Team Members must be thoroughly knowledgeable in the portion of the project they are responsible for, as well as have expertise in the issues that are unique to each individual client. Evergreen is proposing an exceptional team of consultants who have worked together on many similar projects. Evergreen always makes sure each project is sufficiently staffed to handle any additional tasks or unforeseen issues that may arise during the course of the study. The combination of our individual knowledge and skills form a superior team who will be able to competently perform all of the pieces of the Wage and Compensation Study for Jefferson County.

2.2 Key Staff

The following paragraphs provide resume summaries of each team member's qualifications and experience related to his/her role in this engagement.

We have identified the role that each team member will represent and have limited our resume summaries to no more than one page for each of our staff members, as required in the RFP.

A team of experienced analytical and clerical support staff will also contribute to this study, as needed.



Project Principal
Jeff Ling, Ph.D.,
CCP

Dr. Jeff Ling is President of Evergreen and has been with the firm since its inception in 2004. He is a Certified Compensation Professional (CCP) who has more than 26 years consulting experience in the following areas: compensation studies; salary and benefit surveys; classification studies; human resources; performance improvement; process analysis; strategic planning; statistical analysis; research methodology; data management; surveys and polling; technology analysis; change management; and risk analysis.

Dr. Ling has planned, organized, and managed studies on human resources assessment, survey analysis, government efficiency, technology planning, information utilization, public opinion, market expansion, and privatization. Each of these studies dealt with summarizing major alternatives for decision makers and providing viable recommendations. He has consulting experience in public sector Evaluation, research management, efficiency analysis, survey analysis, statistical modelling, and technology planning.

Dr. Ling has worked with a multitude of clients in the capacity of Project Principal. He has worked on hundreds of engagements across the nation and includes work in state and local governments, school districts, institutions of higher education, quasi-governmental agencies, and private industry. He has been instrumental in creating, reviewing, and evaluating the methodology employed by Evergreen on all human resource engagements. His background and skill set make him uniquely qualified for assessing organizational critical needs and strategy. He is also an expert in policy development and long-term planning.

A sample of the types of studies Dr. Ling has been involved with include:

- **Compensation/Classification** – He developed the methodology and techniques for organizations to employ for successful data collection and implementation based on internal and external equity needs. He has been the Project Principal for hundreds of studies related to classification and/or compensation.
- **Performance Evaluation** – He has provided the framework for many organizations transitioning into goal based performance evaluation systems or fully functional merit-based pay structures.
- **Market Research** – He provided the basis for which market research was collected, analyzed, and review. He ensured that data collection procedures and methods were statistically reliable using his knowledge of statistics and overall market research.
- **Policy Development** – He has a thorough and firm understanding of policy development and has assisted many clients with implementing tailored policies and practices that reflect best practices.

Dr. Ling holds a Doctorate's Degree from Florida State University in Political Science and has taught courses addressing research methodology, statistical analysis, technological innovations, and political economy at various universities.



**Project Director
Ms. Nancy Berkley**

Ms. Nancy Berkley is the Executive Vice-President of Evergreen who has been with the firm more than eight years. She has over 30 years human resources experience demonstrating a thorough knowledge of multiple HR disciplines including, recruiting and staffing, workforce planning and retention, on-boarding, compensation and benefits, employee and labor relations, employee leave administration, voluntary and involuntary employee separations, performance management, employee surveys, organizational design and development, organization effectiveness, employee learning, training, and development, employee records administration and retention, and awards and recognition programs. She has consistently enhanced organizational capability by integrating HR with strategic business planning, development and assessment. She has provided individualized executive coaching and led HR team development and high performance teams. She has led corporate change initiatives and built talent-rich organizations by strengthening people and integrating processes and has directed human resources in high-volume, transactional service organizations and high-level, consulting organizations. She has excellent conflict resolution, negotiation, and influencing skills.

Ms. Berkley possesses expertise in the following HR areas:

- Designing and implementing a shared service, centralized virtual staffing organization, increasing efficiency of staffing function for hiring managers.
- Consulting with senior leaders and successfully leading project teams to develop new policies, programs and tools—including total revision and communication of a company's HR policies and practices to be in accordance with state and federal laws;
- Creating HR metrics reviews utilizing business goals and human resources information systems data—set improvement goals and developed action plans for unique business requirements.
- Representing companies in state and federal agency reviews, e.g. Office of Federal Contract Compliance Program (OFCCP) reviews—Equal Employment Opportunity Commission (EEOC) charges, workers compensation charges, and unemployment compensation claims.

Local government projects in the State of Texas that Ms. Berkley has directed or served on the Evergreen Team include: a Classification and Compensation Study for the Town of Little Elm, TX; a Human Resources Department Assessment for the City of Buda, TX; a Market Salary Update for the City of Buda, TX; a Classification and Compensation Study for the City of Pflugerville, TX; a Classification and Compensation Study for the City of Conroe, TX; a Comprehensive Compensation and Classification Study for the City of Farmers Branch, TX; a Classification and Compensation Study for the City of Portland, TX; a Comprehensive Compensation and Benefits Study for the City of Rowlett, TX; a Classification and Compensation Study for the City of Lockhart, TX; a Salary Compensation Study for Hood County, TX; a Staffing Study for Hood County, TX; a Compensation and Classification Study for Brazoria County, TX.

Ms. Berkley has a Bachelor's Degree in Psychology from Florida State University.



**Texas Project
Consultant
Ms. Betty Ressel**

Ms. Betty Ressel, Managing Partner of Ressel and Associates, LLC, located in Austin, Texas, a certified HUB in Texas. She is a certified public accountant who has served on the Evergreen Team for more than eight years.

While with Evergreen, Ms. Ressel has performed the following human resource studies: a Salary Study for the city of Lakeway, TX; a Classification and Compensation Study for the City of Amarillo, TX; a Non-Faculty Compensation Review for Austin Community College, TX; Job Classification, Salary Survey, Compensation Plan Study Services for the City of Duncanville, TX; a Job Classification and Compensation Study for the El Paso Community College District, TX; a Classification and Compensation Study for the Lone Star College System, TX; Compensation Consultant Services for Dallas Area Rapid Transit, TX; a Total Compensation Study for Spokane county, WA; a Classification and Compensation and Equal Pay Study for the City of Albany, OR; a Classification and Compensation Study for Douglas County, GA; a Classification Study for Danville Public Schools, VA; a Compensation Study for the City of North Miami Beach, FL; a Classification and Compensation Study for the Martin County, FL; a Classification and Compensation Study for Riviera Utilities, AL; a Compensation and Pay Classification Plan Study for the City of Foley, AL; a Classification and Compensation Study for the Lorain Metropolitan Housing Authority, OH; a Classification and Compensation Study for Charleston County, SC; a Compensation Study for the City of Sebring, FL; a national Position Classification and Compensation Study for the Office of State Court Administrators, FL; and a national Compensation Study of Forensic Pathologists for the City of Jacksonville, FL.

As a former personnel manager and the director of several large divisions within a Texas state agency, Ms. Ressel also understands state and federal laws related to managing human resources. She strongly believes in the need for clear and accessible internal policies and procedures to guide management and staff through the process. She has developed flexible staffing allocation formulas that take into account the needs of small and large school districts and other state and local governmental entities and has first-hand experience working with contracts and contract employees.

Ms. Ressel has participated in and managed 105 efficiency, performance, and academic audits conducted by the Texas Comptroller's Office in school districts (100) and Higher Education Institutions (5), as well as reviews of state and local governmental agencies. From 1993 to 2003, she served as the Director of the Texas School Performance Review (TSPR).

In addition to directing audits/reviews in Texas, Ms. Ressel has personally gathered data for the audits in each of the functional areas, administered surveys, conducted interviews as well as small and large group facilitated sessions as part of the review process, formulated fully supported recommendations and commendations, and has written and edited entire reports.



Project Consultant
Dr. Angele Yazbec

Dr. Angele Yazbec is a Consultant with Evergreen who has been with the firm more than two years. She possesses a Ph.D. in Cognitive Psychology from Florida State University, and has a strong background in quantitative and qualitative analysis.

Dr. Yazbec is able to apply her knowledge and skills as a Consultant for Evergreen through various functions including: conducting market research and collecting compensation data, running regression analyses and recommending appropriate pay grades, and editing job descriptions.

Recent projects that Dr. Yazbec has been involved with include: a Classification and Compensation Study for the City of Portland, TX; a Compensation and Classification Study for Brazoria County, TX; a Classification and Compensation Study for Kaufman County, TX; an Employee Compensation Study for Tarrant Community College District, TX; a Salary Compensation Study for Hood County, TX; a Classification and Compensation Study for the City of Lockhart, TX; a Compensation Plan Study for the City of South Padre Island, TX; a Classification and Compensation Study for Santa Fe Community College, NM; a Compensation and Classification Study for Columbia County, OR; a Classification and Compensation Study for the Town of Hilton Head Island, SC; Classification and Compensation Study Services for Beaufort County, SC; a Classification System and Pay Plan Development Study for Franklin County, NC; a Compensation and Classification Study for the City of Goldsboro, NC; a Classification and Compensation Study for the City of Hendersonville, NC; a Compensation and Classification Study for Transylvania County, NC; a Compensation, Classification and Benefits Study for Haywood County, NC; a Classification and Compensation Study for the Alliance Health, NC; a Compensation and Classification Study for Charles County Government, MD; a Salary Survey for the Charles County Correctional Officers Association, MD; Personnel Manual Review and Revision Services for Calvert County, MD; a Compensation Study for the City of Hagerstown, MD; a Personnel Policy and Salary Study for Northumberland County, VA; a Classification and Compensation/Benefits Study for the City of Jacksonville Beach, FL; a Compensation, Classification, and Benefits Study for the Volusia County Sheriff's Office, FL; a Compensation Study for the City of Orlando, FL; a Salary Survey and Gender Analysis for the Town of Medley, FL; a Classification, Compensation, and Benefits Study for the Village of Pinecrest, FL; a Classification and Compensation Study for the City of New Smyrna Beach, FL; a Compensation and Classification Study for the Town of Surfside, FL; a Salary Review for the City of Brookhaven, GA; a Compensation and Benefits Study and Analysis for the City of Woodstock, GA; a Compensation Study for the City of Dalton, GA; a Comprehensive Compensation and Classification Study of the City of Forest Park, GA; a Pay Study and Analysis for the City of Duluth, GA; a Salary Survey for the City of Dunwoody, GA; a Pay and Class Study for the City of Roswell, GA; a Comprehensive Employee Comp Study Plan for the City of Tybee Island, GA; a Compensation Study for the Forsyth County Public Library, GA; a Classification and Compensation Study and analysis for Effingham County, GA; a Classification, Pay and Benefits Study for Lee County Commission, AL; a Compensation Study for the Auburn-Opelika Tourism Bureau, AL; and a Non-Union Compensation Study for Boston Public Health Commission, MA.



**Project Consultant
Mr. Brad Brackins**

Mr. Brad Brackins is a Consultant at Evergreen who has been with the firm more than three years. With his background in data analysis and public administration, he assists public organizations in navigating the unique human resources challenges that they face today.

Mr. Brackins experience at Evergreen Solutions includes conducting compensation and classification studies. He works closely with organizations to gather employee feedback and organizational data in order to evaluate their current situation. He also conducts market studies in order to evaluate competitiveness with peer organizations. Through his research and analytical skills, he is able to use this information to formulate customized solutions that help public sector clients improve their ability to recruit and retain high-quality employees.

A sample of some of the public sector projects that Mr. Brackins has been involved with include: a Salary Survey for the City of Lakeway, TX; a Compensation and Classification Study and Staffing Study for Wayside School District, TX; a Salary Survey for the City of Carlsbad, NM; a Compensation Study for the City of Flagstaff, AZ; a Compensation and Classification Study for Jackson County 16th Judicial Circuit Court, MO; a Compensation Study Services for Jackson County, MO; a Compensation and Benefits Study for the Springfield R-12 School District, MO; a Classification Compensation and Benefits Study for Ogden City Corporation, UT; Classification and Compensation Study Services for the City of Urbana, IL; a Classification and Compensation Study for Blount County, TN; a Compensation Study for Dorchester County, SC; a Compensation Study for Horry County Government, SC; an Emergency Medical Services Salary Study for Spartanburg County, SC; an Employee Evaluation System for the North Charleston Sewer District, SC; a Pay and Classification Study for Buncombe County, NC; a Compensation and Classification Study for the City of Goldsboro, NC; a Compensation and Classification Study for Union County, NC; a Compensation, Classification and Benefits Study for Haywood County, NC; a Classification and Compensation Study for the City of Hendersonville, NC; a Personnel Policy and Salary Study for Northumberland County, VA; a Classification and Compensation Study for Alleghany County and the City of Covington, VA; a Classification and Compensation Study for Shenandoah County, VA; a Classification and Compensation Study Services for the City of Westminster, MD; a Total Compensation Study for Spokane County, WA; a Classification Study for Spokane County, WA; a Classification and Compensation Study for the City of Ridgefield, WA; a Compensation Study for the City of Alachua, FL; a Job Classification and Compensation Study for the City of Parkland, FL; a Pay and Classification Study for the Town of Lake Park, FL; a Compensation and Benefits Study for Cherokee County, GA; a Compensation and Classification Study and Analysis for the City of Dublin, GA; a Pay and Classification Study for the City of Fayetteville, GA; a Classification and Compensation Study and Analysis for Effingham County, GA; and a Compensation and Pay Classification Plan Study for the City of Foley, AL.

Mr. Brackins has a Master's Degree in Public Administration from Florida State University and Bachelor of Art's Degree in Business Administration from the University of Florida.



Section 3

Project Requirements



3.0 *Project Requirements*

In this section we provide our overall approach and methodology for conducting the Wage and Compensation Study, a detailed work plan—identifying the tasks, activities, and milestones necessary to accomplish the deliverables included in the scope of services of the Request for Proposal—and a proposed timeline for completing the work.

3.1 **Evergreen's Approach and Methodology**

Evergreen is uniquely qualified to conduct a Wage and Compensation Study for Jefferson County as our team includes recognized experts in local government human resources management and understands that there is not a "one size fits all" solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations. Specifically, we have developed a methodology that:

- focuses on market competitiveness;
- is based on the organization's compensation philosophy;
- recognizes that compensation is comprised of more than just base pay levels;
- reflects changes in recent compensation strategies;
- designs custom solutions that take into account the diversity of needs present in the organization and allows you to select the components and options that best meet your overall needs; and
- produces a structure that improves the organization's ability to recruit, reward, motivate, and retain talent in a competitive environment that includes both public and private sector employers.

We will work closely with the County's designated Project Manager as well as Human Resources staff throughout the process to ensure constant communication of issues, concerns, and potential outcomes. We work closely with your staff to gain a solid understanding of your current operational realities, challenges, and desired outcomes. Moreover, Evergreen will work with you to balance your need to meet your performance goals while carefully managing the organization's resources.

Compensation management has undergone significant transformation in the private sector and over time public sector organizations have mirrored these changes. While compensation once centered on the separate administration of base pay and core benefits, a shift has occurred that has transformed compensation management. Progressive organizations now recognize that to effectively recruit, reward, motivate, and retain employees, compensation management requires strategic thinking and planning.



	<p>Compensation management must support an organization's overall strategic direction. To accomplish this, effective organizations design a compensation philosophy that spells out where an organization wants to be in relation to the market in key areas. These key areas include cash compensation, benefits, and work/life balance. Compensation is thus a reflection of the organization's philosophy.</p> <p>Evergreen realizes that we will need to tailor our approach to fit the operating, fiscal, and competitive needs of the organization. Recommendations must always reflect competitive needs while supporting the organization's overall mission.</p> <p>Listed below is an overview of the typically recommended approach that Evergreen takes when conducting a study of this nature.</p>
Kick Off Meeting	<p>Evergreen begins each engagement by meeting with our client's leadership team as well as the person designated as the Project Manager for the client. Frequently, this initial meeting will accomplish several goals, including:</p> <ul style="list-style-type: none"> • finalizing the project work plan; • identifying milestone and deliverable dates; • gaining insight into the management structure and approach; • collecting compensation and classification data; • identifying additional data needs; and • developing preliminary schedules for subsequent tasks. <p>We will also request a copy of the employee database that reflects current classification and compensation data.</p>
Communication Plan	<p>Communication is a critical component of any Wage and Compensation study. Communicating with select employees directly and early in the process builds support for the process and the accompanying outcomes. As part of our communication plan, we meet first with key project staff to fully understand the nature and scope of the project. Regular updates will be provided to the client's Project Manager and can be posted on the client's intranet site, if desired. Additionally, the communication plan for the distribution of the end product, particularly how the results will be distributed to employees, is also critical.</p>
Developing the Compensation Philosophy	<p>An organization's compensation philosophy is designed to support the overall business strategy. It can take many forms, but ultimately the compensation philosophy selected will guide the structure of the overall compensation system. Evergreen will meet with the client's leadership team to ascertain the organization's overall business strategy and document the various alternatives that are available to support that strategy. Based on the client's needs, Evergreen will provide the client with a comprehensive compensation philosophy to guide subsequent decisions. Typically, a consultant can facilitate the process and make recommendations for the compensation philosophy, but the decision will ultimately rest with the organization itself. It is imperative for the client to agree upon a</p>



	<p>compensation philosophy prior to establishing the remaining components of the compensation system.</p>
Compensation	<p>Our approach to compensation analysis is based on the belief that compensation should be organization-specific, fair, equitable, and directly tied to strategic goals. To ensure that all these criteria are met, we will conduct an extensive analysis on the relevant labor market, the internal structure and inter-relatedness of jobs within the organization, and the relative worth of jobs within the organization vis-à-vis the compensation philosophy.</p> <p>The most traditional component of a total compensation program is base pay (fixed pay). However, inclusion of benefits in total compensation strategy is not a new concept. Provision of benefits was originally a recruitment tool, though over time the provision of core benefits has become an expectation. Research shows that public sector organizations commonly use superior benefits packages as a way to offset structural disadvantages in base pay. The purpose of the survey is to collect information for comparison to current offerings, and making recommendations for change consistent with the parameters of the compensation philosophy.</p>
Market Survey	<p>A key component of assessing compensation is to consider market position, which is sometimes referred to as external equity or competitiveness. Evergreen's consultants wait until well into the classification analysis to design the market survey to ensure that jobs are understood, anomalies in classification characteristics are documented, and sufficient input has been received. The market survey will obtain standard range information related to minimum, midpoint, and maximum salaries. Data collection will focus on the public sector, but will include information from the private sector where applicable. Further, we will look to include any employers to whom the organization has recently lost employees.</p>
Benchmarks	<p>One of the most important components of the external assessment is in the selection and utilization of benchmark positions for the labor market survey. We will work with the client to identify the appropriate number of benchmark positions to best fit their needs in the labor market survey. Based on our experience, we have found that it is simply not practical to survey all positions within the organization - the resulting surveys become too cumbersome for labor market peers to complete, and the response rate on the whole suffers. We ensure, through multiple checks and balances, that the benchmark positions chosen will represent a broad spectrum of positions across the organization, from all job families, pay levels, and functional areas.</p>
Targets	<p>To conduct an external labor market assessment, we work with the organization to identify the most appropriate targets to survey, in addition to the comparable organizations identified by the client. Evergreen selects peer organizations based on the local labor competition, regional markets, and class-specific markets. Peer organizations should be those organizations that compete with the client for labor in at least one job family. Peers in the public sectors will be included in the survey, and if necessary, augmented with published secondary data sources.</p>



Compensation Administration Guidelines

An important factor of our methodology is that the client has the final approval of all aspects of the study. We will not proceed with the analysis unless the client is completely comfortable with the survey targets chosen. Often, there are different factors impacting an organization, such as proximity to a major metropolitan area, technology corridor, or specific market (i.e., military base), that have a direct effect on its ability to recruit and retain employees in specific positions. These factors have to be taken into account when selecting survey targets. Once the targets are selected and approved, the survey instrument is developed and sent to the client for final approval. Subsequent to client approval, the survey is then distributed to the targets in both paper and electronic formats.

Evergreen uses a four-fold method of communicating with respondents. Our staff notifies the target group that the survey is being sent or made available, confirms receipt, and encourages participation. Once the data are received, they are cleaned, validated, and summarized. A separate report is issued that shows the results of the salary survey.

In order for clients to maintain the recommended compensation system, Evergreen develops compensation administration guidelines for use by the client after completion of the study. The guidelines will include recommendations on installation and continuing administration of the system. The team first conducts a review of current practices and procedures then assesses their effectiveness, compliance with legal guidelines, and applicability to the recommended system.

Once this review and assessment are complete, revisions to the current practices and/or new guidelines can be recommended, as needed. At a minimum, the recommendations will address areas such as:

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay and benefits;
- how often to adjust pay scales and survey the market;
- timing of implementation; and
- how to keep the system fair and competitive over time.

3.2 Detailed Work Plan

Evergreen has provided a detailed work plan to conduct the Wage Compensation Study for Jefferson County in this section. Evergreen understands that the County has a total of 565 positions that will be included in the study although for purposes of the market salary survey, Evergreen will work with the County to select a representative sample (i.e., 125) of positions to use as benchmarks for the salary survey. Should the County, however, want all 565 positions benchmarked, we have provided a separate price for this in **Section 4** of our proposal.



Task 2.0
Evaluate the
Current System

- 1.3 Obtain relevant materials, including:
- any previous projects, research, evaluations, or other studies that may be relevant to this project;
 - organizational charts for the departments and divisions, along with related responsibility descriptions;
 - current job descriptions and pay plans;
 - budget information;
 - federal and state statutes and regulations; and
 - personnel rules, policies, and procedures.
- 1.4 Review and edit the project work plan and submit the completion of each project task.
- 1.5 Define the process for communicating with Human Resources, Administration and the organizational members throughout the project and provide regular updates to the CPM throughout the project.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of County employees

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the existing compensation plan for of the County.

TASK ACTIVITIES

- 2.1 Obtain the existing pay structure and compensation philosophy for the County. Look for potential problems and issues to be resolved.
- 2.2 Determine the strengths and weaknesses of the current pay plans for the County and review current pay grades and identify any pay compression issues.
- 2.3 Complete an assessment of current conditions that details the pros and cons of the current system for the County as well as highlights areas for potential improvement in the final adopted solution.



**Task 3.0
List of Market
Survey
Benchmarks and
Approved List of
Targets**

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions

TASK GOALS

- Include all benchmark positions for the external labor market assessment.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market assessment, in addition to those in comparable organizations identified by the County.

TASK ACTIVITIES

- 3.1 Identify the list of all classifications to include in the labor market assessment. **Note:** Evergreen will work with the CPM to select up to 125 positions to use as benchmarks for the salary survey.
- 3.2 Finalize the list of positions with the CPM.
- 3.3 For each employee group, review with the CPM up to 20 peer organizations that should be included in the salary survey. **Note:** The following similarly situated counties will be included at a minimum for the salary survey: Bell; Brazoria; Brazos; Galveston; Lubbock; McLennan; Nueces; Smith; and Webb.
- 3.4 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
 - size of the organization;
 - geographic proximity to the Beaumont area;
 - economic and budget characteristics; and
 - other demographic data.
- 3.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.
- 3.6 Review survey methodology with the CPM and refine survey methodology prior to distribution of survey.
- 3.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.



**Task 4.0
Conduct Market
Survey and
Provide External
Assessment
Summary**

KEY PROJECT MILESTONES

- Final list of benchmark positions for the external labor market assessment
- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the CPM for review.

TASK ACTIVITIES

- 4.1 Prepare a customized external labor market salary survey for the CPM's approval. Discuss questions and categories for the market salary survey.
- 4.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 4.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 4.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 4.5 Validate all data submitted.
- 4.6 Develop summary report of external labor market assessment results.
- 4.7 Submit summary report of external labor market assessment results to the CPM.

KEY PROJECT MILESTONES

- Market survey instrument
- Summary report of external labor market assessment results



Task 5.0
Develop Strategic
Positioning
Recommendations

TASK GOALS

- Assess the appropriateness of the current compensation philosophy for the County.
- Develop a plan for employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 5.1 Identify the compensation philosophy and accompanying thresholds.
- 5.2 Using the market salary data collected in **Task 4.0**, determine the proper pay plans, including number of grades, steps, and ranges for employees.
- 5.3 Identify highly competitive positions within the County and customize recommendations for compensation where required to address issues including, but not limited to, equity, recruitment, and retention.
- 5.4 Produce pay plans that best meet the needs of the County from an external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account external equity
- Plan for addressing unique, highly competitive positions

Task 6.0
Conduct Solution
Analysis

TASK GOALS

- Conduct analysis comparing classification values.
- Survey results for the benchmark positions.
- Propose several possible options for implementation.

TASK ACTIVITIES

- 6.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay scale.
- 6.2 Place all classifications into pay grades based on **Task Activity 6.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.



Task 7.0
Develop and
Submit Draft and
Final Reports

- 6.3 Propose changes for consideration to the overall pay scale that take into consideration geographic applicability, specific job comparability, and departmental structure; as well as the findings from the salary analysis.
- 6.4 Create implementation solutions for consideration that take into account the current compensation philosophy and financial impact, as well as the findings from the compensation analysis. Recommend alternative compensation policy changes.
- 6.5 Meet with the CPM to discuss the proposed changes to the overall pay scale.
- 6.6 Determine the best solution to meet the County's needs in the short- and long-term.
- 6.7 Document the accepted solution.

KEY PROJECT MILESTONES

- Initial regression analysis
- Potential changes
- Documented final solution

TASK GOALS

- Develop and submit a draft and final reports of the Wage and Compensation Study to Jefferson County.
- Present the Final Report.

TASK ACTIVITIES

- 7.1 Produce a comprehensive draft report, using data-driven rationale for recommendations, that captures the results of each previous step and provide to the CPM for review and approval. **Note:** The draft report will include the costs associated with implementing all of the recommendations.
- 7.2 Make edits and submit necessary copies of the Final Report to the CPM.
- 7.3 Present the final report.
- 7.4 Develop implementation database to communicate the process and progress of this project to the CPM.



Task 8.0
Develop
Recommendations
for Compensation
Administration

- 7.5 Develop a communication plan for sharing study results with employees.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan
- Implementation and maintenance database

TASK GOAL

- Develop recommendations for the continued administration by County staff to sustain the recommended compensation plan.

TASK ACTIVITIES

- 8.1 Develop recommendations and guidelines for the continued administration and maintenance of the compensation plan, including recommendations and guidelines related to:
- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
 - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
 - the proper mix of pay;
 - how often to adjust pay scales and survey the market;
 - the timing of implementation; and
 - how to keep the system fair and competitive over time.
- 8.2 Recommend recruitment/retention strategies, where appropriate.
- 8.3 Present recommendations to the CPM for review.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies



3.3 Proposed Timeline

Evergreen possesses the ability, staff, skills, and tools to conduct the Wage and Compensation Study for Jefferson County in 3.5 months of the project start date and following signing of the contract, which is within the recommended timeline in the RFP. This timeline, identified in **Exhibit 3-1**, is based on a tentative start date of February 15, 2021, and a completion date of May 31, 2021.

We are willing to discuss our timeline to best meet the needs of Jefferson County.

**Exhibit 3-1
Proposed Timeline**

PROJECT TASKS	2021			
	FEB	MAR	APR	MAY
1.0 - Project Initiation	■			
2.0 - Evaluate the Current System	■			
3.0 - Identify List of Market Survey Benchmarks and Approved List of Targets		■		
4.0 - Conduct a Market Salary Survey and Provide External Assessment Summary		■	■	
5.0 - Develop Strategic Positioning Recommendations			■	■
6.0 - Conduct Solution Analysis				■
7.0 - Develop and Submit Draft and Final Reports				■
8.0 - Develop Recommendations for Compensation Administration				■



5.0 *Other Information*

Evergreen will provide Jefferson County up to one-year technical assistance by phone at no cost to assist with any implementation concerns or to answer any questions regarding maintenance of the new compensation system. In addition to training, Evergreen will provide guidance as well as any necessary tools at no additional cost to allow County staff the means to provide salary adjustments as needed after we have completed the project.



February 5, 2021

LexisNexis Risk Solutions

SCHEDULE A
Accurint for Government
(Per User Subscription)

Customer Name: Justice of The Peace, Pct. 1, Place 1
 Billgroup #: ACC-1742067
 LN Account Manager: Casey Engelhardt

This Schedule A sets forth additional or amended terms and conditions for the use of the Accurint for Government services ("LN Services"), as set forth in the services agreement between Customer and LN or LN's affiliate(s) for the LN Services ("Agreement"), to which this Schedule A is incorporated by reference. The LN Services herein shall be provided by LexisNexis Risk Solutions FL Inc. ("LN"). Customer acknowledges that the services provided under this Schedule A are non-FCRA services and are not "consumer reports" within the meaning of the FCRA and Customer agrees not to use such reports in any manner that would cause them to be characterized as "consumer reports".

1. SCHEDULE A TERM

The term of this Schedule A will be 12 months beginning March 1, 2021 (the "Initial Term"). Following the Initial Term, this Schedule A shall automatically renew for additional periods of twelve (12) months (each one, a "Renewal Term"), unless written notice of termination is provided to either party at least sixty (60) days prior to the expiration of the Initial Term or any Renewal Term. If an account is activated after the first day of a calendar month, charges will not be pro-rated.

2. FEES

2.1 User Fees: The following table (the "Price Table") describes the agreed upon user fees (the "User Fees"):

PRICE TABLE	
Standard Features Fee (per user):	\$96.55
Premium Features:	
Total Monthly User Fees (per user):	\$96.55
Minimum Number of Users	1
Total Monthly Minimum Amount	\$96.55

All of the searches and reports included in the attached Price Schedule are referred to as the "Features". The User Fees include unlimited access to all Features, excluding those Features identified herein as Excluded Features but including the Premium Features listed in the Price Table. User Fees shall be due each month for: (i) any User ID upon which any search occurs during a calendar month; and (ii) any User ID activated on Customer's account which was not used to perform any searches and is not suspended or terminated by the close of business on the last day of any calendar month. At the end of each 12-month period beginning on the effective date hereof, User Fees will be increased 3%.

2.2 Features Not Included: The following Features ("Excluded Features") are not included in the User Fees and shall in all cases be charged separately according to the pricing specified in the attached Price Schedule:

Bankruptcy Docket Sheet
Bankruptcy Documents
Business Link Report
Canadian Phones
Comprehensive Healthcare Business and Provider Report
Contact Card Report
Court Search Wizard

February 5, 2021

Disclosed Entity Service
Dun & Bradstreet Global Market Identifiers
Dun & Bradstreet Search and Report
DE Corporation Search and Report
Email Search
FCRA Credit Reports
Federal Civil Court Records Search
Flat Rate Comprehensive Healthcare Business and Provider Report
Government Location Report
Identity Authenticate
Identity Verification
Medical, Employment Or Business Records Retrieval
MVR Reports (Driving Records)
National Motor Vehicle Accident Search and Report
News Searches
Online Batch
OSHA Investigative Reports Search
Property Deed Image
Provider Report Card
Provider Sanction Search and Report
Provider Search and Report
Real Time Person Search
Real Time Phone Search
SEC Filings
Virtual Identity Search and Report
Workplace Locator
XML

LN standard pricing will be in effect for any new features made generally available by LN subsequent to the execution of this Schedule A.

2.3 Payment Amount: Customer shall pay to LN each month the greater of: (i) the total User Fees and applicable Excluded Features fees; or (ii) the total monthly minimum amount(s) of \$96.55.

3. EXPIRATION

Unless otherwise accepted by LN, the terms herein are valid if the Schedule A is signed by the Customer and received by LN on or before ~~February 19, 2021~~ MARCH 22, 2021 *am*

4. CONFIDENTIAL INFORMATION

This Schedule A contains the confidential pricing information of LN. Customer acknowledges that the disclosure of such pricing information could cause competitive harm to LN, and as such, Customer agrees to maintain this Schedule A in trust and confidence and take reasonable precautions against disclosure to any third party to the extent permitted by local and state law.

AGREED TO AND ACCEPTED BY: Justice of The Peace, Pct. 1, Place 1

Signed: _____

Name: _____

Title: _____

Date: _____

Jeff R. Branick
Jefferson County Judge
MARCH 9, 2021

ATTEST
DATE _____



February 5, 2021

Accurint for Government

(Updated October 8, 2020)
(Plan 44)

(Pricing is per hit unless otherwise indicated. All searches/reports with a price of \$0.00 are considered "Standard Features" and are included in Subscription plan.)

PRICE SCHEDULE (Subscription)	
ACCURINT FOR GOVERNMENT FEATURES	PRICE
Advanced Motor Vehicle Search	\$0.00
Advanced Person Alerts Update	\$0.00
Advanced Person Search	\$0.00
Automated Valuation Model (AVM) Report	\$0.00
Associates ("Next Steps")	\$0.00
Bankruptcies, Liens & Judgments Search	\$0.00
Bankruptcy Search	\$0.00
Bankruptcy Report	\$0.00
Bankruptcy Docket Sheet (\$0.50 For First 5 Pages & \$0.20 Per Page Thereafter) (not discountable)	\$0.50
Bankruptcy Documents (Per Page, Up To Max Charge Of \$6 Per Document) (not discountable)	\$0.20
Boolean Search	\$0.00
Business Credit	\$0.00
Business Credit Report	\$0.00
Business InstantID	\$0.00
Business InstantID & FraudDefender	\$0.00
Business Search	\$0.00
Businesses In The News (not discountable)	\$5.00
Canadian Phones	\$0.40
Civil Courts Search (Report Included)	\$0.00
CLIA Report	\$0.00
Concealed Weapons Permit	\$0.00
Corporation Filings (Report Included Except In Delaware)	\$0.00
Court Search Wizard (Additional Fees May Apply; Orders Are Non-Refundable)	--
-County Civil Lower & Upper Court - 7 Year (not discountable)	\$35.00
-County Civil Lower & Upper Court - 10 Year (not discountable)	\$40.00
-County Criminal - 7 Year (not discountable)	\$25.00
-County Criminal - 10 Year (not discountable)	\$30.00
-Federal Division Civil - 7 Year (not discountable)	\$16.00
-Federal Division Civil - 10 Year (not discountable)	\$25.00
-Federal Division Criminal - 7 Year (not discountable)	\$16.00
-Federal Division Criminal - 10 Year (not discountable)	\$25.00
-Statewide Criminal (not discountable)	\$24.00
Criminal Records	\$0.00
Criminal Records Report	\$0.00
DEA Controlled Substances License Search	\$0.00
Death Records	\$0.00

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Confidential

385432.1v4

Accurint for Government (Plan 44)

Any unauthorized revisions to this Schedule A by Customer after receipt of the final version from LN shall be considered unenforceable, and may void this Schedule A at the option of LN.

February 5, 2021

Death Records Report	\$0.00
Delaware Corporations (not discountable)	\$1.00
Delaware Corporations Report (not discountable)	\$11.00
Disclosed Entity Service (charged per search) (not discountable)	\$5.00
Driver Licenses	\$0.00
Dun & Bradstreet Global Market Identifiers Search	\$3.75
Dun & Bradstreet Search (not discountable)	\$0.25
Dun & Bradstreet Report (not discountable)	\$3.75
Email Search	\$0.40
FAA Aircraft (Report Included)	\$0.00
FAA Pilots (Report Included)	\$0.00
Federal Civil Court Records Search (charged per search)	\$2.00
Federal Criminal Court Records Search	\$0.00
Federal Firearms & Explosives	\$0.00
Federal Employer ID Numbers (FEIN)	\$0.00
Fictitious Business Name	\$0.00
Foreclosures Search (Report Included)	\$0.00
Hunting/Fishing Licenses	\$0.00
Identity Authenticate (charged per search)	\$1.25
Identity Verification (charged per search)	\$0.60
InstantID Consumer Search	\$0.00
InstantID Consumer & FraudDefender Search	\$0.00
Liens & Judgments	\$0.00
Liens & Judgments Report	\$0.00
Marriages / Divorces Search	\$0.00
Motor Vehicles Search	\$0.00
Motor Vehicles Report	\$0.00
MVR Reports (Driving Records)** (plus state fee) (charged per search) (not discountable)	\$6.00
** Coverage and state fees are available in the product and are subject to change	--
National Motor Vehicle Accident Search & Report (not discountable)	\$3.00
National UCC Filings (Report Included)	\$0.00
NCPDP (National Council for Prescription Drug Programs) Search	\$0.00
NCPDP (National Council for Prescription Drug Programs) Report	\$0.00
Neighbors ("Next Steps")	\$0.00
NPI Report	\$0.00
OSHA Investigative Reports Search	\$1.00
Passport Validation	\$0.00
People At Work Search	\$0.00
People In The News (not discountable)	\$5.00
Person Alerts Monitoring (Monthly Monitoring Transactions Per Acct.) (Alerts Charged At Regular Price)	--
-1 - 50	\$0.00
-51 - 250	\$0.00
-251 - 500	\$0.00
-501 - 1,000	\$0.00

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Confidential

385432.1v4

Accurint for Government (Plan 44)

Any unauthorized revisions to this Schedule A by Customer after receipt of the final version from LN shall be considered unenforceable, and may void this Schedule A at the option of LN.

February 5, 2021

-1,001 - 5,000	\$0.00
-5,001 - 25,000	\$0.00
-25,001 - 100,000	\$0.00
Professional Licenses (Report Included)	\$0.00
Property Deed Search	\$0.00
Property Assessment Search	\$0.00
Property Assessment Report	\$0.00
Property Deed Report (excluding Deed Image)	\$0.00
Property Deed Image (additional charge when ordered from within Property Reports) (not discountable)	\$8.00
Property Search (Property Assessments, Deeds & Mortgages)	\$0.00
Property Report (Property Assessments, Deeds & Mortgages, excluding Deed Image)	\$0.00
Provider Search	\$0.25
Provider Report	\$5.00
Provider Report Card (charged per search)	\$5.00
Provider Sanction Search (charged per search)	\$0.25
Provider Sanction Report	\$5.00
Real Time Person Search (charged per search)	\$3.50
Real Time Phone Search	\$0.50
Relatives ("Next Steps")	\$0.00
Relatives, Neighbors & Associates ("Next Steps")	\$0.00
Relavint Visual Link Analysis (Per Diagram)	\$0.00
Satellite Image Search	\$0.00
SEC Filings Search	\$3.50
Sexual Offenders (Report Included)	\$0.00
SIRIS	\$0.00
USA Patriot Act	\$0.00
Virtual Identity Search & Report	\$2.00
Voter Registrations	\$0.00
Watercraft	\$0.00
Watercraft Report	\$0.00
WorkPlace Locator (not discountable)	\$3.50
Reports	
Asset Report: Property Deeds & Assessments, Vehicle Registrations, Watercraft, FAA Pilots, FAA Aircraft, and UCC Filings.	\$0.00
Business Link Report (charged per search)	\$5.00
Comprehensive Report (Best Value): Summary Report, Associates, Bankruptcy, Concealed Weapons Permits, Criminal Records, DEA Controlled Substances License Search, Driver's Licenses, FAA Aircraft, FAA Pilots, Federal Firearms & Explosives License Search, Hunting/Fishing Permits, Liens/Judgments, National Motor Vehicle Accident Search & Report, Neighbors, People at Work, Phones Plus, Possible Education, Professional Licenses, Property, Relatives (3 Degrees), Sexual Offenders, UCC Filings, Vehicle Registrations, Voter Registration and Watercraft.	\$0.00
Contact Card Report: Summary Report: Names Associated with Subject, Contact List: At Home, At Work, Through Family, Through Associates, Through Neighbors, Possible Relocation, Address Summary and Phones Plus (optional).	\$3.50
Entitlement Report: Summary Report, Phones Plus, Bankruptcy, Liens/Judgments,	\$0.00

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UCC Filings, People At Work, Driver's Licenses, Vehicle Registrations, Property, Watercraft, FAA Pilots, FAA Aircraft, Professional Licenses, Associates, Relatives (3 Degrees), Criminal Records And Sexual Offenders. Results Can Be Restricted By The User To Their Applicable Dates Of Interest.	
Finder Report: Address Summary, Others Using SSN, Date/Location Where SSN Issued, Phone Summary, Current Listed Phones, Unverified Phones With Type And Date Indicators, Current Neighbor Phones, Possible Relative Phones (2 Degrees), Possible Associate Phones, Phones At Historical Addresses, Bankruptcy Filings And Corporate Affiliations.	\$0.00
Government Location Report (charged per search)	\$1.00
Summary Report: Address Summary, Others Using SSN, Date/Location Where SSN Issued, Census Data, Bankruptcy Indicator, Property Indicator And Corporate Affiliations Indicator.	\$0.00
Comprehensive Address Report: (Base Report Features: Current And Previous Residents And Phones At Address)	\$0.00
Additional Report Options:	--
-Bankruptcy	\$0.00
-Businesses At Address	\$0.00
-Concealed Weapons Permit Search	\$0.00
-Criminal Records Search	\$0.00
-Criminal Records Report	\$0.00
-Driver Licenses At Address	\$0.00
-Hunting/Fishing License Search	\$0.00
-Liens And Judgments	\$0.00
-Motor Vehicles Registered At Address	\$0.00
-Neighborhood Profile (2010 Census)	\$0.00
-Neighbors At Address	\$0.00
-Property Ownership Current / Previous	\$0.00
-Sexual Offenders Search (Report Included)	\$0.00
Comprehensive Business Report (Base Report Features: Name and TIN Variations, Parent Company, and Industry Information)	\$0.00
Additional Report Options:	--
-Associated Businesses	\$0.00
-Associated People	\$0.00
-Bankruptcy	\$0.00
-Business Registrations	\$0.00
-Corporation Filings	\$0.00
-Dun & Bradstreet Records (not discountable)	\$3.75
-FAA Aircraft	\$0.00
-IRS 5500	\$0.00
-Liens and Judgments	\$0.00
-Motor Vehicles	\$0.00
-Properties	\$0.00
-UCC Filings	\$0.00
-Watercraft	\$0.00
Custom Comprehensive Report (Base Report Features: Others Using Same SSN, Date and Location where SSN Issued, Company Header, Address Summary, Possible	\$0.00

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Education, Comprehensive Report Summary)	
Additional Report Options:	--
-Associates	\$0.00
-Bankruptcy	\$0.00
-Criminal Records	\$0.00
-DEA Controlled Substances License Search	\$0.00
-Driver Licenses Information	\$0.00
-Email Search	\$0.40
-Federal Firearms & Explosives License Search	\$0.00
-Liens And Judgments	\$0.00
-Motor Vehicle(s) Registration (Watercraft & Boat Trailers Included)	\$0.00
-National Motor Vehicle Accident Search & Report	\$0.00
-Neighborhood Profile (2010 Census)	\$0.00
-Neighbors (Up To 6 Neighbors At 10 Different Addresses)	\$0.00
-People At Work	\$0.00
-Phones Plus	\$0.00
-Professional Licenses (Report Included)	\$0.00
-Properties	\$0.00
-Real Time Vehicle Registrations (charged per search) (not discountable)	\$3.50
-Relatives (Up to 3 Degrees of Separation)	\$0.00
-Sexual Offenders	\$0.00
-Supplemental Data Sources	\$0.00
-UCC Filings	\$0.00
Flat Rate Comprehensive Healthcare Business Report (includes Base Report Features and Additional Report Options listed below)	\$10.00
Comprehensive Healthcare Business Report (Base Report Features: Name, Address and Phone Variations; Parent Company, ID Numbers and Industry Information)	\$0.50
Additional Report Options:	--
-Associated Businesses	\$1.00
-Associated People	\$1.00
-Bankruptcy (charged per search)	\$1.00
-Business Phone Matches	\$0.25
-Business Registrations	\$0.25
-Corporation Filings	\$1.00
-Dun & Bradstreet Records (not discountable)	\$3.75
-FAA Aircraft	\$0.25
-IRS 5500	\$0.00
-Liens And Judgments (charged per search)	\$0.25
-Motor Vehicles	\$0.75
-Properties	\$1.00
-Sanctions	\$0.50
-UCC Filings	\$0.50
-Verification	\$0.75
-Watercraft	\$1.00
Flat Rate Comprehensive Healthcare Provider Report (includes Base Report Features and Additional Report Options listed below)	\$6.00

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Comprehensive Healthcare Provider Report (Base Report Features: Gender, Date of Birth, Social Security Number, Tax ID(s) UPIN and NPI number)	\$0.50
Additional Report Options:	--
-Additional Deceased Data Sources	\$0.00
-Associates	\$0.00
-Bankruptcy (charged per search) (not discountable)	\$0.25
-Business Address Summary	\$0.25
-Business Affiliations	\$0.50
-Business Phone Matches	\$0.25
-DEA Licenses	\$0.25
-Degrees	\$0.00
-Education	\$0.50
-Group Affiliations	\$0.50
-GSA Sanctions (charged per search)	\$0.50
-Hospital Affiliations	\$0.50
-Liens And Judgments (charged per search)	\$0.25
-Medical Licenses (charged per search)	\$1.00
-Possible Criminal Records (charged per search)	\$0.25
-Professional Licenses (charged per search)	\$1.00
-Sanctions (Disciplinary) (charged per search)	\$0.50
-Sexual Offenses (charged per search)	\$1.00
-Specialties	\$0.00
-Verification	\$0.75
Online Batch	
Advanced Person Search	\$0.50
Deceased Person	\$0.25
Address (Single)	\$0.13
Address (Multiple)	\$0.16
Waterfall Phones: Directory Assistance Match, Address And Name Variations, Co-Residents, Phones Plus & Relatives; Add-Ons Possible Relocation, Neighbors & People At Work (Single)	\$0.23
Waterfall Phones: Directory Assistance Match, Address And Name Variations, Co-Residents, Phones Plus & Relatives; Add-Ons Possible Relocation, Neighbors & People At Work (Multiple)	\$0.25
Waterfall Phone with Address (single)	\$0.25
Waterfall Phone with Address (multiple)	\$0.30
Address and/or Phone Confirmation (per input) (single)	\$0.03
Address and/or Phone Confirmation (per input) (multiple)	\$0.04
Phones Plus	\$0.50
Real Time Phone Search	\$0.50
Real Time Motor Vehicle Registrations	\$1.50
Property - Add Up To Five Properties Owned By The Subject	\$1.00
Consumer InstantID	\$0.65
Consumer InstantID With Fraud Defender	\$0.95
Consumer InstantID With Red Flags Rule	\$0.90
Business InstantID	\$1.30

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Business InstantID With Fraud Defender	\$1.30
Multiple = 2 Or More Phones/Addresses Returned	--



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 blue ink, appearing to be "DC", is written over the name "Deborah Clark".

Date: March 2, 2021

Re: Donation of Vehicle

Consider and possibly approve donation of a 2016 Ford Passenger Van VIN 1FBZX2ZM7GKA37280 from the Jefferson County Women's Center to Cameron County Court Residential Treatment Center at 531 South Iowa Avenue, Brownsville, Texas 78520.

Thank you.

Sylvia Moore

From: Kim Atkins <katkins@co.jefferson.tx.us>
Sent: Wednesday, February 24, 2021 11:00 AM
To: smooore@co.jefferson.tx.us
Cc: 'Lanell Armstrong'
Subject: 2016 Ford 15 Passenger Van

The 2016 15 Ford Passenger Van VIN # 1FBZX2ZM7GKA37280 will be donated to Cameron County Court Residential Treatment Center in Brownsville, Texas.

Respectfully,
Kimberly Atkins, M.Ed., Supervisor
Jefferson County Women's Center
Direct: (409) 434-5478
Fax: (409) 832-3855

Deb Syphrett-Clark

From: Donna Kountz <dkountz@co.jefferson.tx.us>
Sent: Tuesday, March 02, 2021 11:01 AM
To: 'Deb Syphrett-Clark'
Subject: Document1
Attachments: Document1.docx

Deb,

Here is the Disposal of Surplus Property section (page 29) out of our FMM (Financial Management Manual) stating that we have to offer the vehicle (or other property purchased for a residential facility with state funds) to another residential facility if we are not trading it in. We have followed this process for other vehicles and computers in the past. The van was purchased for our Women's Center with CJAD funds and was offered to other residential facilities in the state on February 23 and was immediately claimed by a Cameron County residential facility. We need the title so we can release the vehicle to Cameron County.

At the time Cameron County comes to get the van, we will have them sign a form stating that they are taking possession of it and I can send you a copy of that form if you like.

Let me know if you need any other info.

Thanks,
Donna

Disposal of Surplus Property

To reduce costs of new purchases, CSCDs are encouraged to request trade-in allowances on usable equipment and vehicles toward new purchases. Each CSCD may dispose of its own surplus property by advertising to other departments. Instructions for disposing of surplus property are as follows:

Non-Usable Property: If, as documented in writing and certified by the CSCD director, inventory items are not of value to the CSCD nor would they be of value to any other CSCD or to a non-profit entity, if donated, the CSCD may destroy or discard such property. The certification by the CSCD director shall be maintained with the inventory records for audit purposes and does not need to be submitted to TDCJCJAD.

Property Transferable for Basic Office Operations: Property items allowable for purchase with CC and/or DP funds for specific CSCD programs (other than Basic Supervision) which by law the county shall provide for basic CSCD office operations, such as desks, chairs, or phone systems, may not be transferred to or utilized by the CSCD for basic office operations without prior TDCJCJAD approval.

Usable Property: When a CSCD has a usable item of inventory (i.e., equipment or vehicles) purchased with judicial district funds that is no longer needed in the program for which it was purchased, the following steps are to be utilized to dispose of it:

- If the surplus property was purchased for a residential facility (CCF), the CSCD shall notify other CCFs to determine if any other residential facility can utilize the property. If no other CCF can utilize the equipment, then the CSCD can transfer the property to an existing program where needed.
- If the surplus property was purchased for a non-residential program the CSCD can transfer the items to another existing program where needed.
- If the CSCD cannot utilize the surplus equipment in one of its existing programs, the CSCD shall notify other CSCDs to determine if any other CSCD can utilize the property.
- If the CSCD is unable to locate another CSCD to utilize the property, the CSCD is to follow the same procedures used by the county to auction or dispose of unwanted property. If the CSCD participates in the county auction, proceeds from the sale of the CSCD's surplus items shall be budgeted and reported as Other Revenue in the CSCD's budget(s). Actions taken must be documented and filed with the inventory records for audit purposes.

If the county does not have a policy for disposal of surplus property, the CSCD may either:

- Try to sell the property on its own by utilizing a bid or auction process but may not donate or sell items directly to a private individual, the county, or any CSCD employee. Any CSCD employee who has the authority to declare the property as surplus may not purchase surplus property through the auction or bid process. Actions taken shall be documented and filed with the inventory records.



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, likely of Deborah Clark, consisting of stylized initials and a long horizontal stroke.

Date: March 4, 2021

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

March 9, 2021

DEPARTMENT	DESCRIPTION OF PROPERTY	SERIAL NO.	ASSET NO.
COMMISSIONER PCT. 1	WOODEN COAT RACK		10711
<i>contact person: Ann Shorts</i>			
COUNTY CLERK	IBM SERIES II TYPEWRITER	11-P4371	
COUNTY CLERK	IBM TYPE 6715-001 TYPEWRITER		17208
<i>contact person: Haylee Fournier</i>			
DISTRICT CLERK	ADDING MACHINE		22643
<i>contact person: Christina Clubb</i>			
MAINTENANCE - MID COUNTY	WOODEN LADDER		17122
MAINTENANCE - MID COUNTY	STATIONARY CHAIR		17125
MAINTENANCE - MID COUNTY	3 CHAIR SEATING		17129
MAINTENANCE - MID COUNTY	3 CHAIR SEATING		17131
MAINTENANCE - MID COUNTY	PAPER CUTTER		24931
MAINTENANCE - MID COUNTY	TORO BLOWER		28008
MAINTENANCE - MID COUNTY	STRAIGHT CHAIR		28014
MAINTENANCE - MID COUNTY	COMPRESSOR		17076
MAINTENANCE - MID COUNTY	CARPET		5429
MAINTENANCE - MID COUNTY	CARPETING		7617
MAINTENANCE - MID COUNTY	CRAFTSMAN DOUBLE TOOL BOX		17052
MAINTENANCE - MID COUNTY	CRAFTSMAN CIRCULAR SAW		17054
MAINTENANCE - MID COUNTY	CRAFTSMAN SANDER		17055
MAINTENANCE - MID COUNTY	STATIONARY CHAIR		17101
MAINTENANCE - MID COUNTY	WOODEN LADDER		17077
MAINTENANCE - MID COUNTY	COAT RACK		17121
MAINTENANCE - MID COUNTY	GENERATOR		7553
<i>contact person: Bobby Kelly</i>			

Approved by Commissioners' Court: _____

JEFFERSON COUNTY, TEXAS
1149 PEARL STREET
BEAUMONT, TX 77701

DISPOSAL OF SALVAGE PROPERTY

March 9, 2021

DEPARTMENT	DESCRIPTION OF PROPERTY	SERIAL NO.	ASSET NO.
ROAD & BRIDGE PCT. #2	COMMANDO ROTARY CUTTER		4825-112
ROAD & BRIDGE PCT. #2	HIGHBACK LEATHER CHAIR		27957
ROAD & BRIDGE PCT. #2	QUINCY COMPRESSOR		34520
ROAD & BRIDGE PCT. #2	SHARP CALCULATOR		24993
ROAD & BRIDGE PCT. #2	DAYTON OIL HEATER		24984
ROAD & BRIDGE PCT. #2	BLUE EXECUTIVE HIGH BACK CHAIR		22372
ROAD & BRIDGE PCT. #2	BLUE SECRETARY CHAIR		22370
ROAD & BRIDGE PCT. #2	CRAFTSMAN BAND SAW		3719
ROAD & BRIDGE PCT. #2	5 FOOT MODERN BUSHHOG		16376
ROAD & BRIDGE PCT. #2	DAYTON 22 TON AIR HYDRAULIC JACK		16421
ROAD & BRIDGE PCT. #2	CLEMMO BREATHING AIR FILTER		16460
ROAD & BRIDGE PCT. #2	STATIONARY CHAIR W/DESK ATTACHMENT		16491
ROAD & BRIDGE PCT. #2	BOSCH CIRCULAR SAW		16500
ROAD & BRIDGE PCT. #2	FRIEDRICH AIR CONDITIONER		16503
ROAD & BRIDGE PCT. #2	METAL LOCKER		16510
ROAD & BRIDGE PCT. #2	LOCKER		16512
ROAD & BRIDGE PCT. #2	METAL LOCKER		16520
ROAD & BRIDGE PCT. #2	HEATER		16529
ROAD & BRIDGE PCT. #2	WHIRLPOOL FREEZER		16589
ROAD & BRIDGE PCT. #2	FRIEDRICH AIR CONDITIONER		16633
ROAD & BRIDGE PCT. #2	BLUE SECRETARY CHAIR		22366
ROAD & BRIDGE PCT. #2	BLUE SECRETARY CHAIR		22368
ROAD & BRIDGE PCT. #2	BLUE SECRETARY CHAIR		22369
<i>contact person: Tammy Rains</i>			
TAX OFFICE - MID COUNTY	HP LJ 600 M601 PRINTER		34724
<i>contact person: Pam Yates</i>			

Approved by Commissioners' Court: _____

MEMO

TO: COMMISSIONERS COURT
FROM: Mitch Templeton, 172nd Judicial District Court
DATE: March 3, 2021
RE: Budget Transfer from Travel Expense for 172nd District Court Coordinator - Sheri Sutton

The following budget transfer is necessary for the 172nd District Court Coordinator to purchase a laptop. Do not hesitate to call if you have any questions.

TO:	120-2036-412-6002	Capital - Laptop	\$1431.58
FROM:	120-2036-412- ⁵ 2062	Travel Expense	\$1431.58

APPROVED:


JUDGE MITCH TEMPLETON

03/03/21



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000078390372.1	Sales Rep	Andres Klopp
Total	\$1,168.00	Phone	(800) 456-3355, 6180203
Customer #	530018967807	Email	Andres_Klopp@Dell.com
Quoted On	Feb. 05, 2021	Billing To	ACCOUNTS PAYABLE
Expires by	Mar. 07, 2021		JEFFERSON COUNTY
Deal ID	15402708		1149 PEARL ST
			7TH FL
			BEAUMONT, TX 77701-3635

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Andres Klopp

Shipping Group

Shipping To	Shipping Method
RECIEIVING DEPT	Standard Delivery
JEFFERSON COUNTY	
1149 PEARL ST	
COURTHOUSE 6TH FL	
BEAUMONT, TX 77701-3634	
(409) 835-8593	

Product	Unit Price	Quantity	Subtotal
Dell Latitude 5510	\$1,089.00	1	\$1,089.00
Dell Pro Briefcase 15 (PO1520C)	\$39.00	1	\$39.00
Dell USB Slim DVD±RW drive - DW316	\$40.00	1	\$40.00

Subtotal:	\$1,168.00
Shipping:	\$0.00
Non-Taxable Amount:	\$1,168.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$1,168.00

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To

RECIEVING DEPT
JEFFERSON COUNTY
1149 PEARL ST
COURTHOUSE 6TH FL
BEAUMONT, TX 77701-3634
(409) 835-8593

Shipping Method

Standard Delivery

	Quantity	Subtotal
Dell Latitude 5510	1	\$1,089.00

Estimated delivery if purchased today:
Mar. 03, 2021
Contract # C000000006841
Customer Agreement # DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Latitude 5510 XCTO Base	210-AWLP	-	1	-
10th Generation Intel Core i5-10310U (4 Core, 6M cache, base 1.7GHz, up to 4.4GHz, vPro)	379-BDVG	-	1	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	1	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	1	-
Intel UHD Graphics 620 with Displayport over Type-C for i5-10310U	338-BUSD	-	1	-
Intel ME disabled	631-ACKV	-	1	-
8GB, 1x8GB, DDR4 Non-ECC	370-AFEH	-	1	-
M.2 128GB PCIe Class 35 NVMe 2230 Solid State Drive	400-BIJW	-	1	-
LCD back cover for Non-Touch Latitude 5510, WLAN+WWAN Capable, Carbon Fiber Reinforced Polymer	320-BDRH	-	1	-
RGB Cam/Mic Bezel with Dell Privacy Shutter	325-BDRC	-	1	-
15.6" HD (1366 x 768) Anti-Glare Non-Touch, 220nits	391-BFBB	-	1	-
Dual Pointing with No Fingerprint and No SmartCard Reader	346-BGGT	-	1	-
Dual Pointing Backlit US English Keyboard with 10 Key Numeric Keypad	583-BGWN	-	1	-
Wireless Intel AX201 WLAN Driver	555-BFRG	-	1	-
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1	555-BFNI	-	1	-
No Mobile Broadband Card	556-BBCD	-	1	-
4 Cell 68Whr ExpressCharge Capable Battery	451-BCKB	-	1	-
E5 65W 7.4mm Lot 6 PCR EPEAT, Liteon	492-BCWY	-	1	-
No Anti-Virus Software	650-AAAM	-	1	-
OS-Windows Media Not Included	620-AALW	-	1	-
E5 US Power Cord	450-AAEJ	-	1	-
5510 Quick Start Guide for Windows 10, Ubuntu	340-CPPF	-	1	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	1	-
Custom Configuration	817-BBBB	-	1	-
Regulatory Label, FCC	389-DPGZ	-	1	-
SupportAssist	525-BBCL	-	1	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	1	-

Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	1	-
Waves Maxx Audio	658-BBRB	-	1	-
Dell Power Manager	658-BDVK	-	1	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	1	-
Dell Optimizer	658-BEQP	-	1	-
Dell Latitude 5510 SRV	658-BESB	-	1	-
Direct Ship Info	340-AAPP	-	1	-
MIX SHIP Config (DAO/BCC)	340-CQGC	-	1	-
No Option Included	340-ACQQ	-	1	-
No Resource USB Media	430-XXYG	-	1	-
No ENERGY STAR Qualified	387-BBCE	-	1	-
BTO Standard Shipment (S)	800-BBQN	-	1	-
No UPC Label	389-BCGW	-	1	-
No Removable CD/DVD Drive	429-AATO	-	1	-
Latitude 5510 Bottom Door	321-BFIZ	-	1	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	1	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	1	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	1	-
Dell Limited Hardware Warranty	997-8317	-	1	-
ProSupport: 7x24 Technical Support, 3 Years	997-8344	-	1	-
ProSupport: Next Business Day Onsite, 1 Year	997-8349	-	1	-
ProSupport: Next Business Day Onsite, 2 Year Extended	997-8354	-	1	-
System Box Asset Label	365-0538	-	1	-
		Quantity		Subtotal
		\$39.00	1	\$39.00

Dell Pro Briefcase 15 (PO1520C)

Estimated delivery if purchased today:

Feb. 15, 2021

Contract # C000000006841

Customer Agreement # DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Briefcase 15 (PO1520C)	460-BCMU	-	1	-

		Quantity		Subtotal
		\$40.00	1	\$40.00

Dell USB Slim DVD±RW drive - DW316

Estimated delivery if purchased today:

Feb. 15, 2021

Contract # C000000006841

Customer Agreement # DIR-TSO-3763

Description	SKU	Unit Price	Quantity	Subtotal
Kit - Dell USB Slim DVD+/-RW Drive - DW316 - SnP	429-AAUQ	-	1	-

Subtotal:	\$1,168.00
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$1,168.00

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.



Pricing Proposal
 Quotation #: 20028076
 Created On: 2/5/2021
 Valid Until: 2/26/2021

County of JEFFERSON

Vanessa Lachney

1149 Pearl Street 6th Floor
 Beaumont, TX 77701
 United States
 Phone: (409) 835-8447
 Fax: (409) 839-2388
 Email: vlachney@co.jefferson.tx.us

Inside Account Manager

Brett Yajcaji

SHI Government Solutions
 3828 Pecana Trail
 Austin, TX 78749
 Send PO to: Texas@shi.com
 Phone: 732-652-0255
 Fax:
 Email: Brett_Yajcaji@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Office 2019 Sngl MVL 1License Microsoft - Part#: 021-10626 Contract Name: Microsoft Software VAR Contract #: DIR-TSO-4092	1	\$263.58	\$263.58
			Subtotal \$263.58
			Shipping \$0.00
			Total \$263.58

Additional Comments

Thank you for choosing SHI-GSI! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address, Quote Number, and applicable Contract Number when submitting a Purchase Order. SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3695478; DUNS# 14-724-3096

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

Jefferson County



Precinct Four

Everette "Bo" Alfred
Commissioner

P.O. Box 4025
Beaumont, Texas 77704-4025
409-835-8443 phone
www.co.jefferson.tx.us/prct4/index.html

MEMO

TO: Ms. Fran Lee, Auditing

FROM: Commissioner Everette Alfred

DATE: March 2, 2021

RE: **Transfer Funds**

Please transfer the following into account into account # 114-0402-431.10-98 (Overtime Allowance) for additional cost of Overtime.

- **\$500** from account # 114-0402-431.30-79 (Crushed Stone); and

Please transfer the following into account into account # 114-0401-431.10-98 (Overtime Allowance) for additional cost of Overtime.

- **\$500** from account #114-0402-431.30-79 (Crushed Stone).

Thank you.

EA/nr

INTERLOCAL AGREEMENT
FOR THE PIGNUT GULLY PROJECT

Between

COUNTY OF JEFFERSON

and

JEFFERSON COUNTY DRAINAGE DISTRICT NO. 6

STATE OF TEXAS	§
	§
COUNTY OF JEFFERSON	§

This Inter-Governmental Agreement between the County of Jefferson, Texas, whose address is 1149 Pearl Street, Beaumont, Texas 77701 hereinafter referred to as "COUNTY" and Jefferson County Drainage District No. 6, a special district of the State of Texas, whose address is 6550 Walden Road, Beaumont, Texas 77707 (hereinafter called "DISTRICT") under authority of the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, is as follows:

WHEREAS, the COUNTY is approved by the Federal Emergency Management Agency (FEMA) in the amount of \$ 148,912.49 to repair damages to the Pignut Gully Bridge from Hurricane Harvey and;

WHEREAS, the COUNTY and the DISTRICT desire to utilize the \$148,912.49 to improve the drainage and bridge structure at the Pignut Gully Bridge by replacing the existing damaged bridge with four strings of 12-ft by 12-ft box culverts along with cast in place concrete erosion control which is hydraulically sized to be consistent with the ditch capacity and;

WHEREAS, the COUNTY and the DISTRICT are desirous of reciting in writing certain duties and obligations between the parties hereto;

FOR AND IN CONSIDERATION of the mutual benefits flowing to the COUNTY and the DISTRICT as a result of working together to make improvements to the drainage infrastructure, and in consideration of Ten Dollars (\$10.00) and other good and valuable considerations the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

W I T N E S S E T H

1. The COUNTY will contract with the DISTRICT to repair the damage from Hurricane Harvey on the Pignut Gully Bridge and to improve the existing drainage structure.
2. The DISTRICT will competitively procure concrete, cement stabilized sand, rebar, downspout culverts, bedding material, as well as rental equipment including a crane and operator to set the boxes.
3. The DISTRICT will use in-house equipment and force account labor to demolish and remove the existing bridge, excavate for the new crossing, place bedding materials, and set new boxes.
4. The DISTRICT will excavate, shape, form and place the cast-in-place walls, slope paving, and floor for erosion control.
5. The DISTRICT will be responsible for engineering design, project layout, and project management.
6. The DISTRICT will track and account for all force account expenses at agreed government rates.
7. The COUNTY and the DISTRICT will split the cost over \$148,912.49 equally based on the final completion cost of this repair and improvement.
8. The COUNTY will provide materials, manpower, and equipment to repair/resurface the road.
9. The COUNTY will competitively procure boxes and all required materials, as well as rental equipment including operators to repair/ resurface the road.
10. On a monthly basis or greater, at its convenience, the DISTRICT will invoice the COUNTY for fifty (50%) of the incurred costs to date. The invoice will include all back-up documentation that justifies the invoice amount, such as material invoices, equipment use cost, labor cost, and contractor invoices.
11. The COUNTY shall reimburse the DISTRICT within thirty (30) days of the date of the invoice.

12. The parties further agree, pursuant to Sec. 791.015, Texas Government Code, that any dispute regarding the terms of this agreement will be submitted to an agreed upon mediator for final and binding resolution.

JEFFERSON COUNTY, TEXAS

WITNESS OUR HANDS effective this _____ day of _____, 2021.

Jeff Branick

County Judge

Jefferson County, Texas

ATTEST:

By: _____

Printed Name: _____

Title: _____

JEFFERSON COUNTY DRAINAGE DISTRICT NO. 6

WITNESS OUR HANDS effective this _____ day of _____, 2021.

Joshua W. Allen, Sr.

Board President

Jefferson County Drainage District No. 6

ATTEST:

By: _____

Printed Name: _____

Title: _____

PGM: GMCOMMV2	DATE 03-09-2021	PAGE: 1 199
NAME	AMOUNT	CHECK NO. TOTAL
JURY FUND		
DELL MARKETING L.P.	1,168.00	480260
DAWN DONUTS	52.50	480447
		1,220.50**
ROAD & BRIDGE PCT.#1		
AT&T	70.94	480309
UNITED STATES POSTAL SERVICE	.86	480363
		71.80**
ROAD & BRIDGE PCT.#2		
SPIDLE & SPIDLE	2,505.85	480245
ENTERGY	180.46	480275
THE MUFFLER SHOP	7.00	480286
MUNRO'S	40.00	480287
OFFICE DEPOT	83.27	480291
RITTER @ HOME	14.21	480299
SETZER HARDWARE, INC.	230.52	480304
NEW WAVE WELDING TECHNOLOGY	7.75	480396
ATTABOY TERMITE & PEST CONTROL	54.00	480400
CY-FAIR TIRE	26.50	480466
		3,149.56**
ROAD & BRIDGE PCT. # 3		
SPIDLE & SPIDLE	4,356.72	480245
GULF COAST AUTOMOTIVE, INC.	125.99	480273
ENTERGY	343.60	480275
MUNRO'S	76.70	480287
OFFICE DEPOT	54.99	480291
AT&T	79.81	480309
MATHESON TRI-GAS	51.95	480320
W. JEFFERSON COUNTY M.W.D.	27.67	480324
SOUTHERN TIRE MART, LLC	40.00	480330
		5,157.43**
ROAD & BRIDGE PCT.#4		
ENTERGY	1,530.99	480275
M&D SUPPLY	54.78	480281
MUNRO'S	72.67	480287
OFFICE DEPOT	280.35	480291
PHILPOTT MOTORS, INC.	658.16	480295
SANITARY SUPPLY, INC.	228.56	480302
UNITED STATES POSTAL SERVICE	6.31	480363
LD CONSTRUCTION	205.63	480399
		3,037.45**
ENGINEERING FUND		
UNITED STATES POSTAL SERVICE	3.40	480363
CANON SOLUTIONS AMERICA INC	145.20	480427
		148.60**
PARKS & RECREATION		
ENTERGY	347.61	480275
MOTION INDUSTRIES, INC.	201.84	480285
SETZER HARDWARE, INC.	25.16	480304
W. JEFFERSON COUNTY M.W.D.	55.34	480324
LOWE'S HOME CENTERS, INC.	103.60	480368
PARKER LUMBER	66.94	480405
		800.49**
GENERAL FUND		
TAX OFFICE		
POSTMASTER	1,260.00	480296
ACE IMAGEWEAR	38.61	480305
SOUTHEAST TEXAS WATER	184.25	480307
UNITED STATES POSTAL SERVICE	994.03	480363
UNITED STATES TREASURY	64.00	480489
		2,540.89*
COUNTY HUMAN RESOURCES		
UNITED STATES POSTAL SERVICE	2.65	480363
		2.65*
AUDITOR'S OFFICE		

PGM: GMCOMMV2	DATE 03-09-2021	AMOUNT	CHECK NO.	PAGE: 2 200 TOTAL
SOUTHEAST TEXAS WATER		29.95	480308	
UNITED STATES POSTAL SERVICE		2.59	480363	
COUNTY CLERK				32.54*
OFFICE DEPOT		81.85	480291	
CDW COMPUTER CENTERS, INC.		367.70	480335	
UNITED STATES POSTAL SERVICE		184.13	480363	
COUNTY JUDGE				633.68*
LAIRO DOWDEN, JR.		500.00	480261	
OFFICE DEPOT		88.89	480291	
ANITA F. PROVO		500.00	480297	
TEXAS COLLEGE OF PROBATE JUDGE		295.00	480319	
UNITED STATES POSTAL SERVICE		12.15	480363	
J.T. HAYNES	1,000.00		480387	
BRITTANIE HOLMES	500.00		480422	
JAN GIROUARD & ASSOCIATES LLC	200.00		480449	
RISK MANAGEMENT				3,096.04*
UNITED STATES POSTAL SERVICE		4.26	480363	
COUNTY TREASURER				4.26*
UNITED STATES POSTAL SERVICE		123.95	480363	
PURCHASING DEPARTMENT				123.95*
KIRKSEY'S SPRINT PRINTING		32.60	480280	
UNITED STATES POSTAL SERVICE		13.23	480363	
GENERAL SERVICES				45.83*
TIME WARNER COMMUNICATIONS		636.69	480313	
INTERFACE EAP	1,335.15		480329	
ADVANCED STAFFING	39.00		480332	
TOWER COMMUNICATIONS, INC.	2,517.00		480361	
EMERGENCY POWER SERVICE	1,500.00		480416	
LJA ENGINEERING INC	1,075.50		480417	
SPOK INC	3.00		480439	
UNITED STATES TREASURY	25.00		480489	
DATA PROCESSING				7,131.34*
DELL MARKETING L.P.		675.00	480260	
GRAYBAR ELECTRIC COMPANY, INC.		41.40	480272	
CDW COMPUTER CENTERS, INC.	4,948.70		480335	
SPOK INC	12.29		480439	
GLOBAL KNOWLEDGE TRAINING LLC	399.00		480460	
SHELDON JENKINS	327.59		480474	
VOTERS REGISTRATION DEPT				6,403.98*
UNITED STATES POSTAL SERVICE		174.31	480363	
ELECTIONS DEPARTMENT				174.31*
OFFICE DEPOT		44.55	480291	
ABSOLUTE PRINT SOLUTIONS		483.12	480415	
DISTRICT ATTORNEY				527.67*
UNITED STATES POSTAL SERVICE		304.03	480363	
TRANSUNION RISK AND ALTERNATIVE		160.00	480441	
HIGGINBOTHAM INSURANCE AGENCY INC		71.00	480443	
DISTRICT CLERK				535.03*
UNITED STATES POSTAL SERVICE		291.25	480363	
CRIMINAL DISTRICT COURT				291.25*

PGM: GMCOMMV2	DATE 03-09-2021	PAGE: 3
NAME	AMOUNT	CHECK NO.
		TOTAL
DAVID GROVE	8,750.00	480246
DONALD W. DUESLER & ASSOC.	8,750.00	480262
OFFICE DEPOT	125.59	480291
KEVIN PAULA SEKALY PC	8,750.00	480303
KEVIN S. LAINE	5,175.00	480333
UNITED STATES POSTAL SERVICE	.91	480363
58TH DISTRICT COURT		31,551.50*
DELL MARKETING L.P.	78.21	480260
CDW COMPUTER CENTERS, INC.	19.68	480335
60TH DISTRICT COURT		97.89*
SIERRA SPRING WATER CO. - BT	44.90	480365
252ND DISTRICT COURT		44.90*
MIKE VAN ZANDT	8,750.00	480321
RENE MULHOLLAND	174.60	480322
KEVIN S. LAINE	5,275.00	480333
CHARLES ROJAS	8,750.00	480338
JOHN D WEST	800.00	480340
UNITED STATES POSTAL SERVICE	149.98	480363
ANTOINE FREEMAN	600.00	480394
ALLEN PARKER	8,750.00	480402
BRITTANIE HOLMES	8,750.00	480422
ACCO BRANDS DIRECT	56.87	480430
279TH DISTRICT COURT		42,056.45*
PHILLIP DOWDEN	2,150.00	480250
OFFICE DEPOT	107.32	480291
ANITA F. PROVO	100.00	480297
NATHAN REYNOLDS, JR.	100.00	480298
CHARLES ROJAS	100.00	480338
LEXIS-NEXIS	80.00	480364
JOEL WEBB VAZQUEZ	350.00	480381
TONYA CONNELL TOUPS	700.00	480393
JONATHAN L. STOVALL	300.00	480408
MATUSKA LAW FIRM	100.00	480434
ALICIA K HALL PLLC	200.00	480479
317TH DISTRICT COURT		4,287.32*
TRACEY D. BURK	204.76	480254
OFFICE DEPOT	218.63	480291
LANGSTON ADAMS	375.00	480371
ACCO BRANDS DIRECT	57.29	480430
WILLIAM FORD DISHMAN	600.00	480432
MATUSKA LAW FIRM	325.00	480434
PATRICIA VELASCO	2,465.42	480448
ALICIA K HALL PLLC	300.00	480479
JUSTICE COURT-PCT 1 PL 1		4,546.10*
UNITED STATES POSTAL SERVICE	62.92	480363
JUSTICE COURT-PCT 2		62.92*
OFFICE DEPOT	168.77	480291
JUSTICE COURT-PCT 6		168.77*
UNITED STATES POSTAL SERVICE	30.83	480363
JUSTICE COURT-PCT 7		30.83*
AT&T	35.47	480309
COUNTY COURT AT LAW NO.1		35.47*
UNITED STATES POSTAL SERVICE	.43	480363
COUNTY COURT AT LAW NO. 2		.43*

PGM: GMCOMMV2	DATE 03-09-2021	PAGE: 4 202 TOTAL
NAME	AMOUNT	CHECK NO.
TODD W LEBLANC	300.00	480242
JACK LAWRENCE	500.00	480247
A. MARK FAGGARD	400.00	480264
BRUCE N. SMITH	250.00	480306
CHARLES ROJAS	250.00	480338
JOHN D WEST	500.00	480340
UNITED STATES POSTAL SERVICE	9.07	480363
SIERRA SPRING WATER CO. - BT	59.81	480366
VINH THU NGUYEN	200.00	480444
BYNUM LAW PLLC	250.00	480478
COUNTY COURT AT LAW NO. 3		2,718.88*
KIRKSEY'S SPRINT PRINTING	74.85	480280
OFFICE DEPOT	589.52	480291
UNITED STATES POSTAL SERVICE	.94	480363
THE MAYO LAW FIRM PLLC	250.00	480454
THE SAMUEL FIRM, PLLC	250.00	480463
COURT MASTER		1,165.31*
OFFICE DEPOT	119.60	480291
UNITED STATES POSTAL SERVICE	1.02	480363
KENT W JOHNS	1,000.00	480409
BUDDIE J HAHN	313.49	480469
RICHARD D HUGHES ATTORNEY AT LAW	2,750.00	480485
MEDIATION CENTER		4,184.11*
UNITED STATES POSTAL SERVICE	7.85	480363
SHERIFF'S DEPARTMENT		7.85*
TRIANGLE LOCKSMITH	140.00	480244
EQUINE MEDICINE & SURGERY	70.00	480263
FED EX	65.29	480265
FED EX	8.45	480267
GT DISTRIBUTORS, INC.	71.17	480269
CASH ADVANCE ACCOUNT	929.22	480279
KIRKSEY'S SPRINT PRINTING	24.95	480280
MOORMAN & ASSOCIATES, INC.	510.00	480284
OFFICE DEPOT	1,456.10	480291
SAM'S WESTERN WEAR, INC.	418.61	480301
AT&T	330.05	480309
CDW COMPUTER CENTERS, INC.	538.56	480335
VERIZON WIRELESS	3,381.17	480359
UNITED STATES POSTAL SERVICE	548.67	480363
BEAUMONT OCCUPATIONAL SERVICE, INC.	104.85	480367
STANLEY SHIPPER	150.00	480375
ATTABOY TERMITE & PEST CONTROL	55.02	480400
RITA HURT	275.00	480414
GALLS LLC	332.78	480445
THE MONOGRAM SHOP	150.00	480455
CRIME LABORATORY		9,559.89*
FED EX	21.98	480268
VERIZON WIRELESS	75.98	480360
JAIL - NO. 2		97.96*
MARK'S PLUMBING PARTS	7.95	480239
BOB BARKER CO., INC.	367.50	480252
COBURN SUPPLY COMPANY INC	397.92	480259
DELL MARKETING L.P.	850.00	480260
W.W. GRAINGER, INC.	193.04	480271
JACK BROOKS REGIONAL AIRPORT	1,234.30	480278
KIRKSEY'S SPRINT PRINTING	24.95	480280
M&D SUPPLY	194.20	480281
OFFICE DEPOT	1,910.26	480291
OVERHEAD DOOR CO.	348.50	480292
RALPH'S INDUSTRIAL ELECTRONICS	131.08	480300
SANITARY SUPPLY, INC.	2,129.22	480302

PGM: GMCOMMV2	DATE 03-09-2021	PAGE: 5
NAME	AMOUNT	CHECK NO.
		TOTAL
AT&T	1,056.83	480309
WARREN EQUIPMENT CO.	10.50	480323
WHOLESALE ELECTRIC SUPPLY CO.	354.28	480325
DIAGNOSTIC HEALTH - BEAUMONT	37.00	480397
WORLD FUEL SERVICES	404.00	480401
INDUSTRIAL & COMMERCIAL MECHANICAL	307.50	480419
EPIC CARD SERVICES LLC	225.00	480420
SAM'S CLUB DIRECT	134.70	480421
CONSTELLATION NEWENERGY - GAS DIVIS	1,843.88	480426
MATERA PAPER COMPANY INC	3,763.28	480428
THOMSON REUTERS-WEST	199.00	480429
24 HR SAFETY LLC	346.50	480436
GALLS LLC	1,116.26	480445
TURBINE AIRCRAFT COMPONENTS LLC	1,519.38	480453
THE MONOGRAM SHOP	83.00	480455
CORRHEALTH LLC	371,837.53	480459
TRINITY SERVICES GROUP INC	47,021.56	480467
SUPERIOR WASTE SOLUTIONS LLC	1,597.50	480472
TYLER GENTRY	152.70	480487
UNITED STATES TREASURY	4,777.00	480489
		444,576.32*
JUVENILE PROBATION DEPT.		
FED EX	70.65	480266
LARONDA TURNER	131.04	480293
CHERYL TARVER	22.40	480328
UNITED STATES POSTAL SERVICE	8.31	480363
LYNN BIERHALTER	67.20	480386
TANISHA GRIFFIN	110.88	480440
HIGGINBOTHAM INSURANCE AGENCY INC	71.00	480442
ROXANA MITCHELL	177.52	480446
BRENDA WOOD	112.00	480484
		771.00*
JUVENILE DETENTION HOME		
CLEAN HARBORS ENVIROMENTAL SERVICES	38.85	480373
FLOWERS FOODS	90.09	480378
BEN E KEITH FOODS	302.38	480379
WASTEWATER TRANSPORT SERVICES LLC	918.00	480437
		1,349.32*
CONSTABLE PCT 1		
JEFFERSON CTY. PEACE OFFICERS ASSOC	280.00	480241
UNITED STATES POSTAL SERVICE	25.93	480363
		305.93*
CONSTABLE-PCT 2		
TAC - TEXAS ASSN. OF COUNTIES	230.00	480312
		230.00*
CONSTABLE-PCT 6		
KIRKSEY'S SPRINT PRINTING	24.95	480280
STRATTON HATS	241.16	480310
UNITED STATES POSTAL SERVICE	14.29	480363
		280.40*
CONSTABLE PCT. 7		
AT&T	35.47	480309
		35.47*
COUNTY MORGUE		
PROCTOR'S MORTUARY INC	8,800.00	480403
		8,800.00*
AGRICULTURE EXTENSION SVC		
UNITED STATES POSTAL SERVICE	1.28	480363
		1.28*
HEALTH AND WELFARE NO. 1		
MCKESSON MEDICAL-SURGICAL INC	548.92	480337
UNITED STATES POSTAL SERVICE	86.89	480363
TEXAS CONFERENCE OF URBAN COUNTIES	100.00	480369
RACHEL DRAGULSKI	45.92	480370

PGM: GMCOMMV2	DATE 03-09-2021	PAGE: 6 204 TOTAL
NAME	AMOUNT	CHECK NO.
CLEAN HARBORS ENVIROMENTAL SERVICES	74.71	480373
EZEA D EDE MD	2,932.58	480482
HEALTH AND WELFARE NO. 2		3,789.02*
NZO - NURSES SERVICE ORGANIZATION	111.00	480240
PETTY CASH - N C WELFARE	293.00	480294
AT&T	35.47	480309
TIME WARNER COMMUNICATIONS	147.91	480315
UNITED STATES POSTAL SERVICE	7.28	480363
TEXAS CONFERENCE OF URBAN COUNTIES	100.00	480369
CLEAN HARBORS ENVIROMENTAL SERVICES	38.85	480373
EZEA D EDE MD	2,932.58	480482
ENVIRONMENTAL CONTROL		3,666.09*
AT&T	35.47	480309
INDIGENT MEDICAL SERVICES		35.47*
CARLETTE SULLIVAN	29.98	480395
CARDINAL HEALTH 110 INC	21,121.63	480431
O&M PHARMACY	20.93	480464
MAINTENANCE-BEAUMONT		21,172.54*
JOHNSTONE SUPPLY	140.60	480248
CITY OF BEAUMONT - WATER DEPT.	13,741.95	480255
COBURN SUPPLY COMPANY INC	359.89	480259
W.W. GRAINGER, INC.	664.96	480271
ENTERGY	36,388.19	480275
M&D SUPPLY	67.36	480281
ACE IMAGEWEAR	428.15	480305
AT&T	4,841.68	480309
TIME WARNER COMMUNICATIONS	76.84	480317
WORTH HYDROCHEM	265.00	480326
SERVICE GRAPHICS	314.00	480331
BAKER DISTRIBUTING COMPANY	136.28	480376
OTIS ELEVATOR COMPANY	2,808.46	480377
MANNING'S OFFICE SOLUTIONS LLC	1,310.00	480450
CINTAS CORPORATION	108.53	480451
MAINTENANCE-PORT ARTHUR		61,651.89*
SPIDLE & SPIDLE	527.50	480245
JOHNSTONE SUPPLY	94.68	480248
CITY OF PORT ARTHUR - WATER DEPT.	599.30	480256
COASTAL WELDING SUPPLY	95.00	480258
AT&T	1,467.99	480309
TIME WARNER COMMUNICATIONS	101.73	480314
TEXAS GAS SERVICE	536.25	480372
PARKER LUMBER	149.43	480405
RAYON LOCKSMITH	301.21	480456
MAINTENANCE-MID COUNTY		3,873.09*
CITY OF NEDERLAND	119.47	480257
ENTERGY	392.35	480275
SANITARY SUPPLY, INC.	104.27	480302
SETZER HARDWARE, INC.	6.91	480304
ACE IMAGEWEAR	163.24	480305
W. JEFFERSON COUNTY M.W.D.	75.35	480324
LOWE'S HOME CENTERS, INC.	35.82	480368
ATTABOY TERMITE & PEST CONTROL	30.00	480400
AI FILTER SERVICE COMPANY	99.50	480413
SERVICE CENTER		1,026.91*
J.K. CHEVROLET CO.	51.67	480277
THE MUFFLER SHOP	821.00	480286
MUNRO'S	63.69	480287
PHILPOTT MOTORS, INC.	436.82	480295
SANITARY SUPPLY, INC.	72.50	480302

PGM: GMCOMMV2	DATE 03-09-2021	PAGE: 7 205 TOTAL
NAME	AMOUNT	CHECK NO.
TATE & CO., INC.	3,383.98	480318
FASTENAL	640.91	480334
JEFFERSON CTY. TAX OFFICE	7.50	480341
JEFFERSON CTY. TAX OFFICE	7.50	480342
JEFFERSON CTY. TAX OFFICE	7.50	480343
JEFFERSON CTY. TAX OFFICE	7.50	480344
JEFFERSON CTY. TAX OFFICE	7.50	480345
JEFFERSON CTY. TAX OFFICE	7.50	480346
JEFFERSON CTY. TAX OFFICE	7.50	480347
JEFFERSON CTY. TAX OFFICE	7.50	480348
JEFFERSON CTY. TAX OFFICE	7.50	480349
JEFFERSON CTY. TAX OFFICE	7.50	480350
JEFFERSON CTY. TAX OFFICE	7.50	480351
JEFFERSON CTY. TAX OFFICE	7.50	480352
JEFFERSON CTY. TAX OFFICE	7.50	480353
JEFFERSON CTY. TAX OFFICE	7.50	480354
JEFFERSON CTY. TAX OFFICE	7.50	480355
JEFFERSON CTY. TAX OFFICE	7.50	480356
JEFFERSON CTY. TAX OFFICE	7.50	480357
JEFFERSON CTY. TAX OFFICE	7.50	480358
BUMPER TO BUMPER	949.08	480382
ROBERT'S TEXACO XPRESS LUBE	98.00	480398
MIGHTY OF SOUTHEAST TEXAS	56.70	480412
SPANKY'S WRECKER SERVICE INC	150.00	480418
ACTION OVERHEAD DOOR LLC	189.50	480424
ADVANCE AUTO PARTS	227.45	480425
MIDNIGHT AUTO	79.95	480452
REXEL USA INC	59.18	480458
		7,415.43*
VETERANS SERVICE		
OFFICE DEPOT	268.38	480291
UNITED STATES POSTAL SERVICE	25.88	480363
		294.26*
		681,434.42**
MOSQUITO CONTROL FUND		
CITY OF NEDERLAND	31.15	480257
MUNRO'S	181.93	480287
FASTENAL	112.62	480334
PARKER LUMBER	23.35	480405
		349.05**
FEMA EMERGENCY		
AT&T	1.12	480251
SE TEX CONSTRUCTION CORPORATION	11,691.46	480389
BIOREFERENCE LABORATORIES INC	8,400.00	480411
EMERGENCY POWER SERVICE	3,802.50	480416
MANNING'S OFFICE SOLUTIONS LLC	3,109.52	480450
JORDYN ROBERTS	450.00	480473
TAMMY LYN SAIN	150.00	480475
NATIONS ROOF HOUSTON LLC	670.00	480480
		28,274.60**
J.C. FAMILY TREATMENT		
KELLY WEBSTER	15.99	480390
MARY BEVIL	1,058.50	480477
		1,074.49**
SECURITY FEE FUND		
GALLS LLC	254.82	480445
ALLIED UNIVERSAL SECURITY SERVICES	6,793.33	480470
		7,048.15**
LAW LIBRARY FUND		
LEXIS-NEXIS	401.00	480364
THOMSON REUTERS-WEST	343.01	480429
		744.01**
GRANT A STATE AID		
OFFICE DEPOT	282.86	480291
HAYS COUNTY	6,107.00	480327
		6,389.86**
COMMUNITY SUPERVISION FND		

PGM: GMCOMMV2	DATE 03-09-2021	PAGE: 8
NAME	AMOUNT	CHECK NO.
		TOTAL
OFFICE DEPOT	288.08	480291
TIME WARNER COMMUNICATIONS	147.91	480316
UNITED STATES POSTAL SERVICE	138.74	480363
REDWOOD TOXICOLOGY LABORATORY	297.05	480392
JCCSC	222.00	480407
LLOYD GOSSELINK ROCHELLE & TOWNSEND	986.00	480461
		2,079.78**
JEFF. CO. WOMEN'S CENTER		
BELL'S LAUNDRY	384.32	480253
ISI COMMERCIAL REFRIGERATION	105.00	480276
KIM MCKINNEY, LPC, LMFT	75.00	480283
SYSCO FOOD SERVICES, INC.	751.68	480311
TEXAS FIRE & COMMUNICATIONS	95.00	480339
TOWER COMMUNICATIONS, INC.	60.00	480361
CLEAN HARBORS ENVIROMENTAL SERVICES	110.39	480373
BEN E KEITH FOODS	709.93	480380
ATTABOY TERMITE & PEST CONTROL	45.00	480400
ROCHESTER ARMORED CAR CO INC	123.36	480406
SPOK INC	16.68	480439
A-1 NATIONAL FIRE CO	733.00	480468
		3,209.36**
COMMUNITY CORRECTIONS PRG		
M&D SUPPLY	32.65	480281
MARKET BASKET	119.80	480282
		152.45**
JAG GRANTS		
OFFICE DEPOT	869.85	480291
COBAN TECHNOLOGIES INC	3,885.00	480410
		4,754.85**
SHERIFF'S TRAINING GRANT		
ENTERPRISE RENT A CAR COMPANY	675.00	480438
		675.00**
COUNTY RECORDS MANAGEMENT		
TEXAS ORAL HISTORY ASSOCIATION	30.00	480243
THERESA GOODNESS	99.00	480270
MUSEUM OF THE GULF COAST	50.00	480336
TYRRELL HISTORICAL LIBRARY	50.00	480374
LINDA MCMAHEN	45.44	480388
KATHERINE HAMBRIGHT	99.00	480486
		373.44**
HOTEL OCCUPANCY TAX FUND		
CITY OF BEAUMONT - WATER DEPT.	1,027.01	480255
M&D SUPPLY	62.19	480281
MUNRO'S	180.33	480287
OFFICE DEPOT	65.97	480291
DISH NETWORK	122.65	480391
ACCO BRANDS DIRECT	46.38	480430
		1,504.53**
CRIME LAB FUNDING CJD		
AGILENT TECHNOLOGIES	958.10	480249
		958.10**
CAPITAL PROJECTS FUND		
SE TEX CONSTRUCTION CORPORATION	23,276.09	480389
ENGINEERING DESIGN & TESTING CORP	3,594.35	480488
		26,870.44**
AIRPORT FUND		
CITY OF NEDERLAND	287.11	480257
LOWE'S HOME CENTERS, INC.	651.24	480368
CRAWFORD ELECTRIC SUPPLY COMPANY	625.99	480423
ADVANCE AUTO PARTS	21.10	480425
SOUTHEAST TEXAS PARTS AND EQUIPMENT	233.94	480433
TITAN AVIATION FUELS	15,281.86	480462
		17,101.24**
AIRPORT IMPROVE. GRANTS		

PGM: GMCOMMV2	DATE 03-09-2021	PAGE: 9
NAME	AMOUNT	CHECK NO. TOTAL
GARVER LLC	11,800.00	480404
KSA ENGINEERS INC	23,569.40	480481
CYCLONE TECHNOLOGY LLC	168,500.00	480483
		203,869.40**
SE TX EMP. BENEFIT POOL		
STANDARD INSURANCE COMPANY	24,859.07	480384
RELIANCE STANDARD LIFE INSURANCE	5,975.14	480385
EXPRESS SCRIPTS INC	82,123.42	480457
		112,957.63**
WORKER'S COMPENSATION FD		
TRISTAR RISK MANAGEMENT	7,568.42	480383
		7,568.42**
SHERIFF'S FORFEITURE FUND		
CDW COMPUTER CENTERS, INC.	844.80	480335
		844.80**
PAYROLL FUND		
JEFFERSON CTY. - FLEXIBLE SPENDING	13,669.00	480219
CLEAT	306.00	480220
JEFFERSON CTY. TREASURER	15,696.45	480221
RON STADTMUELLER - CHAPTER 13	182.31	480222
INTERNAL REVENUE SERVICE	208.00	480223
JEFFERSON CTY. ASSN. OF D.S. & C.O.	4,180.00	480224
JEFFERSON CTY. COMMUNITY SUP.	9,134.63	480225
JEFFERSON CTY. TREASURER - HEALTH	536,058.40	480226
JEFFERSON CTY. TREASURER - PAYROLL	1,914,467.77	480227
JEFFERSON CTY. TREASURER - PAYROLL	684,638.61	480228
MONY LIFE INSURANCE OF AMERICA	72.54	480229
POLICE & FIRE FIGHTERS' ASSOCIATION	1,825.55	480230
JEFFERSON CTY. TREASURER - TCDS	762,666.45	480231
JEFFERSON COUNTY TREASURER	2,847.20	480232
JEFFERSON COUNTY - TREASURER -	8,025.82	480233
NECHES FEDERAL CREDIT UNION	35,895.29	480234
JEFFERSON COUNTY - NATIONWIDE	61,431.48	480235
JOHN TALTON	600.00	480236
INVESCO INVESTMENT SERVICES, INC	1,194.99	480237
		4,053,100.49**
J C ASSISTANCE DISTRICT 4		
ENTERGY	8.90	480275
		8.90**
GLO DISASTER RECOVERY		
GRIFFITH MOSELEY JOHNSON & ASSOCIAT	44,112.17	480435
		44,112.17**
MARINE DIVISION		
A&A ELECTRIC CO OF BEAUMONT INC	651.59	480238
CITY OF NEDERLAND	20.90	480257
GT DISTRIBUTORS, INC.	117.83	480269
JACK BROOKS REGIONAL AIRPORT	243.20	480278
RITTER @ HOME	173.84	480299
SETZER HARDWARE, INC.	47.62	480304
VERIZON WIRELESS	151.96	480359
GALLS LLC	167.87	480445
KENNETH ROACH	145.00	480465
WEST MARINE PRO	459.83	480471
BOEING DISTRIBUTION, INC	247.80	480476
		2,427.44**
		5,221,468.85***



Resolution

STATE OF TEXAS

§
§
§

COMMISSIONERS' COURT

COUNTY OF JEFFERSON

OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED that at an emergency meeting of the Commissioners' Court of Jefferson County, Texas, held on the 9th day of March, 2021, on motion made by Vernon Pierce, Commissioner of Precinct No. 1, and seconded by Everette Alfred, Commissioner of Precinct No. 4, the following Resolution was adopted:

WHEREAS, the Jefferson County Commissioners' Court finds that immediate action is required during times of an emergency; and

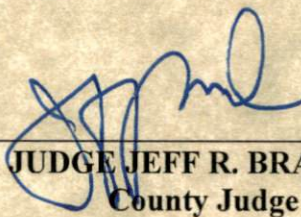
WHEREAS, the Jefferson County Commissioners' Court recognizes that the County Judge did sign a Disaster Declaration for Jefferson County on March 13, 2020; and

WHEREAS, the Jefferson County Commissioners' Court recognizes that this Disaster Declaration must be renewed pursuant to Section 418.108 (b), Government Code; and

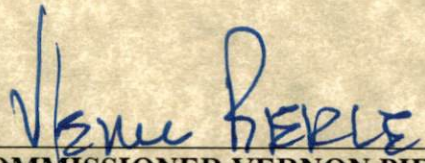
WHEREAS, the Jefferson County Commissioners' Court recognizes that Jefferson County remains in a state of disaster as a result of the COVID-19 PANDEMIC and that the renewal of this Declaration of Disaster is necessary for the protection of life and property in Jefferson County;

NOW THEREFORE, BE IT RESOLVED that Commissioners' Court of Jefferson County, Texas, does hereby approve the renewal and extension of the Disaster Declaration entered on March 13, 2020.

SIGNED this 9th day of March, 2021.



JUDGE JEFF R. BRANICK
County Judge




COMMISSIONER VERNON PIERCE
Precinct No. 1


COMMISSIONER MICHAEL S. SINEGAL
Precinct No. 3


COMMISSIONER DARRELL W. BUSH
Precinct No. 2


COMMISSIONER EVERETTE D. ALFRED
Precinct No. 4



Resolution

STATE OF TEXAS

§

COMMISSIONERS' COURT

COUNTY OF JEFFERSON

§

OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED that at an emergency meeting of the Commissioners' Court of Jefferson County, Texas, held on the 9th day of March, 2021, on motion made by Vernon Pierce, Commissioner of Precinct No. 1, and seconded by Everette Alfred, Commissioner of Precinct No. 4, the following Resolution was adopted:

RESOLUTION TO RENEW AND EXTEND THE DISASTER DECLARATION FOR HURRICANE DELTA

WHEREAS, the Jefferson County Commissioners' Court finds that immediate action is required during times of an emergency; and

WHEREAS, the Jefferson County Commissioners' Court recognizes that the County Judge did sign a Disaster Declaration for Jefferson County on October 8, 2020; and

WHEREAS, the Jefferson County Commissioners' Court recognizes that this Disaster Declaration must be renewed pursuant to Section 418.108 (b), Government Code; and

WHEREAS, the Jefferson County Commissioners' Court recognizes that Jefferson County remains in a state of disaster as a result of the devastation created by Hurricane Delta and that the renewal of this Declaration of Disaster is necessary for the protection of life and property in Jefferson County;

NOW THEREFORE, BE IT RESOLVED that Commissioners' Court of Jefferson County, Texas, does hereby approve the renewal and extension of the Disaster Declaration entered on October 8, 2020.

SIGNED this 9th day of March, 2021.

JUDGE JEFF R. BRANICK
County Judge



COMMISSIONER VERNON PIERCE
Precinct No. 1

COMMISSIONER MICHAEL S. SINEGAL
Precinct No. 3

COMMISSIONER DARRELL W. BUSH
Precinct No. 2

COMMISSIONER EVERETTE D. ALFRED
Precinct No. 4



Resolution

STATE OF TEXAS

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COMMISSIONERS' COURT

COUNTY OF JEFFERSON

OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED that at an emergency meeting of the Commissioners' Court of Jefferson County, Texas, held on the 9th day of March, 2021, on motion made by Vernon Pierce, Commissioner of Precinct No. 1, and seconded by Everette Alfred, Commissioner of Precinct No. 4, the following Resolution was adopted:

RESOLUTION TO EXTEND DISASTER DECLARATION FOR HURRICANE LAURA

WHEREAS, the Jefferson County Commissioners' Court finds that immediate action is required during times of an emergency; and

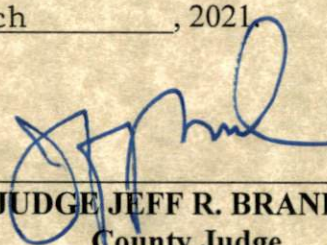
WHEREAS, the Jefferson County Commissioners' Court recognizes that the County Judge did sign a Disaster Declaration for Jefferson County on August 23, 2020; and

WHEREAS, the Jefferson County Commissioners' Court recognizes that this Disaster Declaration must be renewed pursuant to Section 418.108 (b), Government Code; and


WHEREAS, the Jefferson County Commissioners' Court recognizes that Jefferson County remains in a state of disaster as a result of the devastation created by Hurricane Laura and that the renewal of this Declaration of Disaster is necessary for the protection of life and property in Jefferson County;

NOW THEREFORE, BE IT RESOLVED that Commissioners' Court of Jefferson County, Texas, does hereby approve the renewal and extension of the Disaster Declaration entered on August 23, 2020.


SIGNED this 9th day of March, 2021.



JUDGE JEFF R. BRANICK
 County Judge




COMMISSIONER VERNON PIERCE
 Precinct No. 1


COMMISSIONER MICHAEL S. SINEGAL
 Precinct No. 3


COMMISSIONER DARRELL W. BUSH
 Precinct No. 2


COMMISSIONER EVERETTE D. ALFRED
 Precinct No. 4



Resolution

STATE OF TEXAS

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COMMISSIONERS' COURT

COUNTY OF JEFFERSON

OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED that at an emergency meeting of the Commissioners' Court of Jefferson County, Texas, held on the 9th day of March, 2021, on motion made by Vernon Pierce, Commissioner of Precinct No. 1, and seconded by Everette Alfred, Commissioner of Precinct No. 4, the following Resolution was adopted:

RESOLUTION TO EXTEND DISASTER DECLARATION FOR WINTER STORM

WHEREAS, the Jefferson County Commissioners' Court finds that immediate action is required during times of an emergency; and

WHEREAS, the Jefferson County Commissioners' Court recognizes that the County Judge did sign a Disaster Declaration for Jefferson County on February 14, 2021; and

WHEREAS, the Jefferson County Commissioners' Court recognizes that this Disaster Declaration must be renewed pursuant to Section 418.108 (b), Government Code; and

WHEREAS, the Jefferson County Commissioners' Court recognizes that Jefferson County remains in a state of disaster as a result of the devastation created by the Winter Storm and that the renewal of this Declaration of Disaster is necessary for the protection of life and property in Jefferson County;

NOW THEREFORE, BE IT RESOLVED that Commissioners' Court of Jefferson County, Texas, does hereby approve the renewal and extension of the Disaster Declaration entered on February 14, 2021.

SIGNED this 9th day of March, 2021.

JUDGE JEFF R. BRANICK
County Judge



COMMISSIONER VERNON PIERCE
Precinct No. 1

COMMISSIONER MICHAEL S. SINEGAL
Precinct No. 3

COMMISSIONER DARRELL W. BUSH
Precinct No. 2

COMMISSIONER EVERETTE D. ALFRED
Precinct No. 4

Certificate of Completion


The V.G. Young Institute of County Government
Awards This Certificate To

Hugh Pierce

For Successfully Completing 20.50 Hours of Educational Training

2021 Seminar for Newly Elected County Judges and Commissioners

College Station, TX


Peter J. McGill, Ph.D., Director
V.G. Young Institute of County Government


Ben Zeller, President
County Judges & Commissioners Association of Texas


Jeff Hyde, Ph.D., Director
Texas A&M AgriLife Extension Service

CERTIFICATE *of* COURSE COMPLETION

Open Meetings Act

I, **Darrell Bush**, certify that I have completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Certificate is issued effective this 2nd of March, 2021.



NOTICE TO CERTIFICATE HOLDER: You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.

**AGENDA ITEM****March 9, 2021**

Consider and possibly approve and authorize the County Judge to execute TxCDBG Contract Amendment/Modification Request for Contract No. 7218240 for the sewer assistance program.



TxCDBG CONTRACT AMENDMENT/MODIFICATION REQUEST **A1101**

Grant Recipient Name: Jefferson County Contract No 7218240 Region SETRPC
 Amendment No. 2 Start Date 11/1/2018 End Date 04/30/2021 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?

Jefferson County needs the six month time extension to complete the installation of OSSF and first time sewer for qualified applicants.

Is the contract on hold for non-compliance with audit, monitoring, or programmatic requirements? TDA concur

For Contract Extension Amendment Requests

Proposed New End Date: 10/30/2021 Length of Requested Extension in Months 6

How many previous extensions have been approved? 1 Total Requested Extension in Months 12

Describe the extenuating circumstances beyond the control of the Grant Recipient that will prevent completion of the project within the current contract period. If a previous extension has been approved, the explanation must address extenuating circumstances **since the previous extension request** was submitted.

The County was forced to terminate the contract of the original engineering firm due to lack of performance. The new engineering firm has taken on the project and completed the plans/specifications, and the advertisement and bidding is in progress. The project is scheduled for completion at the end of July, but with hurricane season and continued COVID delays, the County is asking for six months, with the anticipated closeout coming in August.

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, TX 77701
-----------------	---------------------------------------

Email Address for Grant Recipient	jbranick@co.jefferson.tx.us
-----------------------------------	-----------------------------

Other Email Address (list address for persons to be included in notification)	Fred Jackson - fjackson@co.jefferson.tx.us, Susan Stover - susan.stover@sbcglobal.net
---	---

TDA Action:

☐ Notes Attached

--

Contract Specialist Approval

Management Approval

--

--

--

Date

--

Date _____



PROCLAMATION

STATE OF TEXAS

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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 9th day of March, 2021, on motion made by Vernon Pierce, Commissioner of Precinct No. 1, and seconded by Everette Alfred, Commissioner of Precinct No. 4, the following Proclamation was adopted:

Child Abuse Awareness and Prevention Month, April 2021

WHEREAS, in Federal fiscal year 2020, the Texas Department of Family & Protective Services confirmed 68,461 victims of child abuse or neglect, including 444 in Jefferson; and

WHEREAS, child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone in our community; and

WHEREAS, our children are our most valuable resources and will shape the future of Texas; and

WHEREAS, child abuse can have long-term psychological, emotional, and physical effects that can have lifelong consequences for victims; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children;

WHEREAS, effective child abuse prevention activities succeed because of the meaningful connections and partnerships created between child welfare, education, health, community- and faith-based organizations, businesses, and law enforcement agencies; and

WHEREAS, communities must make every effort to promote programs and activities that benefit children and their families;

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, nurturing environment;

WHEREAS, prevention remains the best defense for children and families;

WHEREAS, the impact of abuse and neglect has long-term personal, economic and social costs; therefore, hurting Texas' future;

WHEREAS, Court Appointed Special Advocates® – CASA volunteers – are assigned by the court to speak up for a child's best interest and help ensure a child's voice is heard;

WHEREAS, every child in foster care deserves a CASA volunteer, but roughly less than half the children in care do not have a CASA volunteer;

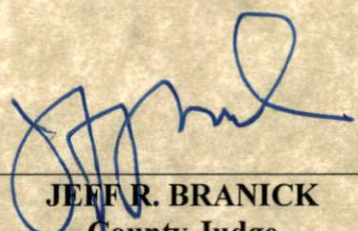
WHEREAS, 11,066 CASA volunteers spoke up for the best interest of 29,229 children in Texas last year;

WHEREAS, CASA of Southeast Texas, Child Protective Services, Child Advocacy Centers, foster parents, teachers and others work to ensure that children in our community have a safe, happy future,

NOW, THEREFORE, the Commissioners Court of Jefferson County does hereby proclaim April, 2021 as National Child Abuse Prevention Month in Jefferson County and we urge all citizens to recognize this month by dedicating themselves to the task of improving the quality of life for children and families.


SIGNED this 9th day of March, 2021.

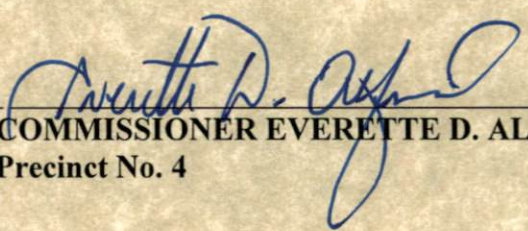


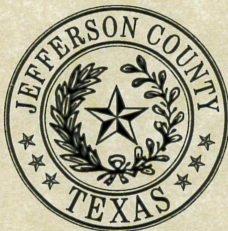

JEFF R. BRANICK
County Judge


COMMISSIONER VERNON PIERCE
Precinct No. 1


COMMISSIONER MICHAEL S. SINEGAL
Precinct No.3


COMMISSIONER DARRELL W. BUSH
Precinct No. 2


COMMISSIONER EVERETTE D. ALFRED
Precinct No. 4



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 ____ day of _____, 2021, on motion made by _____, Commissioner of Precinct No. ____, and seconded by _____, Commissioner of Precinct No. ____, the following Resolution was adopted:

PUBLIC INFORMATION ACT POLICY

WHEREAS, Chapter 552, Texas Government Code (Public Information Act), gives every person the right to access government records with only certain exceptions; and

WHEREAS, some persons may abuse this privilege of public disclosure with vexatious, over-burdensome and costly requests; and

WHEREAS, the Public Information Act does allow counties the protections outlined in Sec. 552.275 which allows the County to establish reasonable monthly and yearly limits on the amount of time that personnel of the county are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering its costs attributable to the personnel time; and

WHEREAS, the Public Information Act provides that the officials who are designated as the officer for public information may calculate the amount of time that personnel are required to spend collectively for purposes of a monthly or yearly limit ;and

WHEREAS, the County may establish a limit, pursuant to Section 552.275 that (a) may not be less than 36 hours for a requestor during a 12- month period that corresponds to the fiscal year of the government body or (b) may not be less than 15 hours for a requestor for a one- month period; and

WHEREAS, it is in the best interest of Jefferson County to approve and adopt the provisions of Section 552.275 regarding public information requests.

NOW THEREFORE, BE IT RESOLVED that the Commissioners of Jefferson County, Texas does hereby resolve that, for all public information requests presented to any department or official of the County that:

- (a) The Chief of the Civil Division of the District Attorney's Office is designated as the Public Information Officer for Jefferson County;
- (b) A copy of each request for public information shall be promptly provided to the Chief of the Civil Division for the purpose of complying with this Resolution.

- (c) All requests for public information submitted by any individual, firm or entity during any twelve month period during the County fiscal year shall be limited, as to the time required to respond, to 15 hours per month and 36 hours total for any given fiscal year, which is October 1 through September 30; and
- (d) All further provisions of Sec. 552.275 are adopted and incorporated herein.

SIGNED this _____ day of _____, 2021.

JUDGE JEFF R. BRANICK
County Judge

COMMISSIONER VERNON PIERCE
Precinct No. 1

COMMISSIONER MICHAEL S. SINEGAL
Precinct No. 3

COMMISSIONER DARRELL W. BUSH
Precinct No. 2

COMMISSIONER EVERETTE D. ALFRED
Precinct No. 4

Agenda Item:

Consider, possibly approve, receive and file revised quotes for Commissioners Courtroom Audio/Video System per PEG grant previously approved.

We have switched to a different NewTech authorized vendor for this project, BiWay Media. They had several things they recommended modifying from the original quotes:

- Different cameras
- Different controller board – the other would not have worked
- Television Monitor instead of Projector/Screen (pending approval from THC)
- Installation of cable handled by separate vendor

The only caveat with the PEG grant from the City of Beaumont/Spectrum is that the overall total had to be less or equal to the original granted amount. This project comes under the original total by \$5,174

Jefferson County PEG Grant Application Quote Explanation

• Labor		\$7,840
• Training		\$0
• Video Project		\$91,497
○ TriCaster Video Switcher	\$58,712	
○ Cameras and attachments	\$30,330	
○ Power Injector	\$557	
○ Rack	\$1,293	
○ Adapters/Connectors	\$1,074	
• Audio Project		\$9,983
○ Gooseneck Microphones	\$1,767	
○ Gooseneck Microphone Bases	\$4,550	
○ Wireless Microphone	\$1,272	
○ Microphone Rack and attachments	\$2,080	
○ Adapters/Connectors	\$314	
• Television Project (Revised from Projector/Screen)		\$4,508
○ Television	\$3,835	
○ Mount	\$155	
○ HDMI Cable	\$518	
• Cable		\$1,250
• Electrical (County)		
• Shipping		\$111
• Project Total		\$115,189
• Original Grant Total		\$120,363



Resolution

STATE OF TEXAS

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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 9th day of March, 2021, on motion made by Everette Alfred, Commissioner of Precinct No. 4, and seconded by Vernon Pierce, Commissioner of Precinct No. 1, the following Resolution was adopted:

WHEREAS, Mary Elizabeth Godina, has devoted 18 years and 5 months of her life serving the people of Jefferson County with pride and professionalism; and

WHEREAS, Mary Elizabeth Godina, has dedicated her talents and services as a Court Coordinator for the Jefferson County Criminal Courts; and

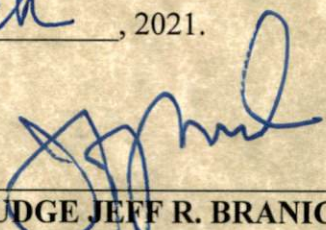
WHEREAS, Mary Elizabeth Godina, has pledged her services as a Court Coordinator responsible for arraignments each day at the County Jail and the Indigent Defender program for Jefferson County; and

WHEREAS, through hard work and commitment to excellence, **Mary Elizabeth Godina**, has earned the respect of her colleagues and the citizens of Jefferson County; and

WHEREAS, having made a significant contribution to Jefferson County, **Mary Elizabeth Godina**, is recognized for her unselfish devotion to the common good and welfare of the citizens of Jefferson County; and will be fondly missed by her friends and co-workers as she devotes her full time to her family.

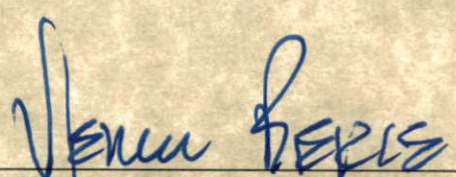
NOW THEREFORE, BE IT RESOLVED that the Jefferson County Commissioners Court does hereby honor and commend **Mary Elizabeth Godina**, for her dedicated service as a valuable employee of Jefferson County and wishes her the very best in her retirement.

SIGNED this 9th day of March, 2021.



JUDGE JEFF R. BRANICK
County Judge

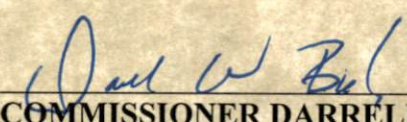




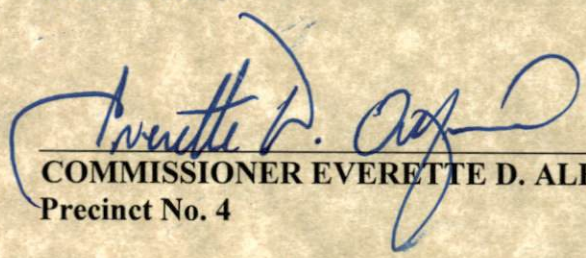
COMMISSIONER VERNON PIERCE
Precinct No. 1



COMMISSIONER MICHAEL S. SINEGAL
Precinct No. 3



COMMISSIONER DARRELL W. BUSH
Precinct No. 2



COMMISSIONER EVERETTE D. ALFRED
Precinct No. 4

Pepe Dominguez

From: Pepe Dominguez <peped@co.jefferson.tx.us>
Sent: Tuesday, March 02, 2021 7:12 AM
To: 'dbush@co.jefferson.tx.us'
Cc: vpierce@co.jefferson.tx.us; 'Commissioner Sinegal' (msinegal@co.jefferson.tx.us);
 'Commissioner Alfred' (ealfred@co.jefferson.tx.us); 'Judge Branick'
 (jbranick@co.jefferson.tx.us); 'mfgout@co.jefferson.tx.us'; 'Mike Trahan'
 (mtrahan@co.jefferson.tx.us); 'Ronda Conlin' (rconlin@co.jefferson.tx.us);
 ggross@co.jefferson.tx.us; Don King (dking@fittzshipman.com)
Subject: Final Plat of The Cove at Taylor Landing Phase III
Attachments: MX-4071_20210302_080055.pdf; The Cove at Taylor Landing Phase III_Comm Court.pdf

Commissioner Bush,

Attached is a PDF of the Final Plat of The Cove at Taylor Landing Phase III, Lots 1 to 32, Block 1. Being a 4.501 Acre Subdivision out of the 159.023 Acre A. Hotchkiss League Abstract No. 31 Jefferson County. This subdivision is in the City of Port Arthur ETJ and the City of Taylor Landing ETJ. The plat has met all of the Jefferson County Engineering, City of Port Arthur and City of Taylor Landing platting requirements.

I will be placing this plat on the Agenda for Tuesday, March 9th, 2021.

If you have any questions please contact either Michelle or myself.

Pepe Dominguez

Pepe Dominguez
 Jefferson County Engineering
 1149 Pearl 5th Floor
 Beaumont, TX 77701
 Offc. 409 835-8584
 Fax. 409 835-8718
 email: peped@co.jefferson.tx.us

Permit No. 03-P-21 > (0279) 9-25-9
ORIGINAL PERMIT

Precinct No. 24
RENEWAL PERMIT FOR EXISTING (0279)
OPERATING PIPELINE BY DCP MID-
STREAM, CENTANA PIPELINE CO.

APPLICATION FOR PIPE LINE PERMIT
(2003 REVISION)

Date 02-28-2021

HONORABLE COMMISSIONERS' COURT
JEFFERSON COUNTY
BEAUMONT, TEXAS 77701

Gentlemen:

Centana Intrastate Pipeline LLC (Company) does hereby made application to use lands belonging to Jefferson County, for the purpose of constructing, maintaining or repairing a pipe line for the distribution of Y-Grade Products, location of which is fully described as follows: 10 MILES OF EXISTING OPERATING 6" PIPELINE FROM CENTANA PORT ARTHUR PLANT TO THE EXXON/MOBIL TIE IN OF 12" PIPELINE 1500 FEET TO W. PORT ARTHUR ROAD NEAR SPINDLE TOP FACILITY. THIS IS A DCP MIDSTREAM OPERATING LINE.
17 pages of drawings attached. SEE ATTACHED 9-25-95 PERMIT (0279).

Construction will begin on or after 02/28/21, 20 21

It is understood that all work will comply with the requirements of the Pipe Line Policy adopted by Jefferson County Commissioners' Court on 02/09/21, and all subsequent revisions thereof to date.

Enclosed, please find the required permit fee:

<u>8</u> road crossing @ \$100.00	\$ <u>800.00</u>
<u> </u> miles parallel @ \$150.00/mile or fraction	\$ <u>N/A</u>
TOTAL	\$ <u>800.00</u>

We understand that a Performance Bond will be required to protect against damage to Jefferson County's property. This will be \$5,000.00 per crossing and \$50,000.00 per mile or fraction thereof for parallel construction unless a special hazard to Jefferson County's property is judged to exist. No work will begin until the County Engineer has

been furnished such bonds as Jefferson County Commissioners' Court may choose to require.

Permit is issued for a period of twenty-five (25) years, at which time, the permit must be renewed.

Company Centana Intrastate Pipeline, LLC

By [Signature]

Title ROW Agent

Address 2107 City West Blvd. Suite 600

Houston, TX 77042

Phone No. 281-773-2203

FAX No. 281-809-6920

MAIL COPY TO:

KEVIN STEPHENSON

RIGHT OF WAY SOLUTIONS

19901 Southwest FREEWAY

Sugar land Tx 77479

281 773 2203

281 809 6920

ENGINEERING ACTION FORM

The minimum standard bond required is \$ N/A SEE ATTACHED LETTER

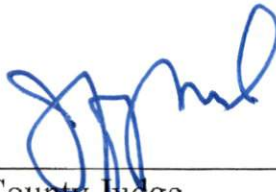
Stan Stifford
Director of Engineering

02/28/21
Date

COMMISSIONERS COURT ORDER

On this date the attached application of a utility or common carrier pipeline came on for the Courts consideration, and the Court having considered the application is of the opinion that the applicant is a utility or common carrier pipeline company meeting all the requirements of County Policy for installation of a line in County roads and that the plans or details presented with said application did not appear to violate the County Regulations. It is ORDERED that said applicant shall comply with all provisions of the Pipe Line Policy adopted by this Court, and all subsequent revisions. The bond required shall be \$ N/A. Special conditions of construction (are/are not) attached hereto.

COMMISSIONERS COURT

By 
County Judge



*Centana Intrastate Pipeline, LLC
2107 CityWest Blvd., Suite 600
Houston, Texas 77042
Attn: Mike Patton 405-605-3855*

February 23, 2021

VIA U.S. Mail

Jefferson County Courthouse
Attn: Ernest Clement
1149 Pearl Street, 5th Floor
Beaumont, Texas 77701

RE: Centana Intrastate Pipeline, LLC Renewal of Pipeline Permit, dated
September 25, 1995 (see copy of permit attached)

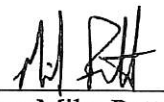
Dear Mr. Clement:

Pursuant to our recent discussions, please accept this correspondence to confirm Centana Intrastate Pipeline, LLC's renewal of the above-referenced Pipeline Permit. Please find enclosed check number 814865 in the amount of \$800.00 representing the renewal fee. Also, please find enclosed a courtesy copy of a Certificate of Liability Insurance in good standing evidencing Centana Intrastate Pipeline, LLC's, insurance coverages relating to Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employers' Liability.

Should you have any questions or concerns, please do not hesitate to contact me at your convenience.

Sincerely,

Centana Intrastate Pipeline, LLC

By: 
Name: Mike Patton
Title: Manager, Land & Right of Way

Attachments:

Original 1995 Pipeline Permit
Certificate of Insurance
Check No. 814865



CERTIFICATE OF LIABILITY INSURANCE

230
DATE (MM/DD/YYYY)
11/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. 2929 Allen Parkway, Suite 2500 Houston, TX 77019 Attn: Houston.Certs@marsh.com Fax: 212-948-0509	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Starr Indemnity & Liability Company INSURER B: National Fire & Marine Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC # 38318 20079
INSURED CENTANA INTRASTATE PIPELINE, LLC 370 - 17TH STREET, SUITE 2500 DENVER, CO 80202		

COVERAGES**CERTIFICATE NUMBER:**

HOU-003727553-01

REVISION NUMBER: 5

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			1000090175201	04/01/2020	04/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			SISIPCA08325520	04/01/2020	04/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			42-UMO-301177-06	04/01/2020	04/01/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	1000001665 (AOS) 1000004152 (MA)	04/01/2020 04/01/2020	04/01/2021 04/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**Jefferson County Commissioners Court
PO Box 1151
Beaumont, TX 77704

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

William R. Lee

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PRC # 284

APPLICATION FOR PIPE LINE PERMIT (1992
REVISION)

Date 9-25-95

HONORABLE COMMISSIONERS COURT
JEFFERSON COUNTY
BEAUMONT TEXAS 77701

Gentlemen :

Centana Intrastate Pipeline Co. (Company) does hereby make application to use lands belonging to Jefferson County, for the purpose of constructing, maintaining or repairing a pipe line for the transportation of Y-Grade Products, distribution of Y-Grade Products described as follows: The 6" pipeline location of which is fully will be approximately 10 miles in length and will transport Y-Grade products from Centana's Port Arthur Plant to the Mobil Oil tie-in point located in the southeast portion of Beaumont near Spindletop.

ages of drawings attached e

Construction will begin on or after October 1, 1995.

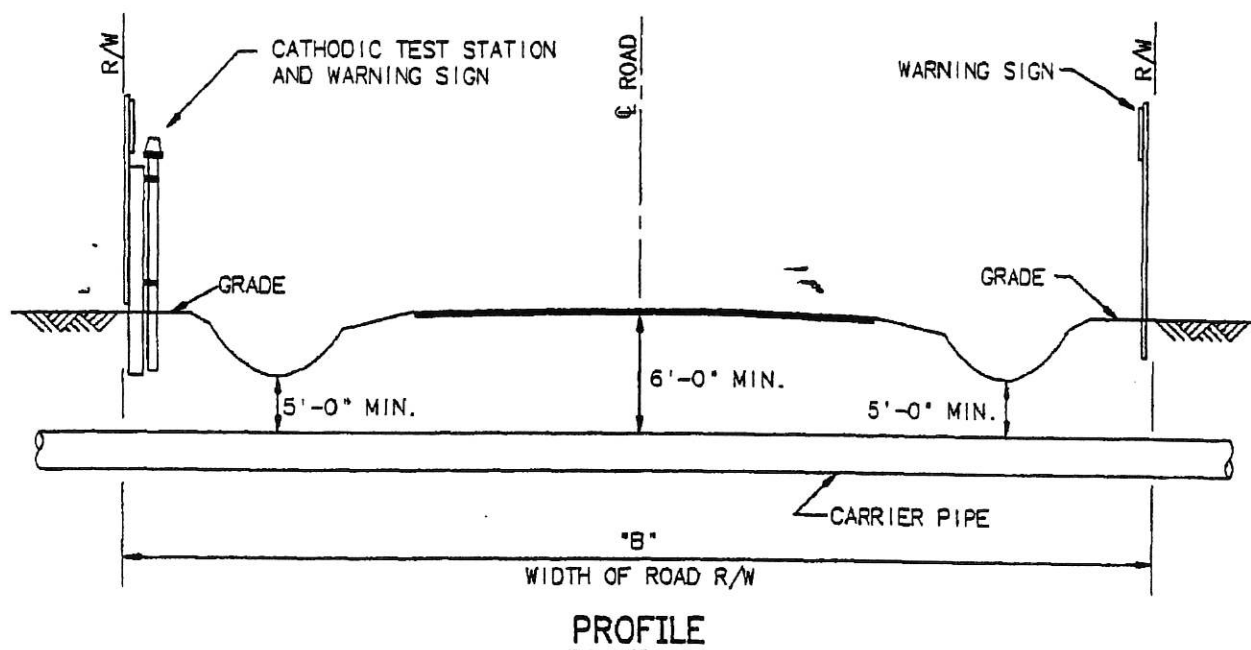
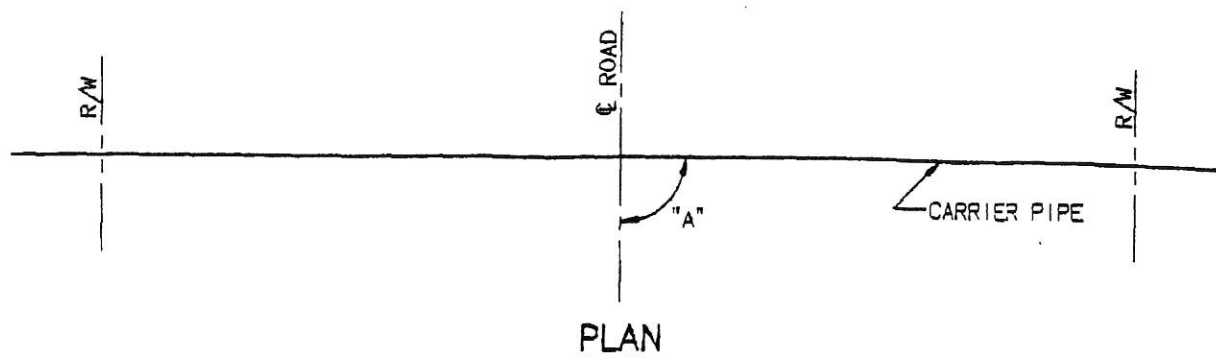
It is understood that all work will comply with the requirements of the Pipe Line Policy adopted by Jefferson County Commissioners' Court on and all subsequent revisions thereof to date,

Enclosed please find the required permit fee:

8 road crossings @ \$100.00 + \$5,000.00 per crossing	\$ 40,800.00
<u>1</u> miles parallel @ \$150.00/mile or fraction	
TOTAL	\$ 40,800.00

We understand that a Performance Bond will be required to protect against damage to Jefferson County's property. This will be \$5,000.00 per crossing and \$50,000.00 per mile or fraction thereof for parallel construction unless a special hazard to Jefferson County's property is judged to exist. No work will begin until the County Engineer has been furnished such bonds as Jefferson County Commissioners' Court may choose to require.

Permit is issued for a period of twenty—five (25) years, at which time, the permit must be renewed

**GENERAL NOTES**

1. MINIMUM DEPTH OF COVER TO BE 5'-0" AT ROAD DITCHES UNLESS OTHERWISE SPECIFIED IN ROAD PERMIT.
2. CROSSING TO BE INSTALLED BY BORING, UNLESS SPECIFICALLY PERMITTED TO OPEN CUT.
3. CONTRACTOR SHALL FURNISH AND INSTALL 1/4" ROCK SHIELD AROUND PIPE BENEATH ROAD BED WHERE PIPE IS INSTALLED BY OPEN CUT METHOD.
4. WHERE THE ROAD IS OPEN CUT, CONTRACTOR SHALL FURNISH AND INSTALL AT NO ADDITIONAL COST TO COMPANY ANY SPECIAL BACKFILL MATERIAL REQUIRED BY THE HIGHWAY DEPARTMENT OR ANY OTHER AGENCY HAVING JURISDICTION OVER THE ROADWAY. BACKFILL SHALL BE PLACED IN LAYERS NOT EXCEEDING SIX INCHES LOOSE DEPTH AND COMPACTED BY MEANS OF MECHANICAL TAMPER TO 95% DENSITY AT OPTIMUM MOISTURE.
5. CARRIER PIPE DATA:
 12.75" O.D. x 0.219" W.T., API 5LX-60, ERW PIPE, EXTERNALLY COATED WITH FUSION BOND EPOXY.
 MAXIMUM ALLOWABLE OPERATING PRESSURE = 1000 PSIG
 MINIMUM TEST PRESSURE = 1500 PSIG
 NORMAL OPERATING PRESSURE = 750 PSIG
6. PIPELINE DESIGNED TO MEET THE REQUIREMENTS OF THE RAILROAD COMMISSION OF TEXAS AND DEPARTMENT OF TRANSPORTATION, 49 CFR 192.

**CENTANA INTRASTATE
PIPELINE COMPANY**
A Unit of Panhandle Eastern Corporation
**TYPICAL UNCASED ROAD CROSSING
JEFFERSON COUNTY, TEXAS**

REV	DATE	BY	DESCRIPTION	CHK

 PROJECT NO. **5318**

MUSTANG ENGINEERING, INC.

HOUSTON, TEXAS

DRAWN BY: KHESS

DATE: 04AUG95

DWG. NO.

REV.

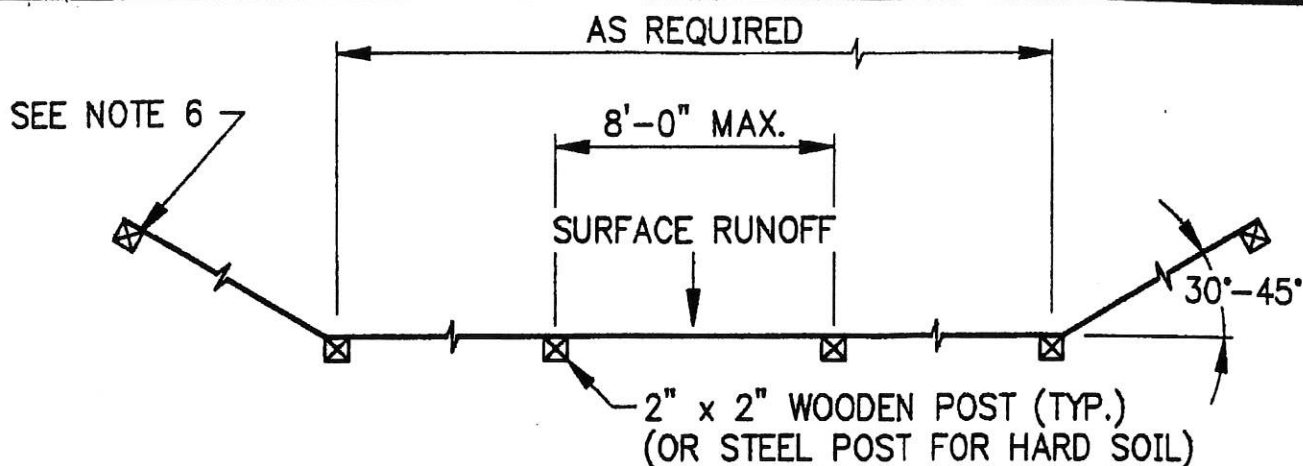
 CHECKED BY: *AGC*

DATE: 10 AUG 95

9801
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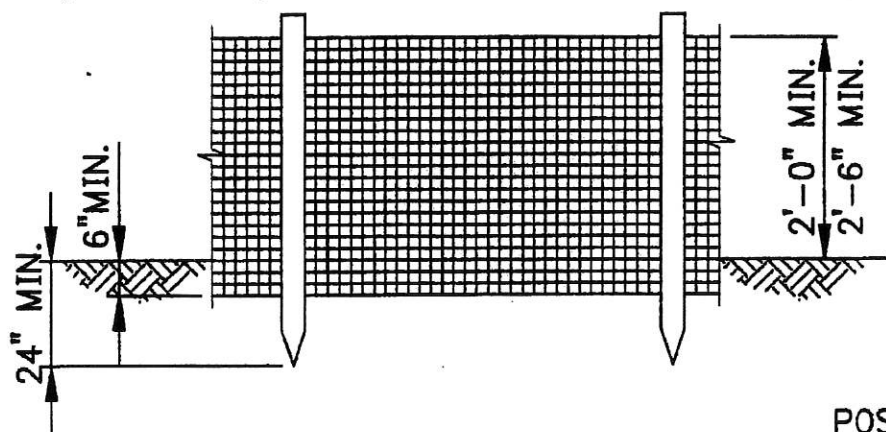
SCALE: NCNE

APP.

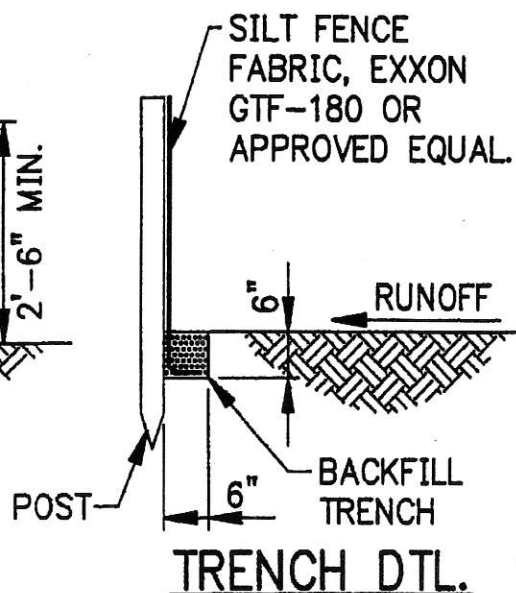


PLAN

SILT FENCE SHALL
BE TRENCHED INTO
SOIL (SEE DETAIL)



ELEVATION



TRENCH DTL.

NOTES:

1. SILT FENCE (OR BALE BARRIER) SHALL BE INSTALLED TO FILTER SEDIMENT FROM SURFACE RUNOFF.
2. BUILD-UP OF SEDIMENT SHALL BE REMOVED WHEN SEDIMENT REACHES 1/2 THE ABOVE GROUND HEIGHT OF THE FENCE.
3. SILT FENCE SHALL BE LEFT IN PLACE UNTIL PERMANENT VEGETATION COVER IS ESTABLISHED.
4. AREA DISTURBED AS A RESULT OF REMOVING THE SILT FENCE SHALL BE RESTABILIZED BY SEEDING ACCORDING TO THE REVEGETATION SPECIFICATIONS.
5. SILT FENCES SHALL BE PLACED TO FOLLOW (RUN PARALLEL TO) THE CONTOURS.
6. ON UPSLOPE INSTALLATIONS, BOTH ENDS OF THE SILT FENCE SHALL BE TURNED AND EXTENDED UPSLOPE.

REV	DATE	BY	DESCRIPTION	CHK

PROJECT NO. **5318**



MUSTANG ENGINEERING, INC.
HOUSTON, TEXAS

**CENTANA INTRASTATE
PIPELINE COMPANY**
A Unit of Panhandle Eastern Corporation

**FABRIC FENCE SEDIMENT BARRIER
TEMPORARY EROSION CONTROL**

DRAWN BY: K.HESS

DATE: 10AUG95

DWG. NO.

REV.

CHECKED BY: AQE

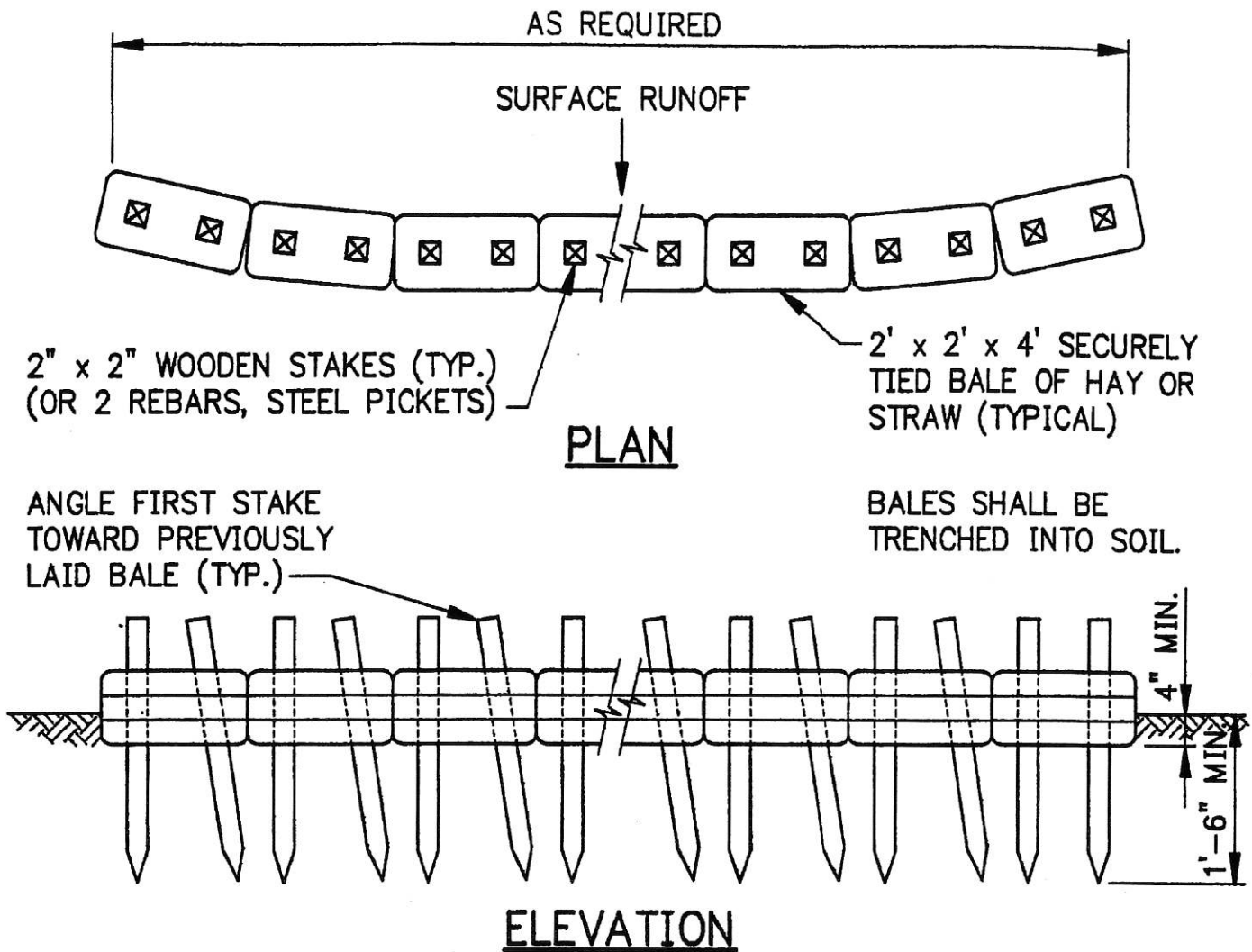
DATE: 10 AUG 95

9805

0


SCALE: NONE

APP.



NOTES:

1. BALE BARRIERS OR SILT FENCE SHALL BE INSTALLED TO FILTER SEDIMENT FROM SURFACE RUNOFF.
2. INSTALLATIONS SHALL BE PERIODICALLY CHECKED AND IF FLOW IS OBSTRUCTED, BUILD-UP OF SEDIMENT SHALL BE REMOVED.
3. BALE BARRIERS SHALL BE LEFT IN PLACE UNTIL PERMANENT VEGETATION COVER IS INSTALLED. HAY OR STRAW FROM BALE BARRIERS MAY THEN BE USED AS MULCH OVER THE SURROUNDING AREA.
4. AREA DISTURBED AS A RESULT OF REMOVING THE BALE BARRIERS SHALL BE RESTABILIZED BY SEEDING ACCORDING TO THE REVEGETATION SPECIFICATIONS.
5. BALE BARRIERS SHALL BE PLACED TO FOLLOW (RUN PARALLEL TO) THE CONTOURS AND SHALL NOT BE LOCATED IN AREAS OF CONCENTRATED FLOW.
6. ON UPSLOPE INSTALLATIONS, BOTH ENDS OF THE BALE BARRIER SHALL BE TURNED AND EXTENDED UPSLOPE.

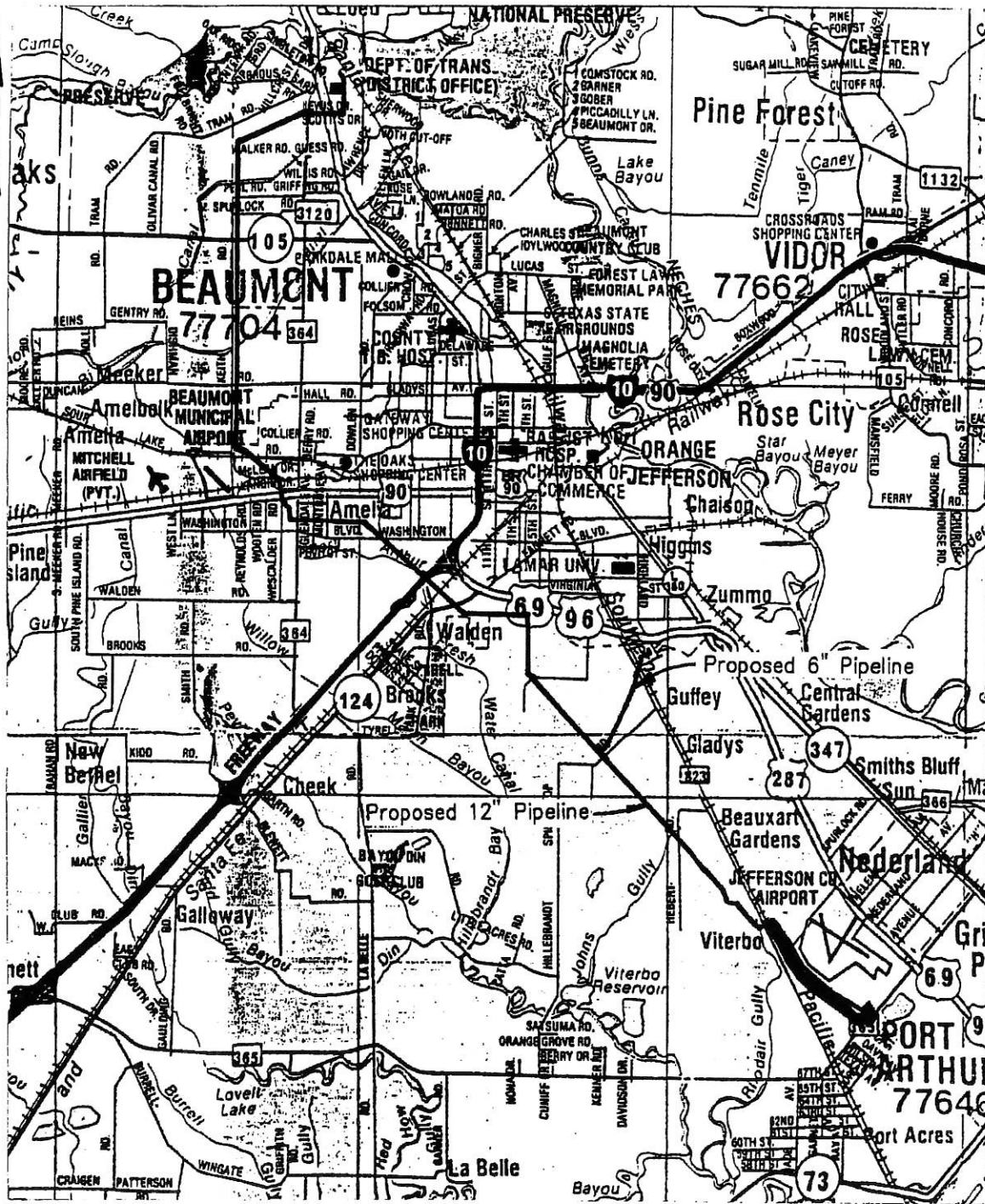
REV	DATE	BY	DESCRIPTION		CHK
PROJECT NO.			5318		
			<u>MUSTANG ENGINEERING, INC.</u> HOUSTON, TEXAS		

**CENTANA INTRASTATE
PIPELINE COMPANY**
A Unit of Panhandle Eastern Corporation

**HAY BALE SEDIMENT BARRIER
TEMPORARY EROSION CONTROL MEASURE**

DRAWN BY: KHESS	DATE: 10AUG95	DWG. NO.	REV.
CHECKED BY: AQC	DATE: 10 AUG 95	9804	0
SCALE: NONE	APP.		

53189001.DWG 15SEP95 1351 5318 SF1 IMP CSPRIN



REV	DATE	BY	DESCRIPTION	CHK

PROJECT NO. 5318



MUSTANG ENGINEERING, INC.
HOUSTON, TEXAS

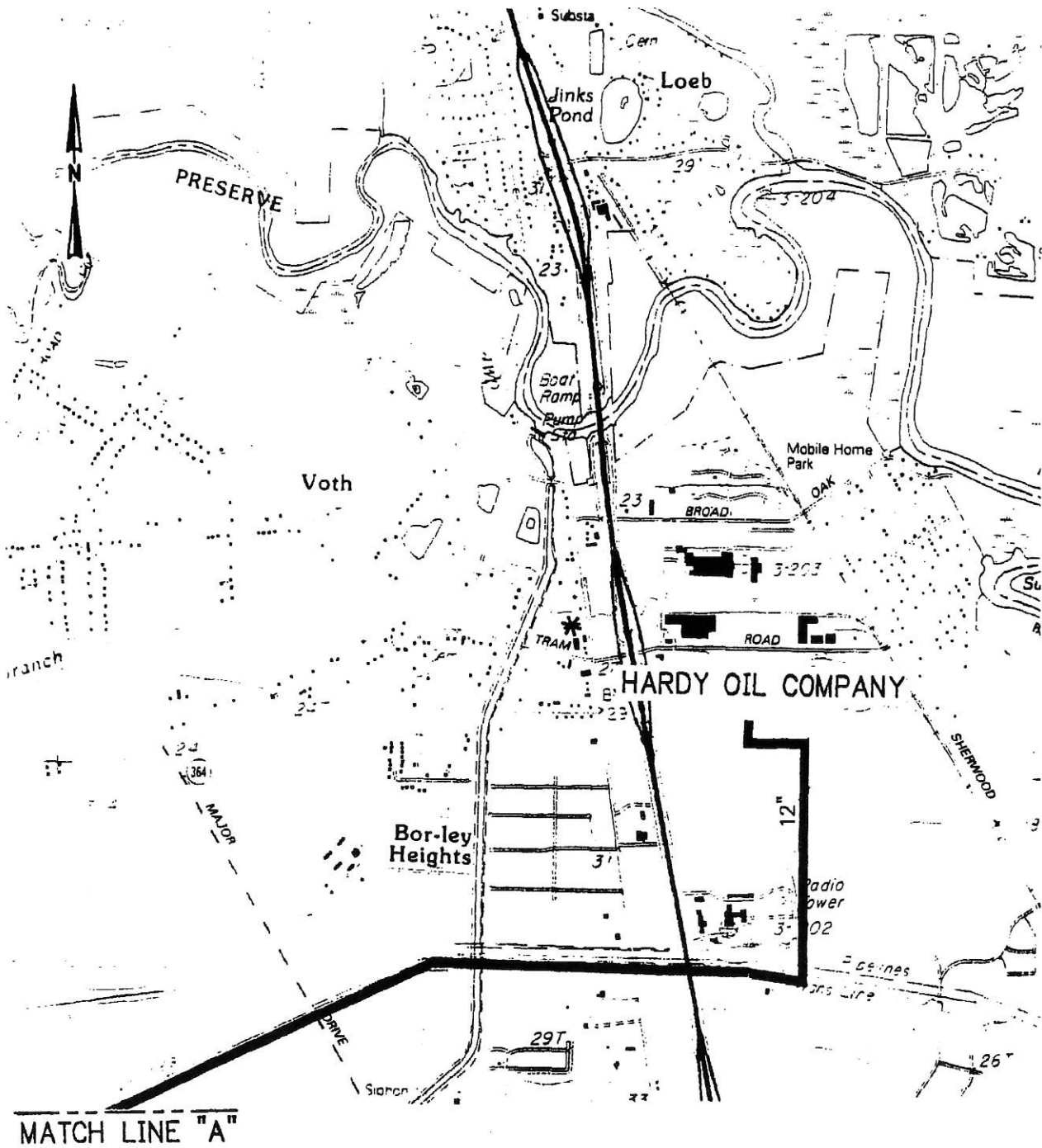
CENTANA INTRASTATE PIPELINE COMPANY

A Unit of Panhandle Eastern Corporation

PROPOSED 12" PIPELINE
VICINITY MAP
JEFFERSON COUNTY, TEXAS

DRAWN BY: CS	DATE: 25SEP95	DWG. NO.	REV.
CHECKED BY:	DATE:	9019	0
SCALE: NONE	APP.		

53189001.DWG 29AUG95 0618 5318 SF1 IMP CSPRIN



SCALE IN FEET
1000 0 1000 2000 3000

REV	DATE	BY	DESCRIPTION	CHK

PROJECT NO. **5318**

MUSTANG ENGINEERING, INC.
HOUSTON, TEXAS

CENTANA INTRASTATE PIPELINE COMPANY

A Unit of Panhandle Eastern Corporation

PROPOSED 12" & 6" PIPELINES
LOCATION MAP
JEFFERSON COUNTY, TEXAS

DRAWN BY: CDS

DATE: 07AUG95

DWG. NO.

REV.

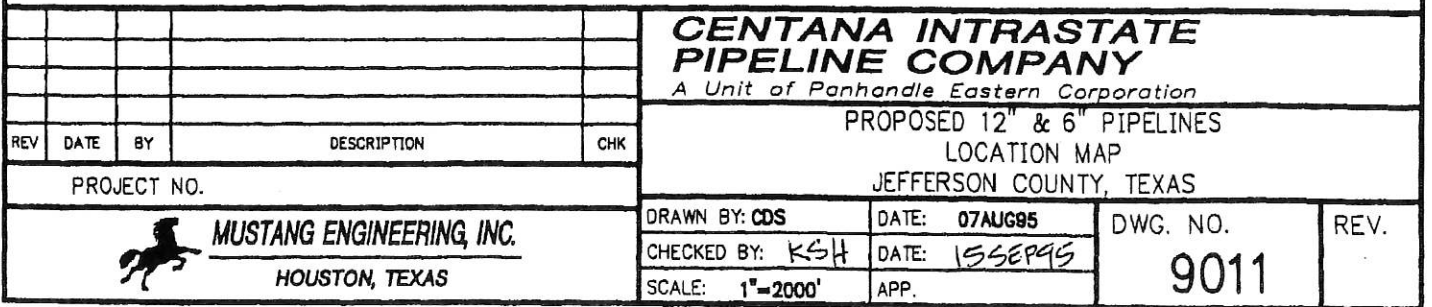
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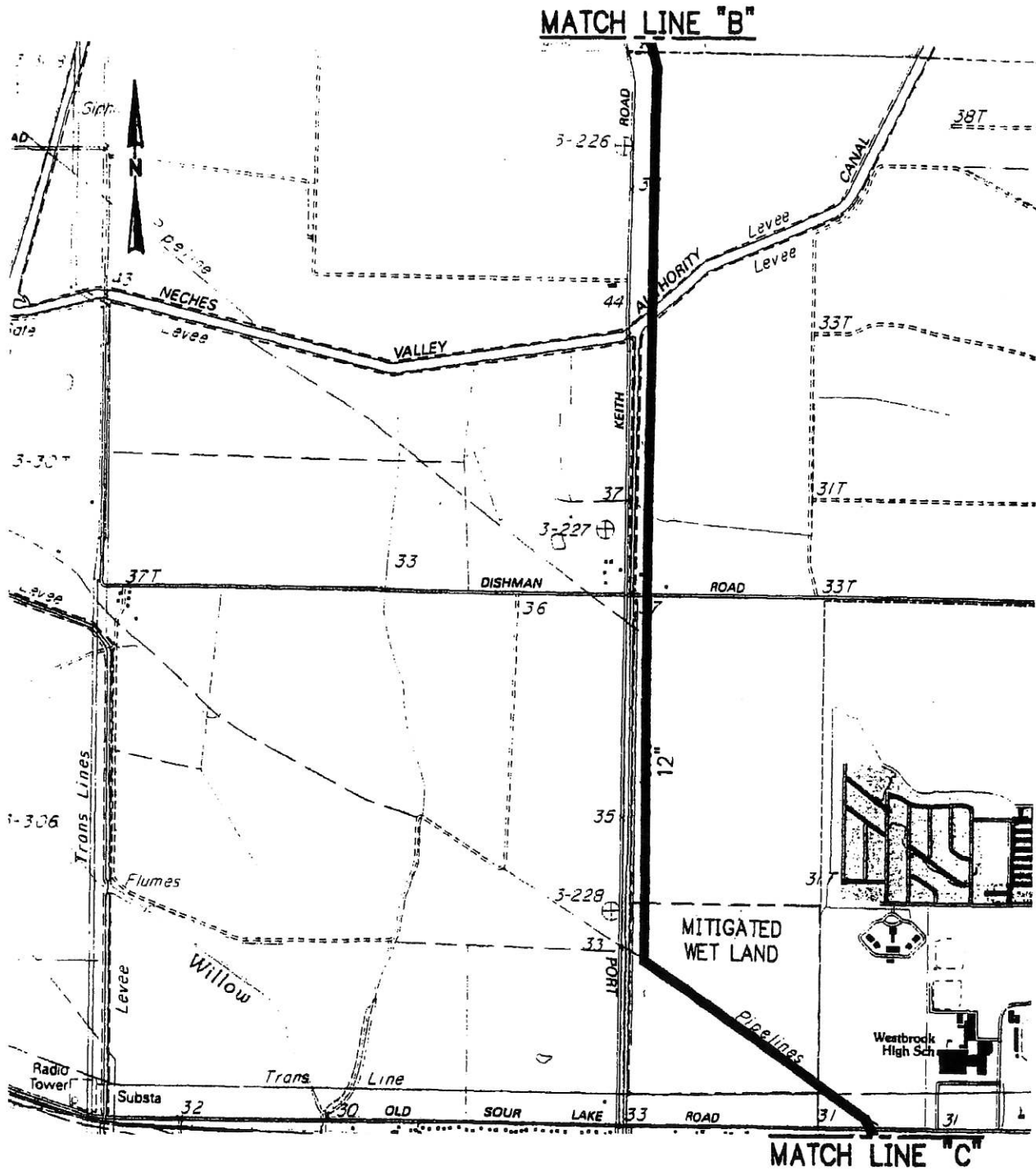
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SCALE: 1"=2000'

APP.



53189003.DWG 09AUG95 0928 5318 SF1 IMP CSPRIN



SCALE IN FEET
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CENTANA INTRASTATE PIPELINE COMPANY

A Unit of Panhandle Eastern Corporation

PROPOSED 12" & 6" PIPELINES
LOCATION MAP
JEFFERSON COUNTY, TEXAS

REV	DATE	BY	DESCRIPTION	CHK

PROJECT NO. **5318**



MUSTANG ENGINEERING, INC.
HOUSTON, TEXAS

DRAWN BY: CDS

DATE: 07AUG95

DWG. NO.

REV.

CHECKED BY: KSL

DATE: 15SEP95

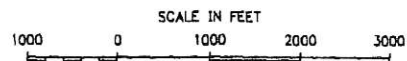
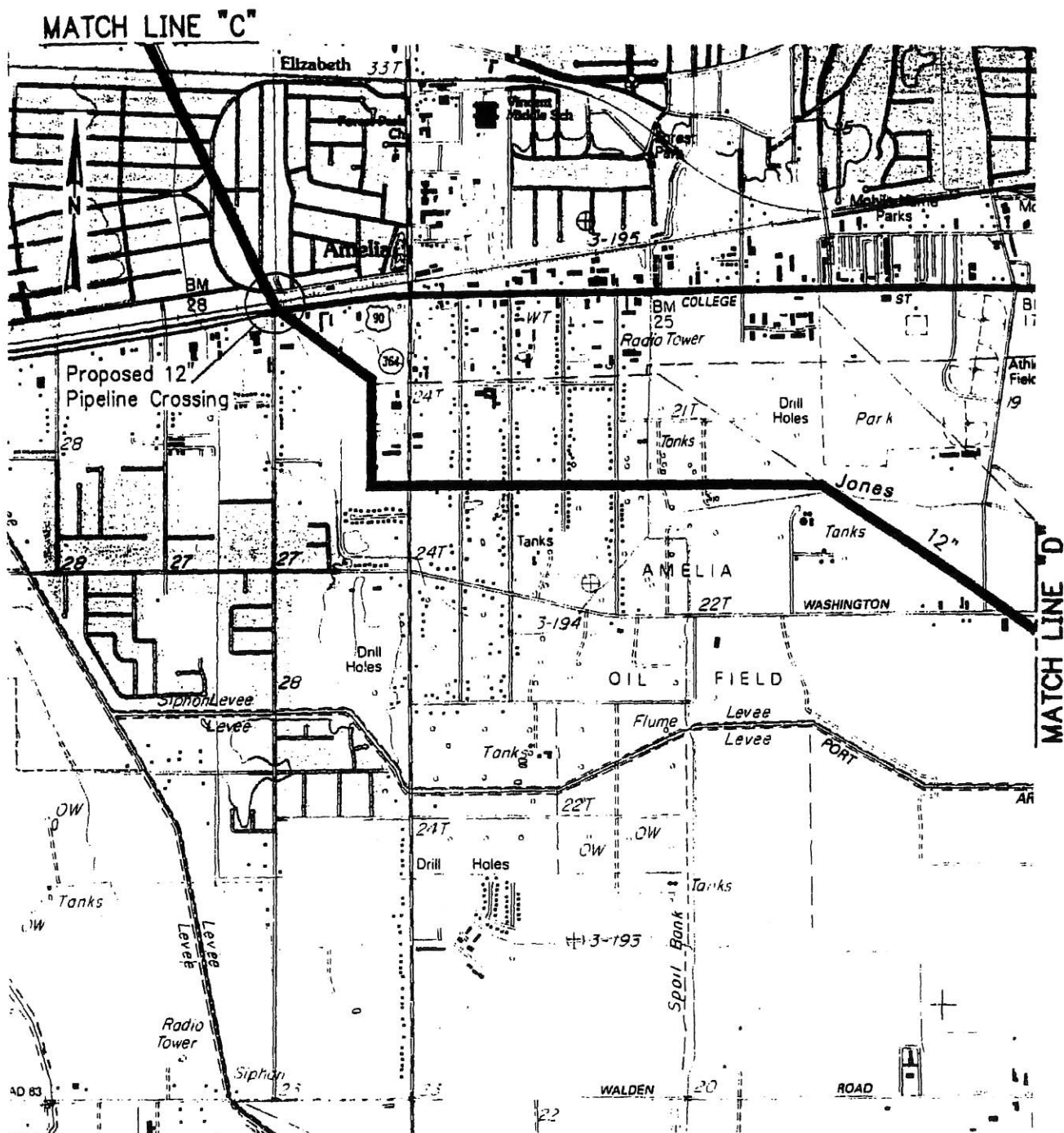
9012

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SCALE: 1"=2000'

APP.

53189004.DWG 07AUG95 1509 5318 SF1 IMP CSPRIN



CENTANA INTRASTATE PIPELINE COMPANY

A Unit of Panhandle Eastern Corporation

PROPOSED 12" & 6" PIPELINES

LOCATION MAP

JEFFERSON COUNTY, TEXAS

REV	DATE	BY	DESCRIPTION	CHK

PROJECT NO. **5318**



MUSTANG ENGINEERING, INC.
HOUSTON, TEXAS

DRAWN BY: CDS

DATE: 07AUG95

DWG. NO.

REV.

CHECKED BY: KSH

DATE: 15SEP95

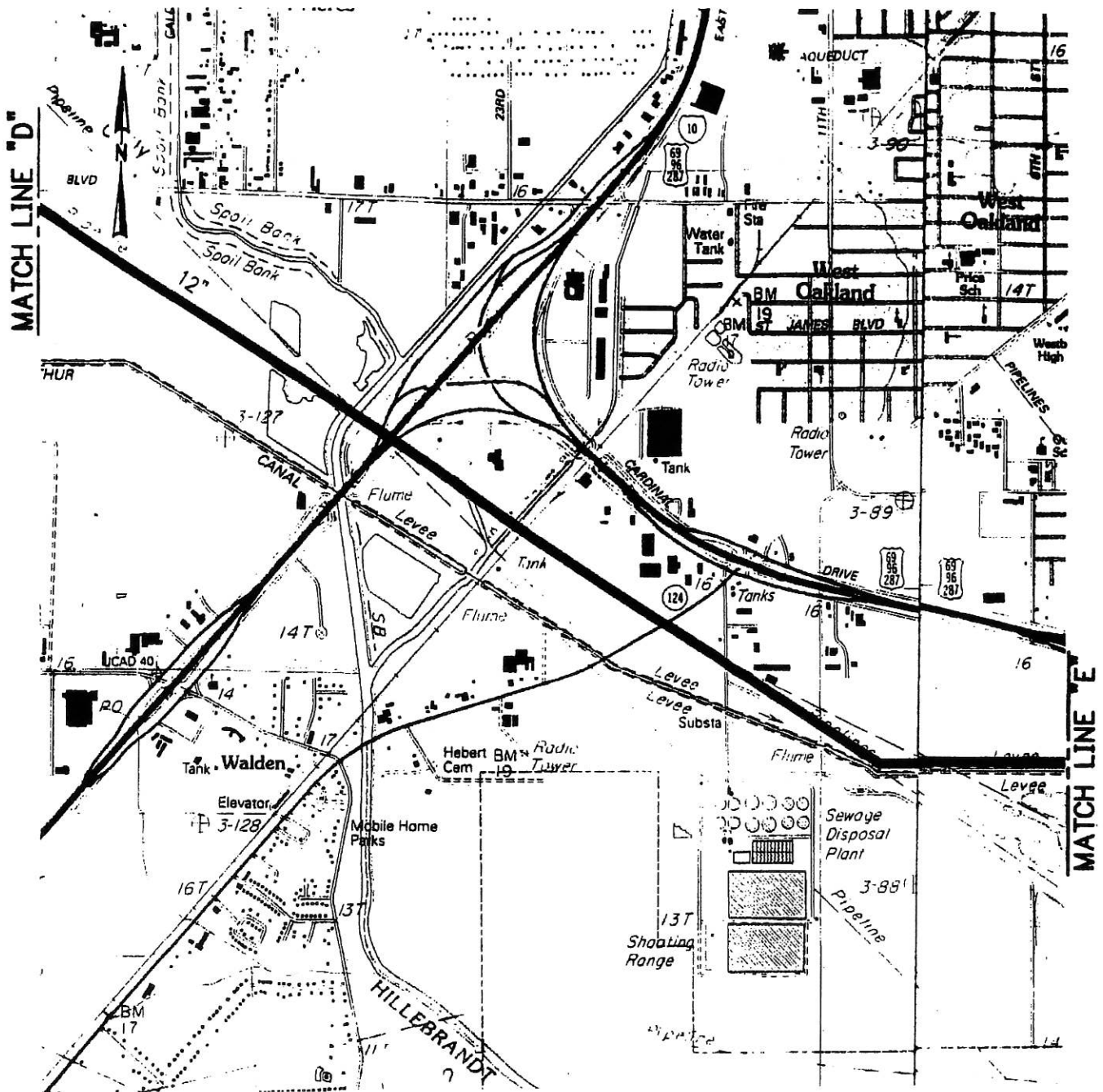
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SCALE: 1"=2000'

APP.

53189005.DWG 07AUG95 1509 5318 SF1 IMP CSPRIN



SCALE IN FEET
1000 0 1000 2000 3000

CENTANA INTRASTATE PIPELINE COMPANY

A Unit of Panhandle Eastern Corporation

PROPOSED 12" & 6" PIPELINES
LOCATION MAP
JEFFERSON COUNTY, TEXAS

REV	DATE	BY	DESCRIPTION	CHK

PROJECT NO. **5318**



MUSTANG ENGINEERING, INC.
HOUSTON, TEXAS

DRAWN BY: CDS

DATE: 07AUG95

DWG. NO.

REV.

CHECKED BY: KSH

DATE: 15 SEP 95

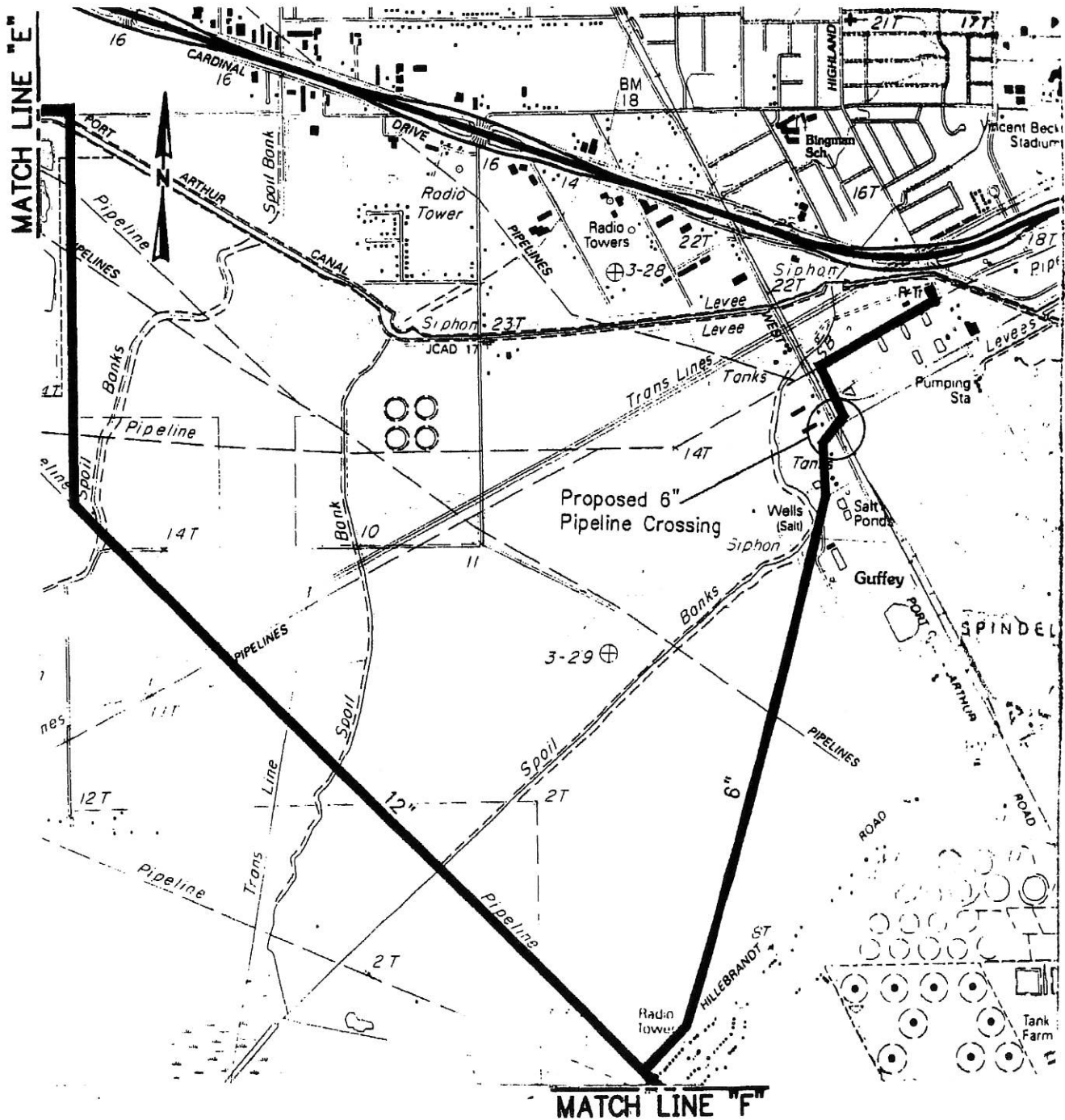
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SCALE: 1"=2000'

APP.

53189006.DWG 24AUG95 1558 5318 SF1 IMP CSPRIN



CENTANA INTRASTATE PIPELINE COMPANY

A Unit of Panhandle Eastern Corporation

PROPOSED 12" & 6" PIPELINES
LOCATION MAP
JEFFERSON COUNTY, TEXAS

DRAWN BY: CDS

DATE: 07AUG95

DWG. NO.

REV.

CHECKED BY: KSH

DATE: 15SEP95

9015

0

SCALE: 1"=2000'

APP.

PROJECT NO.

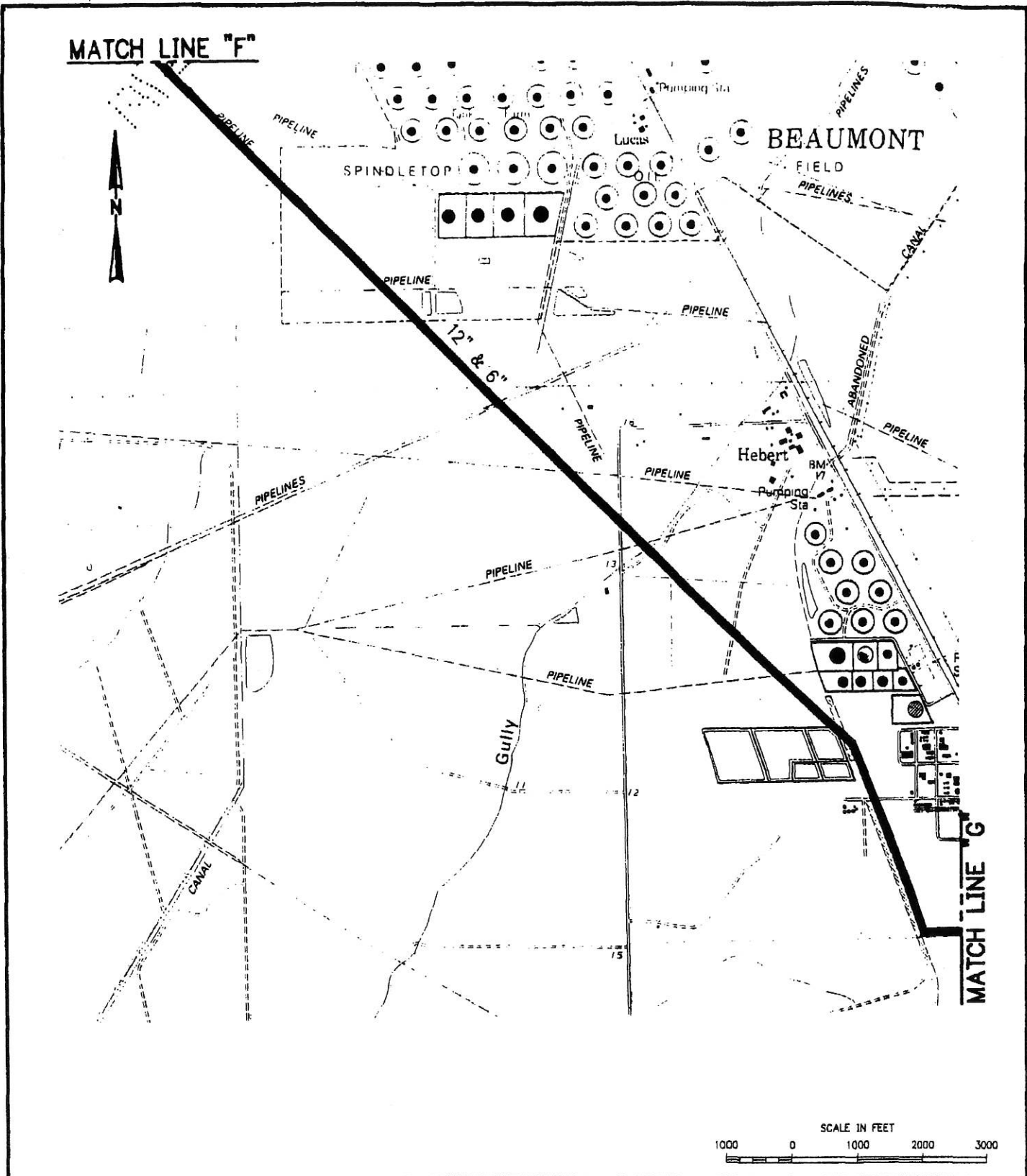
5318



MUSTANG ENGINEERING, INC.

HOUSTON, TEXAS

53189007.DWG 30AUG95 1646 5318 SF1 IMP CSPRIN



REV	DATE	BY	DESCRIPTION	CHK

PROJECT NO. **5318**

MUSTANG ENGINEERING, INC.
HOUSTON, TEXAS

CENTANA INTRASTATE PIPELINE COMPANY

A Unit of Panhandle Eastern Corporation

PROPOSED 12" & 6" PIPELINES
LOCATION MAP
JEFFERSON COUNTY, TEXAS

DRAWN BY: CDS

DATE: 07AUG95

DWG. NO.

REV.

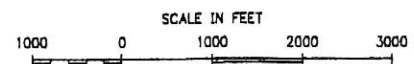
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DATE: 19 SEP 95

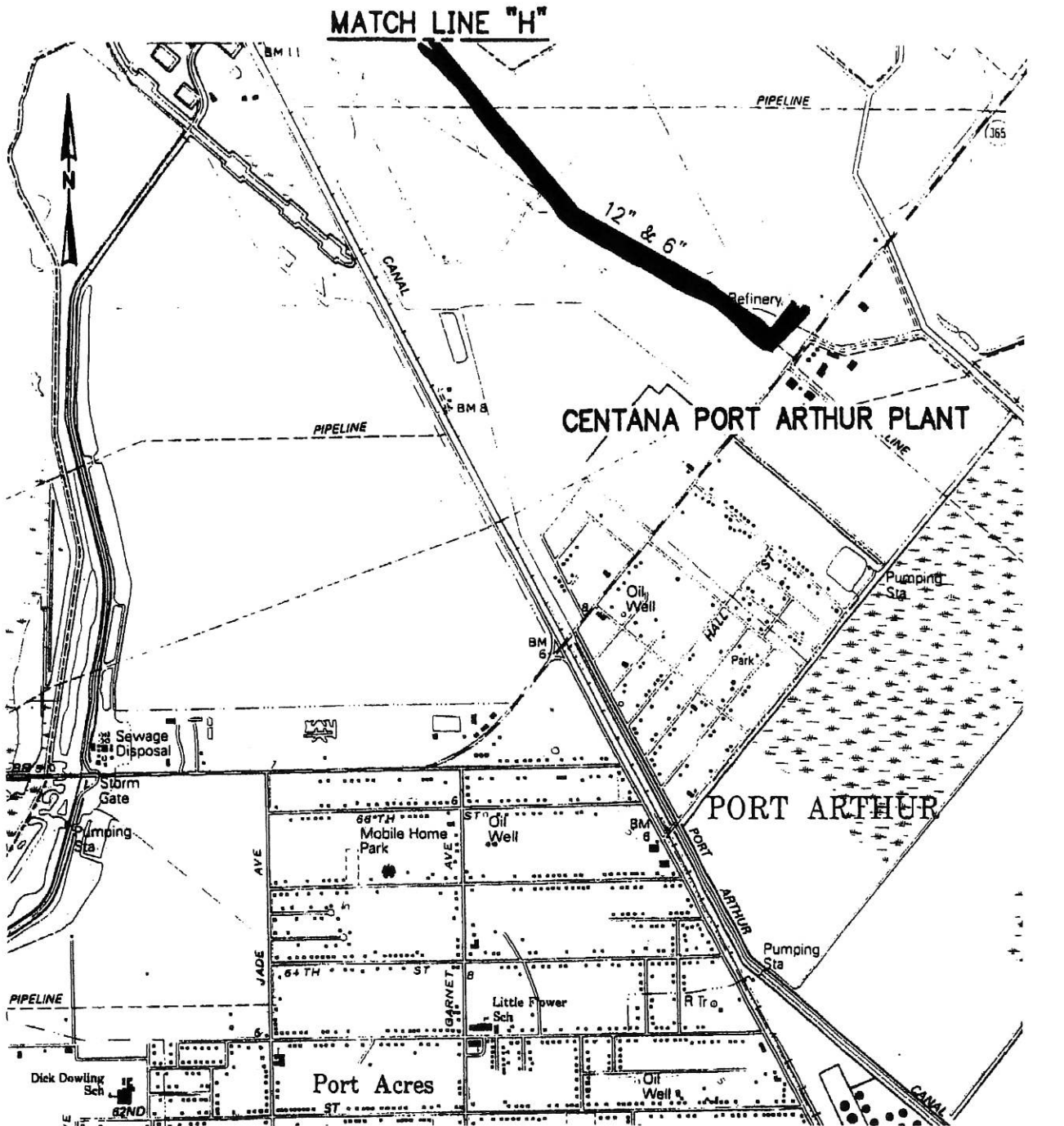
9016**0**

SCALE: 1"=2000'

APP.

[illegible]

53189009.DWG 07AUG95 1512 5318 SF1 IMP CSPRIN



SCALE IN FEET
1000 0 1000 2000 3000

REV	DATE	BY	DESCRIPTION	CHK

PROJECT NO. **5318**

MUSTANG ENGINEERING, INC.
HOUSTON, TEXAS

CENTANA INTRASTATE PIPELINE COMPANY

A Unit of Panhandle Eastern Corporation

PROPOSED 12" & 6" PIPELINES

LOCATION MAP

JEFFERSON COUNTY, TEXAS

DRAWN BY: **COS**DATE: **07AUG95**

DWG. NO.

REV.

CHECKED BY: **KEH**DATE: **15SEP95****9018****0**SCALE: **1"=2000'**

APP.

MUSTANG ENGINEERING, INC.
 CLIENT: CENTANA INTRASTATE PIPELINE CO.
 PROJECT NO. 5318

PROPOSED 10 MILES OF 6" PIPELINE FROM CENTANA'S PORT ARTHUR PLANT TO MOBIL TIE-IN
 PROPOSED 1,500 FEET OF 12" PIPELINE FROM PORT ARTHUR PLANT TO W. PORT ARTHUR ROAD

TRACT NO.	DISCRPTION	"A" ANGLE OF CROSSING	"B" R.O. W. WIDTH	DISTANCE TO INTERSECTING STREET	
JEFFERSON COUNTY					
1	West Port Arthur Road (North)	6"	56 d. 00 m.	60'	East 103.2' to Southern Pacific R. R.
2	Hillebrandt Road	6"	84 d. 52 m.	89'	East 315.6' to Cectus Ave.
3	Herbert Road	6"	47 d. 53 m.	75'	North 2635.1' to Unnamed Rd.
4	Federal Prison Road	6"	88 d. 00 m.	80'	East 76.7' to W. Port Arthur Rd.
5	Clover Dale Drive	6"/12"	85 d. 31 m.	60'	West 393.4' to Southern Pacific R. R.
6	South Garden Road	6"/12"	69 d. 11 m.		East 298.4' to Cloverdale Dr.
7	Viterbo	6"/12"	80 d. 36 m.	66'	North 720.7' to Unnamed St.

G:\5318\PERMITS\JEFFCO2.WK3

Permit No. 03-u-21Precinct No. 3

NOTICE OF PROPOSED PLACEMENT OF
PUBLIC UTILITY LINE/Common Carrier Pipeline Within
JEFFERSON COUNTY RIGHT-OF-WAY
(2003 REVISION)

Date February 23, 2021

HONORABLE COMMISSIONERS' COURT
JEFFERSON COUNTY
BEAUMONT, TEXAS 77701

Gentlemen:

Trinity Bay Conservation District (Company) does hereby made application to use lands belonging to Jefferson County, for the purpose of constructing, maintaining or repairing a utility or common carrier pipeline for the distribution of 2" PVC Sanitary Sewer Force Main, location of which is fully described as follows: Approximately 1,200 linear feet of 2" PVC force main from Kiker Road traveling west along Shell Hammer Road and ending at 14410 Shell Hammer Road. A bore will be required under Kiker Road.

SEE ATTACHED DRAWINGS (P.9).

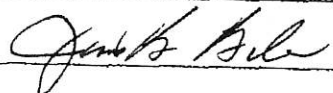
19 pages of drawings attached.

Construction will begin on or after March 24, 2021.

It is understood that all work will comply with the requirements of the Utility and Common Carrier Pipeline Policy adopted by Jefferson County Commissioners' Court on _____, and all subsequent revisions thereof to date.

Company Trinity Bay Conservation District

By James Gibson



Title General Manager

Address P.O. Box 599

Stowell, Texas 77661

Telephone 409-296-3602

Fax No. 409-296-3745

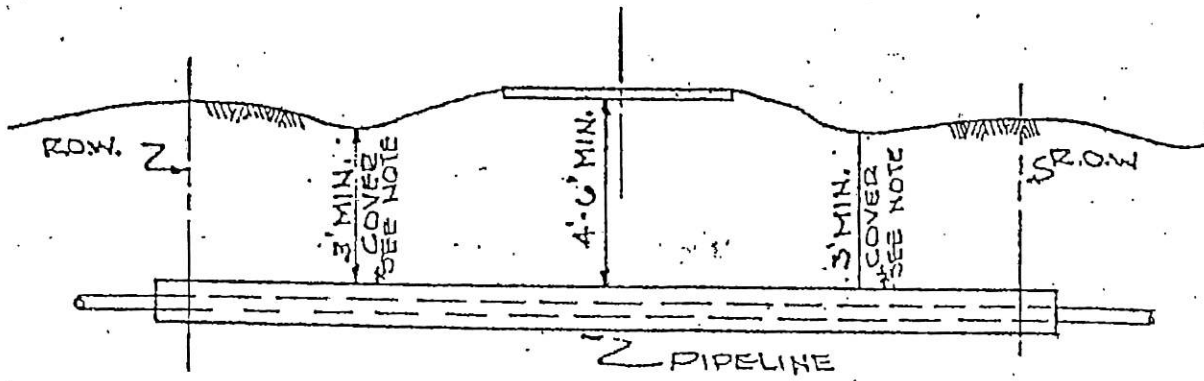
FOR COMMON CARRIER PIPELINE COMPANY ONLY

1. Common Carrier Determination form must be attached to application.
2. Corporation/Person product is to be purchased from/delivered to:

Enclosed, please find the required application fee:

<u>1</u> road crossing @ \$100.00	\$ <u>N/A</u>
<u>1200 ft</u> miles parallel @ \$150.00/mile or fraction	\$ <u>N/A</u>
TOTAL	\$ <u>N/A</u>

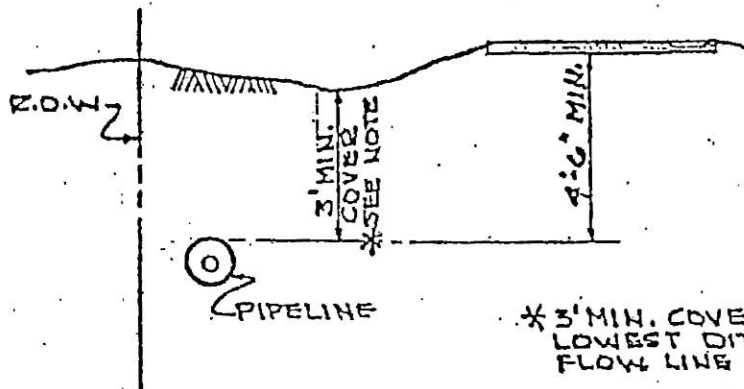
We understand that a Performance Bond will be required to protect against damage to Jefferson County's property. This will be \$5,000.00 per crossing and \$50,000.00 per mile or fraction thereof for parallel construction unless a special hazard to Jefferson County's property is judged to exist. No work will begin until the County Engineer has been furnished such bonds as Jefferson County Commissioners' Court may choose to require.



* 3' MIN. COVER AT
LOWEST DITCH
FLOW LINE ELEV.

NOTE: CASING TO EXTEND
1'-0' OUTSIDE R.O.W. EACH
SIDE OF ROAD.

1. STANDARD PIPELINE CROSSING



* 3' MIN. COVER AT
LOWEST DITCH
FLOW LINE ELEV.

2. STANDARD PARALLEL LINE

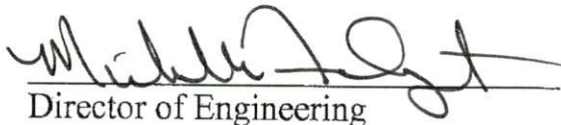
JEFFERSON COUNTY
ENGINEERING DEPARTMENT.

PIPELINE DETAILS (STD.)

12-7-79 | NO SCALE | [signature]

ENGINEERING ACTION FORM

The minimum standard bond required is \$ N/A


Director of Engineering

03/01/21
Date

COMMISSIONERS COURT ORDER

On this date the attached application of a utility or common carrier pipeline came on for the Courts consideration, and the Court having considered the application is of the opinion that the applicant is a utility or common carrier pipeline company meeting all the requirements of County Policy for installation of a line in County roads and that the plans or details presented with said application did not appear to violate the County Regulations. It is ORDERED that said applicant shall comply with all provisions of the Pipe Line Policy adopted by this Court, and all subsequent revisions. The bond required shall be \$ N/A. Special conditions of construction (are/are not) attached hereto.

COMMISSIONERS COURT

By 
County Judge

UTILITY AND COMMON CARRIER PIPELINE POLICY

GENERAL REQUIREMENTS

Who Must Apply

Any person, company corporation, or public agency desiring to place utility or common carrier pipelines in or above the rights-of-way of public roads in Jefferson County shall obtain a Commissioners' Court Order from Jefferson County Commissioners' Court for the construction, operation and maintenance of said line. The applicant shall comply with all rules, regulations, principles, and specifications herein contained and any other subsequently adopted by Jefferson County Commissioners' Court prior to issuance of the order.

Application

The applicant must complete, in quintuplicate (5), the form herein contained, outlining in detail the proposed installation and its location in public right-of-way. The completed application form must be returned to Jefferson County Engineering Department, at 1149 Pearl Street, 5th Floor, Beaumont, Texas 77701, for approval by Commissioners' Court prior to the start of construction.

Determination

Commissioners' Court shall determine, within a reasonable time after filing of a complete application in the opinion of the County Engineer, the following:

- a. If applicant is a utility, whether applicant is a public utility serving a public purpose; and
- b. If applicant is a pipeline carrier, whether:
 1. It is a common carrier; and,
 2. It serves a public purpose; and,
 3. The proposed pipeline is a parallel line to be placed within fifteen (15) feet of the improved portion of said right-of way.

If Commissioners' Court determines that applicant is not a public utility, or that it is not a common carrier, or that its utility or pipeline shall not serve a public purpose, or that its propose pipeline will be a parallel line placed within fifteen (15) feet of the improved portion of any right-of-way, then, in the event of any such finding, applicant's application shall be denied and its bond returned.

Such applicant may then apply for a permit under the County's "Pipeline Permit Policy" and any bond, in lieu of returning it to applicant, may be applied to the permit application.

Maintenance, Alteration or Removal

Advance notification in writing will be required for all maintenance, alteration or removal operations except in emergency situation where the safety of the public would be endangered by a delay in repairs. In any such emergency, contact the County Engineer by phone at 9409) 835-8584, and inform him of the proposed emergency repairs. As soon as practical, but no later than 48 hours after the start of emergency repairs, notify the County Engineer in writing of the emergency repairs effected, detailing the repairs and the reasons immediate action was required.

Time Limits

A time period of three months is allowed from the issuance of the order to start construction. Once started, the applicant is allowed three months to complete all work. All construction must be completed within six (6) months from the date of issuance. Upon application, extensions may be granted by the Jefferson County Commissioners' Court. Such applications for extensions must be received by the Court at least thirty days before the expiration of the six-month period.

Existing Permits

Any permit, franchise, or instruments of a similar character previously executed by Commissioners' Court shall be subject to the time limit and requirements herein unless specifically stated to the contrary in said permit, franchise or instrument.

GENERAL PRINCIPLES

No utility or common carrier pipeline shall ever be installed or maintained in such manner as to interfere with construction, maintenance or repair of any public road whether currently existing or hereafter constructed on future public right-of-way. Should a utility or common carrier pipeline installed by the applicant ever be found to interfere with the construction, maintenance or repair of an existing public road or future public road, the applicant shall, upon the request of the Commissioners' Court, or the County Engineer, promptly change or alter such installation, at its own expense, in such manner that the same no longer interferes with such construction, maintenance or repair.

No utility or common carrier pipeline shall ever be installed so as to interfere with the use of a public road for vehicular or pedestrian traffic, nor so as to interfere with any drainage now or hereafter effected on or along any such road.

Whenever the relocation of public utilities is necessitated by the improvement of a county road, such relocation shall be promptly made by the utility company or common carrier company at the rate, cost and expense of said company.

Responsibility for Repairs

The applicant, in accordance with the specifications herein contained and/or the directions of the County Engineer or his designated representatives, shall immediately, at its own expense, repair, or replace all public property and all private property, including, but not limited to, driveways, fences, and mail boxes, located in, along or adjacent to public right-of-way, which may be damaged or destroyed by any action or inaction of the applicant.

In any case in which the public welfare demands immediate action to remedy conditions arising out of the actions or inactions of the applicant and in which it is judged that the applicant cannot provide such immediate action, and in any case in which the applicant has failed to comply with the directions of Commissioners' Court, or the County Engineer or his representatives, or to comply with the rules of Jefferson County to perform or cause to be performed, at the remedy such conditions or provide compliance with such directions.

SPECIFICATIONS

General

The applicant shall comply with the rules, regulations, principles, and specifications contained here and/or the directions of the County Engineer, or his representatives. Should the County Engineer or his representative find that the applicant is not in compliance with said rules, regulations, principles, specifications and directions, he will require that the applicant cease all work until such compliance can be obtained. Failure to comply with said rules, regulations, specifications and directions will be cause for issuance of a "Stop Work Notice" until such time as said defects are corrected.

Line Crossing, Method of Placement (See Standard Detail)

Any utility or common carrier pipeline crossing a public road, regardless of roadway surfacing or lack thereof, shall be bored, jacked or driven under the roadway and shall be placed in an iron, steel or other approved casing of approximately the same diameter as the utility or common carrier pipeline. Such casing shall extend one hundred and twenty (120) feet or the width of the right-of-way, plus one foot on each side of the right-of-way, whichever is greater with the casing location to be determined by the Jefferson County Engineering Department.

Water jetting will not be allowed. Excavation will not be allowed within the road right-of-way.

A minimum of three (3) feet must be provided under road ditches.

Uncased, protected pipelines must have a minimum cover of five (5) feet.

Where evidence is presented indicating the impracticality of boring, jacking, or driving the line under the roadway, Commissioners' Court may at its option, grant permission for placement by open cut or required relocations of the crossing to another location where the line can be successfully installed by the specified method.

Where placement by open cut is allowed by Commissioners' Court, it shall be in compliance with these specifications:

- a. Casing The line will be fully cased for one hundred and twenty (120) feet or the width of the right-of-way, plus one foot on each side of the right-of-way, whichever is greater; with the casing location to be determined by the Jefferson County Engineering Department.
- b. Backfill The line must be properly bedded to prevent settlement or damage to the line. The excavation shall be backfilled with cement stabilized sand (1 ½ sack per cubic yard) to within 2" of the sub-base and compacted.
- c. Base The base shall be replaced with crushed limestone base material from 2' below the existing base to 1" below the existing top of base and compacted to a minimum 95% Proctor density. In no case shall the compacted thickness of the replacement base be less than 6".
- d. Surface
 1. Dirt, Shell or Gravel Surface The original surface shall be replaced with an equal thickness of shell or gravel, but in no case less than 6" of well-compacted material will be accepted.
 2. Bituminous Surface The original surface shall be replaced with a 1" greater thickness of hot mix, hot laid, asphaltic concrete, but in no case less than 2" thick.
 3. Concrete Surface The original surface shall be replaced with a 1" greater thickness of minimum 3000 psi Portland Cement concrete, in no case less than 6" thick. Concrete must be replaced in full panel sections only. Replacement concrete is to be reinforced with ½" diameter deformed reinforcing steel bars, 12" on center or equal. Replacement sections must be accurately positioned with reference to existing sections by means of steel dowel bars. Bituminous overlays or concrete shall be replaced with an equal thickness of hot mix, hot laid asphaltic concrete.

Where a line is installed outside of the roadway area, the excavation may be backfilled with excavated material compacted in 6" lifts, and the right-of-way shall be reshaped to its original contours. Excess excavation shall be hauled away.

Lines paralleling Method of Placement

Where the right-of-way is available, no lines shall be placed closer than ten (10) feet to the edge of pavement nor closer than twenty feet from the center line of a road where the road is not paved. No line shall be placed less than three feet below the flow-line of a road ditch without the permission of Jefferson County Commissioners' Court. (See Standard Detail)

Lines may be placed by an open cut of the road shoulder. When excavated material from the cut is piled along the cut, the applicant shall provide minimum 12" wide weep holes at maximum 200-foot intervals and at all low places to allow drainage of the road and adjacent property into the road ditch.

The line shall be properly bedded and may be backfilled with the excavated material compacted in 6" layers. Excess excavation must be hauled away.

Pole, Lines, Location

Utility lines for the transmission of electrical power, or for telephone or telegraph communications, or for similar purposes, may be installed above ground on timber or other sturdy poles. Poles shall be placed as close as practical to the right-of-way lines but in no case closer than fifteen (15) feet from the edge of pavement without the permission of Commissioners' Court.

No guy wires may be anchored within the right-of-way except in the outer one-foot on each side.

Care shall be taken in the placement of poles to minimize the danger that they present to vehicular traffic. The applicant may in some cases be required to construct guardrails for the protection of the public.

Care shall be taken in the placement of poles to avoid damage to existing underground lines. No poles will be placed where they will block drainage.

Pole lines crossing public roads must provide a minimum twenty-two (22) foot vertical clearance.

Inspection Notice

The applicant will notify County Engineer, at (409) 835-8584, at least 48 hours in advance of the start of construction, or of the resumption of construction if discontinued for more than 5 working days.

Line Markers

All lines crossing public roads shall be identified with appropriate markers installed three (3) feet above ground on metal posts located at the point where such line crosses the right-of-way line.

Lines paralleling shall be marked with similar markers every 400 feet, in no event less than one city block. Lines paralleling shall be marked with similar markers at all angle points. Such markers shall be placed on the right-of-way line and the offset to the line indicated.

Traffic Control

The applicant shall maintain at least one lane of traffic in each direction open at all times unless permission to the contrary is granted by the County Engineer.

The applicant shall provide all necessary flagmen, barricades, flashers and any other traffic control devices necessary for the protection of the public and of his own personnel.

Bonds

The common carrier applicant will provide a performance bond as Jefferson County Commissioners' Court may require to provide for the protection of public property. The minimum bond required shall be \$5,000.00 per crossing and \$50,000.00 per mile of parallel construction or fraction thereof.

Significantly larger bonds may be required if judged necessary by Jefferson County Commissioners' Court. No work will begin until the County Engineer has been furnished such bond.

Application Fee

The common carrier application fee shall be \$100.00 per road crossing and \$150.00 per mile of parallel construction or fraction thereof.

ROUTE MAP

Applicant shall submit with application five (5) prints of the County Road Map accurately showing the location and alignment of the line, including all angle points and all tie-ins for crossings of roads and major streams. Applicant shall use the official Jefferson County Road Map at a scale of 1" = 3 miles. This map can be obtained through the office of the County Engineer.



2615 Calder Avenue, Suite 500, Beaumont, Texas 77702
t 409.833.3363 f 409.833.0317 LJA.com TBPE F-1386 TBPLS 10105600

February 23, 2021

Steve Stafford, County Engineer
Jefferson County Engineering Department
1149 Pearl Street
5th Floor
Beaumont, TX 77701

Re: Trinity Bay Conservation District
Jefferson County Phase VI – First-time Sanitary Sewer Improvements Project
Request of Approval
Sanitary Sewer Force Main Extension along Shell Hammer Road

Dear Mr. Stafford:

This letter is written on the behalf of James Gibson, General Manger of the Trinity Bay Conservation District (TBCD). TBCD is requesting approval from Jefferson County to install a 2" PVC sanitary sewer force main within Jefferson County's public road right-of-way (ROW). This utility line will be installed to provide sanitary sewer service along Shellhammer Road from the Kiker Road, approximately 1,200 linear feet. The proposed sanitary sewer force main addition can be found on sheet 9 of the construction plans attached.

The proposed construction of the 2" PVC sanitary sewer force main shall adhere to the specifications as shown in Jefferson County's "Utility and Common Carrier Pipeline Policy". The proposed utility to be installed shall be constructed with a minimum of three (3) feet of cover.

If you should have any questions or comments, please contact me at 409-549-9447.

Sincerely,

LJA ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Jared Defrancis'.

Jared Defrancis, EIT
Project Manager



JEFFERSON COUNTY SHERIFF'S OFFICE

Zena Stephens, Sheriff

5030 Hwy 69 S.
Beaumont, TX 77705
(409) 726-2500

Charlie Porter
Chief of Law Enforcement
cporter@co.jefferson.tx.us

John Shauburger
Chief of Corrections
jshauburger@co.jefferson.tx.us

MEMORANDUM

DATE: March 1, 2021

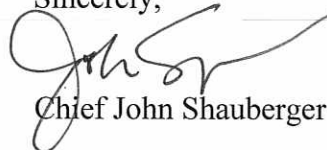
TO: Honorable Judge Jeff Branick
Commissioner Vernon Pierce
Commissioner Brent Weaver
Commissioner Michael Sinegal
Commissioner Everette "Bo" Alfred

FROM: Chief John Shauburger

RE: US Marshals modification to inter-governmental agreement

Please consider and possibly approve U.S. Department of Justice, United States Marshal Service modification no. 16 to the current inter-governmental agreement 78-01-0077. The purpose of this agreement is to adjust the current per diem rate and guard and transportation rate to reflect the Department of Labor Wage Determination number 2015-5218 (Rev 15) dated 5/27/2020.

Sincerely,


Chief John Shauburger

**U. S. Department of Justice
United States Marshals Service**

Modification of Intergovernmental Agreement

Agreement No. 78-01-0077	2. Effective Date February 1, 2021	3. Facility Code(s) 6DH	4. Modification No. Sixteen (16)	5. DUNS No. 010807-535
6. Issuing Federal Agency United States Marshals Service Prisoner Operations Division Procurement Branch CG-3, Suite 300 Washington, DC 20530-0001		7. Local Government Jefferson County Jail 1001 Pearl Street Beaumont, TX 77701		
8. Appropriation Data 15X1020	9. Per-Diem Rate \$87.57		10. Guard/Transportation Hourly Rate \$30.30 Mileage shall be reimbursed by the Federal Government at the GSA Federal Travel Regulation Mileage Rate.	
<p>11. EXCEPT AS PROVIDED SPECIFICALLY HEREIN, ALL TERMS AND CONDITIONS OF THE IGA DOCUMENT REFERRED TO IN BLOCK 1, REMAIN UNCHANGED. TERMS OF THIS MODIFICATION:</p> <p>The purpose of this modification is to adjust the current per diem of \$83.68 to \$87.57 and guard/transportation rate from \$27.89 to \$30.30 to reflect the Department of Labor Wage Determination (WD) Number 2015-5218 (Rev 15) dated 05/27/2020.</p> <p>ALL OTHER CONDITIONS AND TERMS ARE TO REMAIN THE SAME IN ACCORDANCE WITH THE TERMS OF THE CURRENT INTERGOVERNMENTAL AGREEMENT.</p>				
12. INSTRUCTIONS TO LOCAL GOVERNMENT FOR EXECUTION OF THIS MODIFICATION:				
A. <input type="checkbox"/> LOCAL GOVERNMENT IS NOT REQUIRED TO SIGN THIS DOCUMENT		B. <input checked="" type="checkbox"/> LOCAL GOVERNMENT IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ALL COPIES TO U. S. MARSHAL		
13. APPROVALS				
A. LOCAL GOVERNMENT _____ SIGNATURE _____ TITLE DATE		B. FEDERAL GOVERNMENT <i>Ron Rheinhardt</i> _____ SIGNATURE 02/26/2021 Assistant Chief, Procurement DATE _____ TITLE DATE		



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 9th day of March, 2021, on motion made by Vernon Pierce, Commissioner of Precinct No. 1, and seconded by Michael Sinegal, Commissioner of Precinct No. 3, the following Resolution was adopted:

WHEREAS, Patricia A. Davenport, has devoted 23 years and 8 months of her life serving the people of Jefferson County with pride and professionalism; and

WHEREAS, Patricia A. Davenport, has dedicated her talents and services as a Corrections Clerk in the Correctional Facility for the Jefferson County Sheriff's Office; and

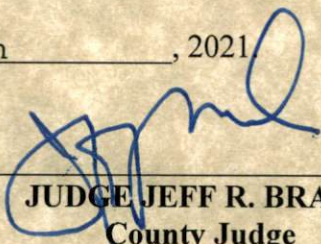
WHEREAS, Patricia A. Davenport, has pledged her services as a Corrections Clerk, working in the Booking Department and in the Mailroom at the Jefferson County Correctional Facility, which includes following policies, procedures, rules and regulations for the care and custody of inmates, for the Jefferson County Sheriff's Office; and

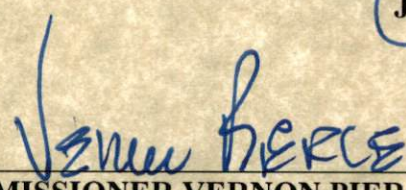
WHEREAS, through hard work and commitment to excellence, **Patricia A. Davenport**, has earned the respect of her colleagues and the citizens of Jefferson County; and

WHEREAS, having made a significant contribution to the Jefferson County Sheriffs' Office, **Patricia A. Davenport**, 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.

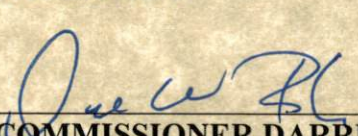
NOW THEREFORE, BE IT RESOLVED that the Jefferson County Commissioners Court does hereby honor and commend **Patricia A. Davenport**, for her dedicated service as a valuable employee of Jefferson County and wishes her well in her retirement.

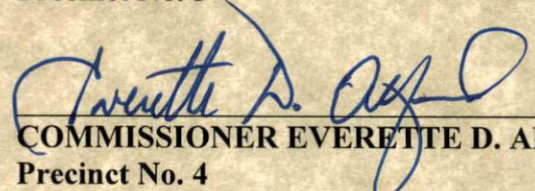
SIGNED this 9th day of March, 2021


JUDGE JEFF R. BRANICK
County Judge


COMMISSIONER VERNON PIERCE
Precinct No. 1


COMMISSIONER MICHAEL S. SINEGAL
Precinct No. 3


COMMISSIONER DARRELL BUSH
Precinct No. 2


COMMISSIONER EVERETTE D. ALFRED
Precinct No. 4



Regular, March 09, 2021

There being no further business to come before the Court at this time,
same is now here adjourned on this date, March 09, 2021