

**SPECIAL, 1/6/2014 1:30:00 PM**

BE IT REMEMBERED that on January 06, 2014, there was begun and holden a SPECIAL session of the Commissioners Court of Jefferson County, Texas, with the following members and officers present and participating except those absent as indicated:

Honorable Jeff Branick, County Judge

Commissioner Eddie Arnold, Commissioner Pct. No. 1

Commissioner Brent Weaver, Commissioner Pct. No. 2

Commissioner Michael Sinegal, Commissioner Pct. No. 3

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

Honorable G. Mitch Woods, Sheriff

Honorable Carolyn L. Guidry , County Clerk

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

*Notice of Meeting and Agenda and Minutes*  
*January 06, 2014*

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



**NOTICE OF MEETING AND AGENDA  
OF COMMISSIONERS' COURT  
OF JEFFERSON COUNTY, TEXAS  
January 06, 2014**

Notice is hereby given that the Commissioners' Court of Jefferson County, Texas, will meet at **1:30 PM**, on the **06th** day of **January 2014** at its regular meeting place in the Commissioner's Courtroom, 4th Floor, Jefferson County Courthouse, 1149 Pearl Street, Beaumont, Texas.

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

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

WORKSHOP: 11:00 a.m. – Receive and consider information regarding the Ford Park Parking Lot material haul.

**INVOCATION: Michael S. Sinegal, Commissioner, Precinct Three**

**PLEDGE OF ALLEGIANCE: Everette "Bo" Alfred, Commissioner, Precinct Four**

## **PURCHASING:**

1. Consider and approve specifications for Request for Proposal (RFP 13-028/JW), Inmate Telephone Service for Jefferson County.

**SEE ATTACHMENTS ON PAGES 6 - 54**

**Motion by: Commissioner Sinegal**

**Second by: Commissioner Arnold**

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

**Action: APPROVED**

## **COUNTY AUDITOR:**

2. Regular County Bills - check # 388825 through check #388983 (12/30/2013) and check #388984 through check #389115 (1/6/2014).

**SEE ATTACHMENTS ON PAGES 55 - 68**

**Motion by: Commissioner Arnold**

**Second by: Commissioner Sinegal**

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

**Action: APPROVED**

## **COUNTY CLERK:**

3. Consider and possibly approve Election Day polling locations for the March 4, 2014, Joint Democratic and Republican Primary. If the Secretary of State of Texas approves the county's application for countywide polling places for this election, all precincts will be allowed to vote at any of these Election Day polling locations.

**SEE ATTACHMENTS ON PAGES 69 - 70**

**Motion by: Commissioner Alfred**

**Second by: Commissioner Weaver**

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

**Action: APPROVED**

## **COUNTY COMMISSIONERS:**

4. Notice of a Public Hearing and Intent to Consider Creation of a County Energy Transportation Reinvestment Zone: (1) The potential boundaries and requirements of a County Energy Transportation Reinvestment Zone (CETRZ), as authorized §222.1071 of the Texas Transportation Code. (2) Whether or not to create one or more County Energy Transportation Reinvestment Zone (CETRZ), as authorized by law, to promote one or more infrastructure projects to be located within the County to be funded by the CERTZ.

**Action: NONE**

## **MAINTENANCE (BEAUMONT):**

5. Consider and possibly adopt a Resolution recognizing Steven Andrus for his 22 years and 11 months of service to the Jefferson County Maintenance Department and wishing him well in his retirement.

**SEE ATTACHMENTS ON PAGES 71 - 72**

**Motion by: Commissioner Arnold**

**Second by: Commissioner Alfred**

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

**Action: APPROVED**

## **RISK MANAGEMENT:**

6. Consider and possibly approve annual renewal of Employee Assistance Program with Interface EAP at a flat renewal program cost of \$1.65 per employee per month, effective January 1, 2014.

**SEE ATTACHMENTS ON PAGES 73 - 79**

**Motion by: Commissioner Alfred**

**Second by: Commissioner Weaver**

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

**Action: APPROVED**

**DISTRICT ATTORNEY:**

7. Announcement of an executive (closed) session pursuant to Texas Government Code § 551.087 to discuss or deliberate regarding commercial or financial information received from a business prospect sought to be located in Jefferson County with which the County is conducting economic development negotiations and/or to deliberate the offer of incentives.

**Action: TABLED**

**Other Business:**

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

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

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**Jeff R. Branick  
County Judge**



# JEFFERSON COUNTY PURCHASING DEPARTMENT

*Douglas Anderson III, Purchasing Agent*

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

## LEGAL NOTICE Advertisement for Request for Proposal January 6, 2014

Notice is hereby given that sealed proposals will be accepted by the Jefferson County Purchasing Department for RFP 13-028/JW, Inmate Telephone Service for Jefferson County. Specifications for this project may be obtained from the website, <http://www.co.jefferson.tx.us>, 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. Offerors shall forward an original and seven (7) copies of their proposal to the address shown below. Late proposals will be rejected as non-responsive. Proposals will be publicly opened and only the firm name will be read aloud in the Jefferson County Commissioners' Courtroom at the time and date below. Proposals shall be opened in a manner that avoids disclosure of the contents to competing offerors and maintains the confidentiality of the proposals during negotiations. Proposals will be open for public inspection after the award of the contract, except for trade secrets and confidential information. Offerors are invited to attend the sealed proposal opening.

**A Pre-Proposal Conference will be held on Thursday, January 16, 2014 at 10:00 am CST** at the Jefferson County Correctional Facility located at 5030 Highway 69 South, Beaumont, TX 77705.

<b>PROPOSAL NAME:</b>	<b>Inmate Telephone Service for Jefferson County</b>
<b>PROPOSAL NO:</b>	<b>RFP 13-028/JW</b>
<b>DUE DATE/TIME:</b>	<b>11:00 AM CST, Tuesday, February 4, 2014</b>
<b>MAIL OR DELIVER TO:</b>	<b>Jefferson County Purchasing Department 1149 Pearl Street, 1<sup>st</sup> Floor Beaumont, Texas 77701</b>

Any questions relating to these requirements should be directed to Jamey West, Contract Specialist at 409-835-8593. Technical questions should be directed to Ms. Cindy Greene or Chief Theriot, at 409-720-4041.

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 – January 8<sup>th</sup> and January 15<sup>th</sup>, 2014

## Table of Contents

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	Page
<b>Table of Contents.....</b>	<b>2</b>
<b>Proposal Submittal Checklist.....</b>	<b>3</b>
<b>1. Introduction to Offerors.....</b>	<b>4</b>
<b>2. Response Format.....</b>	<b>12</b>
<b>3. Proposal Submittal.....</b>	<b>15</b>
<b>4. Scope of Services.....</b>	<b>16</b>
<b>5. Guidelines and Specifications.....</b>	<b>20</b>
<b>6. Requested Responses and Information.....</b>	<b>22</b>
<b>7. Installation and Implementation Requirements.....</b>	<b>25</b>
<b>8. Service and Maintenance Requirements.....</b>	<b>28</b>
<b>9. Proposal Price Schedule.....</b>	<b>31</b>
<b>10. Project Requirements.....</b>	<b>32</b>
<b>11. Proposal Evaluation and Selection Process.....</b>	<b>34</b>
<b>Non-Disclosure Agreement.....</b>	<b>37</b>
<b>Vendor References.....</b>	<b>38</b>
<b>Signature Page.....</b>	<b>39</b>
<b>Conflict of Interest Questionnaire.....</b>	<b>40</b>
<b>Good Faith Effort (GFE).....</b>	<b>42</b>
<b>Notice of Intent (NOI).....</b>	<b>43</b>
<b>Subcontracting Participating Declaration Form (HUB).....</b>	<b>44</b>
<b>Residence Certification/Tax Form.....</b>	<b>48</b>
<b>Bid Affidavit.....</b>	<b>49</b>

## Proposal Submittal Checklist

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

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

Offeror shall check each box indicating compliance.

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

- Cover sheet identifying the contract/project being proposed, the name and address of the Offeror, the date of the proposal, and the 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 two (2) 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.
- Same contract with compensation sections blank.
- One (1) original and seven (7) copies of the proposal should be mailed or delivered no later than **11:00 AM CST, Tuesday, February 4, 2014**, to the Jefferson County Purchasing Department, 1149 Pearl Street, First Floor, Beaumont, TX 77701.

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Authorized Representative (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **1. Introduction to Offerors**

This Request for Proposal (RFP) is to receive proposals from qualified vendors with the capability of providing Local and intra/interLATA Inmate Telephone Services for Jefferson County.

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 Deb 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 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 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.

### **1.14 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.

### **1.15 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.

### **1.16 Ownership of Proposal**

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

### **1.17 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.

### **1.18 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.

### **1.19 Assignment**

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

## 1.20 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.

## 1.21 Termination

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

## 1.22 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.

## 1.23 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.

## 1.24 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.

## 1.25 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.

## 1.26 Conflict of Interest

Employees of the County are not permitted to maintain financial interest in, or receive payment, directly or indirectly, borrow from, lend to, invest in, or engage in any substantial financial transaction with any individual, organization, supplier, or subcontractor who does business with the County without disclosure.

## 1.27 Acknowledgment of Insurance Requirements

By signing its proposal, Offeror acknowledges that it has read and understands the below insurance requirements for this proposal. (Sections 1.28, 1.29) 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.

## 1.28 Insurance Requirements

The contractor (including any and all subcontractors as defined in Section 1.29.1.3 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.

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

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

### Minimum Insurance Requirements

Public Liability	\$1,000,000.00
Excess Liability	\$1,000,000.00
Property Insurance	Improvements & Betterments
Workers' Compensation	Statutory Coverage (see attached)

## 1.29 Worker's Compensation Insurance

### 1.29.1 Definitions:

1.29.1.1 **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.

1.29.1.2 **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.

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

1.29.2 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.

- 1.29.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract – refer to Section 6 above.
- 1.29.4 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.
- 1.29.5 The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- 1.29.5.1 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
  - 1.29.5.2 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.
- 1.29.6 The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.
- 1.29.7 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.
- 1.29.8 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.
- 1.29.9 The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
- 1.29.9.1 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.
  - 1.29.9.2 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.
  - 1.29.9.3 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.
  - 1.29.9.4 Obtain from each person with whom it contracts, and provide to the Contractor:
    - 1.28.9.4.1 A certificate of coverage, prior to the other person beginning work on the project; and
    - 1.28.9.4.2 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.
  - 1.29.9.5 Retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter.
  - 1.29.9.6 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
  - 1.29.9.7 Contractually require each person with whom it contracts to perform as required by paragraphs 1.29.1 – 1.29.9., with the certificates of coverage to be provided to the person for whom they are providing services.
- 1.29.10 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.

- 1.29.11 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.

### 1.30 Pre-Proposal Conference

A Pre-Proposal Conference will be held on Thursday, January 16, 2014 at 10:00 am CST at the Jefferson County Correctional Facility located at 5030 Highway 69 South, Beaumont, TX 77705.

### 1.31 Delivery of Proposals

**All proposals are to be delivered by 11:00 AM CST, Tuesday, February 4, 2014, to:**

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

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

**County Holidays – 2014:**

January 1	Wednesday	New Year's Day
January 20	Monday	Martin Luther King, Jr. Day
February 17	Monday	President's Day
April 18	Friday	Good Friday
May 26	Monday	Memorial Day
July 4	Friday	Independence Day
September 1	Monday	Labor Day
November 11	Tuesday	Veterans Day
November 27-28	Thursday-Friday	Thanksgiving
December 25-26	Thursday-Friday	Christmas

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

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

Offeror must submit one (1) original and seven (7) exact duplicate, numbered copies of the proposal (for a total of eight (8)). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud.

**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.**

## 1.32 Questions

Questions may be emailed to Jamey West, Contract Specialist at [jwest@co.jefferson.tx.us](mailto:jwest@co.jefferson.tx.us)

## 1.33

### Estimated Schedule of Events

<b>Date</b>	<b>Action</b>
January 6, 2014	Issuance of Request for Proposal
January 16, 2014	Informational Pre-Proposal Conference
February 4, 2014	Submission Deadline
February 10, 2014	Proposals distributed to Evaluation Committee
February 10 – 12, 2014	Evaluation Committee tabulates scoring and determines short list
February 19, 2014	Conduct Interview/Best and Final Offer/Short List
February 24, 2014	Recommendation for Award

## **2. Response Format**

### **2.1 Introduction**

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

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

Each proposal must be organized in the manner described below.

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

### **2.3 Transmittal Letter**

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

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

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

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

## 2.4 Executive Summary

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

## 2.5 Table Of Contents

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

## 2.6 Offeror Identifying Information

Offerors must provide the following identifying information:

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

## 2.7 Conflict of Interest

Each Offeror must disclose any existing or potential conflict of interest relative to the performance of the requirements of this RFP. Examples of potential conflicts may include an existing business or personal relationship between the Offeror, its principal, or any affiliate or subcontractor, with the County or any other entity or person involved in any way in the project that is the subject of this RFP. Similarly, any personal or business relationship between the Offeror, the principals, or any affiliate or subcontractor, with any employee of the County or its suppliers must be disclosed. Any such relationship that might be perceived or represented as a conflict must be disclosed. Failure to disclose any such relationship or reveal personal relationships with state employees may be cause

for contract termination. The County will decide if an actual or perceived conflict should result in proposal disqualification.

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

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

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

### **3. Proposal Submittal**

The Proposal is due *no later than 11:00 AM CST, Tuesday, February 4, 2014*, 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 telephone services of the type requested, including the name, position, and telephone number of a contact person at each entity.
- Identification of all legal claims, demands, contracts terminated or lawsuits filed, threatened, or pending against the Offeror and/or its principal/officers for the last three (3) years, as well as identification of any administrative actions or warnings taken or issued by any federal, state, or local governmental agency to Offeror and/or its principals/officers with regard to the provision of the same or similar service as covered by this RFP, or the payment of moneys under the terms of any agreement(s) relating to such services.
- Sample contract with compensation sections blank.
- One (1) original and seven (7) copies of the proposal should be mailed to delivered to:

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

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

## **4. Scope of Services**

### **4.1 Objective**

Jefferson County is requesting proposals from all qualified vendors with the capability of to install, operate, maintain, and service an integrated, networked, and managed Inmate Telephone Services System for the Jefferson County Correctional Facilities that include: The Jefferson County Correctional Facility, Downtown Jail, The Minnie Rogers Juvenile Justice Center, and The Jefferson County Women's Center. All four of these facilities are located in Beaumont, Texas area.

The purpose of this RFP is to ensure a fully operational, secure, and reliable inmate telephone system designed to improve the management and control of inmate telephone usage in facilities operated by the Jefferson County Sheriff's Office. The objectives of this RFP are to ensure that:

- Inmate telephone usage is appropriately restricted, controlled, and provided at a reasonable cost;
- Recording and monitoring systems are in place that provide for reliable investigation of inmate calls;
- Staff time required to administer the system is kept to a minimum;
- Phone company accountability is increased; and
- Commission revenue to Jefferson County is maximized.

**Jefferson County is seeking a single prime contractor with end-to-end responsibility for a turnkey inmate telephone system and services.** Subcontractor relationships shall be permitted, however, the prime contractor shall be responsible for the entire operation of the inmate telephone system. The proposer shall verify the completeness of all service components and ensure that any and all equipment, materials and services required for installation, operation, or maintenance will be provided by proposer without claim for payment or reduction in commission level. **Jefferson County shall bear no responsibility for any costs associated with the system.**

**If awarded, the contract(s) resulting from this RFP shall be executed for a period not to exceed five (5) years.**

## 4.2 Facilities

Proposals are requested for provision of local intra/interLATA service for the inmate telephone system at the following Jefferson County Correctional facilities:

- **Jefferson County Correctional Facility**

5030 Highway 69 South  
Beaumont, TX 77705

The Jefferson County Correctional Facility is responsible for a correctional average daily population of approximately 850 inmates. The facility has the capability to house up to 1,268 inmates. The inmate population consists of pre-trial felons and misdemeanants, misdemeanants sentenced for a period not to exceed two years, and those felons sentenced to the County for a period of not to exceed two years. The inmate population is housed in a 1,268-bed direct supervision facility with a current population of approximately 850 inmates. The facility currently utilizes approximately (100) inmate telephones. The facility currently *does not* utilize calling cards.

- **Jefferson County – Downtown Jail**

1001 Pearl Street  
Beaumont, TX 77701

The County's 500-bed maximum security downtown jail, with a population of approximately 150 inmates, is no longer used to house Jefferson County inmates. Jefferson County is in a lease contract with LaSalle Southwest Corrections (26228 Ranch Road 12, Dripping Springs, Texas 78620) for operations and management to house federal inmates and inmates from other counties in that facility. The facility currently utilizes approximately (63) inmate telephones. The Downtown currently *does not* utilize calling cards.

- **Minnie Rogers Juvenile Justice Center**

5326 Highway 69  
Beaumont, TX 77705

The Minnie Rogers Juvenile Justice Center is responsible for a population of up to (48) juveniles. The center provides short term care in secure custody to juveniles who are charged with or adjudicated of an offense or offenses against the laws of the State of Texas or another state. The facility currently utilizes approximately (6) inmate telephones. The facility currently *does not* utilize calling cards.

- **Jefferson County Women's Center**

145 S. 11<sup>th</sup> Street  
Beaumont, TX 77702

The Jefferson County Women's Center is responsible for a population of approximately (60) offenders. The Center's population consists of adult female felon offenders on probation. The length of stay is (3-24) months. The facility currently utilizes approximately (2) inmate telephones. The facility currently *does* use calling cards. The current inmate telephone system in place accepts only calling cards from the current service provider; however the calling cards utilized may be used on most other (outside) telephone systems.

### 4.3 2013 Call Count Data

#### Jefferson County Correctional Facility, Downtown Jail, & Minnie Rogers Juvenile Justice Center

#### Calls, Minutes, Revenue by Rate Type 12 months (November 2012 - October 2013)

##### Jefferson Cnty TX-Correctional

Rate Type	Calls	Minutes	Revenue
Interlata	4,688	52,704	\$36,021.01
Interstate	2,578	28,556	\$21,484.37
Intralata	1,494	17,309	\$10,910.06
Local	56,731	679,172	\$224,087.45
<b>Grand Total</b>	<b>65,491</b>	<b>777,741</b>	<b>\$292,502.89</b>

##### Jefferson Cnty TX-Downtown Jail

Rate Type	Calls	Minutes	Revenue
Interlata	8,990	107,951	\$73,224.82
International	28	368	\$287.76
Interstate	1,627	20,573	\$14,549.30
Intralata	1,635	20,015	\$12,437.84
Local	17,992	248,144	\$71,068.40
<b>Grand Total</b>	<b>30,272</b>	<b>397,051</b>	<b>\$171,568.12</b>

##### Jefferson Cnty TX-Minnie Rogers Juvenile

Rate Type	Calls	Minutes	Revenue
Intralata	6	60	\$40.02
Local	13	91	\$51.35
<b>Grand Total</b>	<b>19</b>	<b>151</b>	<b>\$91.37</b>

##### GRAND TOTAL

Rate Type	Calls	Minutes	Revenue
Interlata	13,678	160,655	\$109,245.83
International	28	368	\$287.76
Interstate	4,205	49,129	\$36,033.67
Intralata	3,135	37,384	\$23,387.92
Local	74,736	927,407	\$295,207.20
<b>Grand Total</b>	<b>95,782</b>	<b>1,174,943</b>	<b>\$464,162.38</b>

Jefferson County Women's Center

Revenue Periods: December 2012 through November 7, 2013

Revenue Stratification Report for A300260 - JEFFERSON COUNTY RESTITUTION #2 (Jefferson County Women's Center)

Collect Revenue Periods: 201212 - 201311																			
Facility / Account Number	ADP	Total Revenue	Total Call Duration (minutes)	Total Call Count	Calls per Inmate per Day	Months	Days	Facility Name	Call Type	Revenue	Average Daily Revenue	Percentage of Total Revenue	Call Duration (minutes)	Average Call Duration (minutes)	Percentage of Total Call Duration	Call Count	Average Daily Call Count	Percentage of Total Call Count	
F004321		\$1,386.13	2,029	178	0.01	9	270	JEFFERSON COUNTY RESTITUTION #2	Interdata IntraState	\$52.28	\$0.19	3.8 %	41	10	2.0 %	4	4	0	2.2 %
A300260		\$1,386.13	2,029	178				JEFFERSON COUNTY RESTITUTION #2	Interdata IntraState	\$1,287.34	\$4.77	92.9 %	1,986	11	95.4 %	164	0	0	92.1 %
F004321								JEFFERSON COUNTY RESTITUTION #2	Local In State	\$46.50	\$0.17	3.4 %	52	5	2.6 %	10	0	0	5.6 %
Prepaid Card Revenue Periods: 201212 - 201311																			
Facility / Account Number	ADP	Total Revenue	Total Call Duration (minutes)	Total Call Count	Calls per Inmate per Day	Months	Days	Facility Name	Call Type	Revenue	Average Daily Revenue	Percentage of Total Revenue	Call Duration (minutes)	Average Call Duration (minutes)	Percentage of Total Call Duration	Call Count	Average Daily Call Count	Percentage of Total Call Count	
F004321		\$2,189.00	3,971	865	0.04	12	360	JEFFERSON COUNTY RESTITUTION #2	Interdata IntraState	\$43.50	\$0.12	2.0 %	76	4	1.9 %	16	0	0	1.8 %
A300260		\$2,189.00	3,971	865				JEFFERSON COUNTY RESTITUTION #2	Interdata IntraState	\$1,555.50	\$4.27	70.1 %	2,830	5	71.3 %	532	1	1	61.5 %
F004321								JEFFERSON COUNTY RESTITUTION #2	IntraState	\$199.00	\$0.55	9.1 %	360	5	9.1 %	72	0	0	8.3 %
F004321								JEFFERSON COUNTY RESTITUTION #2	Local In State	\$411.00	\$1.14	18.8 %	705	2	17.8 %	245	0	0	28.3 %

## 5. Guidelines and Specifications

### 5.1 General

- 5.1.1 Proposer shall meet all Jefferson County requirements for inmate telephones as outlined in this RFP and as required to applicable law and regulations.
- 5.1.2 The selected vendor shall be capable of handling all local and long distance services originating from inmate telephones.
- 5.1.3 The selected vendor shall pay any and all costs to terminate the currently existing interLATA long distance telephone service being provided to County inmate telephones, and to put awarded vendor's system in place.
- 5.1.4 The selected vendor shall provide twenty-five (25) PCS/cellular telephones at no cost to the County, as described herein. (Section 6.2.10)
- 5.1.5 The selected vendor must comply with all state and federal laws and regulatory requirements.
- 5.1.6 The selected vendor must be prepared to install the inmate telephones.

### 5.2 Rate Structure, Commissions, and Bonuses

- 5.2.1 Under no circumstances shall any charges or surcharges over and above those defined in this RFP be added to customer billings by the awarded vendor or the awarded vendor's subcontractor with relation to calls originating from inmate telephones.
- 5.2.2 The proposer must specifically set out the commission rate it proposes to pay to the County in consideration of being selected and awarded this contract. The awarded vendor will state a percentage of **gross billable revenue** to be paid to Jefferson County each month.

**Gross billable revenue** means 100% of the charges of the awarded vendor for the inmate calls, without deduction for line charges, repair charges, discounts, or uncollectibles. Thus, the commission must be paid on 100% of the gross charge for each call, including calls for which the vendor is unable to collect payment from the customer. No offsets, reductions, allocations of loss or expenses, or other reductions of the amount to which the commission rate is applied shall be allowed.

- 5.2.3 The County shall receive monthly payment of all commissions no later than the last day of the month following the month in which the commissions were earned. If the commission check fails to reach the County by the above-specified date, the awarded vendor will pay the County the going interest rate each month for delinquent commissions owed the County.

The commission shall be paid on a monthly basis by four (4) checks, one for each of the following:

- Inmate telephones at the Jefferson County Correctional Facility;
- Inmate telephones at the Jefferson County Downtown Jail
- Inmate telephones at the Minnie Rogers Juvenile Facility
- Inmate telephones at the Jefferson County Women's Center

Checks will be payable to Jefferson County, Texas, and delivered to the Jefferson County Auditor. Reductions from commissions for refunds or discounts paid by the carrier for previous or current billings shall not be allowed.

**Commission payments** shall be accompanied by an Inmate Telephone Commission and Summary report, which shall include **at a minimum** the following information:

- Date of report;
- Time period covered, including number of days; and
- Originating station (ANI/trunk).

**By call category** (for each ANI/trunk): local, intralata/interstate, interstate, and international:

- Total number of calls;
- Total number of minutes
- Total gross billables.

- 5.2.4 The proposer will provide the company's policy on commissions. Include when commissions are paid and the time period covered in the billing statement. For example, state the date that Jefferson County will receive a commission payment for calls placed August 1 through August 31.
- 5.2.5 Failure to pay Jefferson County accurate commissions based on gross billables, on a regular, monthly basis, shall be grounds for Jefferson County to cancel, without penalty, any agreement executed as a result of this RFP.
- 5.2.6 The awarded vendor shall provide the same clarity and quality comparable to that of primary carriers.
- 5.2.7 All calls – local, intralata, interlata-interstate, and interstate calls – shall not exceed the SBC tariff for local and intralata calls, and the AT&T tariff for interlata calls. If inmate rate caps are imposed by the Texas Public Utility Commission, rates shall be capped accordingly during the life of the contract. Applicable rates shall take into account time of day, day of week, and holiday discounts as offered by the predominant carrier, if applicable.
- 5.2.8 A copy of current rates shall be on file with Jefferson County at all times, and Jefferson County shall be notified in writing of any proposed increases or decreases in the tariff prior to any change.
- 5.2.9 Any change in tariff (increase or decrease) not approved by Jefferson County in advance of the change may be grounds for termination.

## 6. Requested Responses and Information

### 6.1 Compensation, Rates/Cost to End Customer, and Payment Procedures

- 6.1.1 The term “you” or “your” is used herein to refer to the proposer.
- 6.1.2 Identify a contact and an alternate whom you designate as the person(s) to be contacted with regard to this RFP on your behalf.
- 6.1.3 State the percentage of gross billable revenue you offer Jefferson County as commission.
- 6.1.4 State whether you acknowledge and understand that the commission is to be paid on 100% of the gross billable charges for each call, including calls for which payment cannot be collected from the customer.
- 6.1.5 State the rates and charges that could be charged by your company for each of the following calls from a Jefferson County inmate telephone:

6.1.5.1 A local call.

6.1.5.2	Length of call	Number called from	Number called	Time	Date
	15 minutes	409-724	817-626	9:00 am	Weekday
	15 minutes	409-724	817-626	7:00 pm	Weekday
	15 minutes	409-724	817-626	11:00 pm	Weekday
	15 minutes	409-724	817-626	5:00 pm	Sunday

6.1.5.3	Length of call	Number called from	Number called	Time	Date
	15 minutes	409-724	314-751	9:00 am	Weekday
	15 minutes	409-724	314-751	7:00 pm	Weekday
	15 minutes	409-724	314-751	11:00 pm	Weekday
	15 minutes	409-724	314-751	5:00 pm	Sunday

6.1.5.4	Length of call	Number called from	Number called	Time	Date
	15 minutes	409-724	713-778	9:00 am	Weekday
	15 minutes	409-724	713-778	7:00 pm	Weekday
	15 minutes	409-724	713-778	11:00 pm	Weekday
	15 minutes	409-724	713-778	5:00 pm	Sunday

6.1.6 State whether you acknowledge and understand that commissions must be paid on a monthly basis by four (4) checks, one each for each of the following:

- Inmate telephones at the Jefferson County Correctional Facility;
- Inmate telephones at the Jefferson County Downtown Jail
- Inmate telephones at the Minnie Rogers Juvenile Facility
- Inmate telephones at the Jefferson County Women's Center

Checks will be payable to Jefferson County, Texas, and delivered to the Jefferson County Auditor.

6.1.7 Identify the payment procedures you propose, and the estimated number of days that would pass between the end of the month in which the commissions are earned and the County's receipt of the payment of those commissions under this procedure.

6.1.8 State whether you acknowledge and understand the County's right to review and/or audit commission computations and the computation recording of gross billable revenues.

6.1.9 State whether you acknowledge and understand the County desires that the selected vendor provide monthly summary reports showing the revenue by telephone number from the County's inmate telephones. If requested, supporting records of each call by originating telephone number, destination telephone number, date and time call initiated and terminated, duration of call, and call charges must be provided within 48 hours of request. Provide examples of proposed reports and documentation with your proposal.

6.1.10 State whether you understand that the County desires cellular telephones to be provided as part of the offering from the awarded vendor (see Section 4.3.4 for specifications).

## **6.2 Minimum Technical Specifications/Requirements**

6.2.1 Describe (including make and model) all on-premise equipment that the vendor proposes to provide to the County, at no cost to the County, to furnish controls on local and intra/interLATA calls from inmate phones. Identify the physical size and dimensions of any equipment proposed to be installed on premises.

6.2.2 The County specifies that the selected vendor must provide features that allow the jail to block identified telephone numbers, call timing, and three-way call blocking, at no cost or charge to the County. The proposer must explain in detail how it intends to provide such features, and should be prepared to demonstrate such features if requested to do so. The proposer also should identify any other features it proposes to provide without cost or charge to the County for the control and administration of inmate phones.

6.2.3 Explain how the proposed system can prevent three-way calling, and identify locations where the proposer currently has such technology in use with regard to inmate calling.

6.2.4 The successful vendor must provide a toll-free number that will be answered 24 hours a day, 365 days a year, for service calls. Jefferson County shall have 24/7 service and dispatch coverage via a pager or 800 number. Dispatch response shall be within four (4) hours of the time trouble ticket is entered. Jefferson County shall be kept informed of trouble ticket resolution via e-mail every six (6) hours. An escalation process shall be employed after no response or after 24 hours.

- 6.2.5 Proposer shall provide eight (8) hours of staff training prior to cutover on the use of all equipment, its functionality, and the options available to the facility. Proposer shall also provide ongoing training at the request of Jefferson County or when new software is added. Specify how staff and inmates are instructed on the use of the telephone system and the amount of staff training provided.
- 6.2.6 All inmate telephones must provide dialing instruction cards with the information as required by the FCC. The dialing instruction cards for the inmate telephones must be in English and Spanish.
- 6.2.7 The inmate telephones must allow only collect, outgoing calls. No third-party numbers or credit card calls will be allowed.
- 6.2.8 Describe how calls will be processed for collect, station-to-station calls in a step-by-step manner in a centralized inmate telephone system.
- 6.2.9 Describe how you will provide international calling from the inmate telephones.
- 6.2.10 Jefferson County is requesting that the successful proposer provide twenty-five (25) PCS/cellular telephones (County approved) with six hundred (600) minutes of usage per cellular telephone each month and nationwide coverage at no cost to Jefferson County as part of this contract.
- 6.2.11 The County requests the capability to self-manage the inmate system. This will include blocking calls and pulling reports when necessary. The County's mainframe system is an AS/400.
- 6.2.12 **All equipment shall be new and completely operational at cutover. All equipment shall comply with Part 68 FCC rules and meet or exceed all applicable codes and standards for installation and service. All systems provided shall meet ADA standards. Offerors shall provide one (1) telephone with TDD capability for each location, for a total of four (4) TDD devices.**
- 6.2.13 The system shall provide free local calls to Public Defenders.
- 6.2.14 Proposer shall download a list of all Texas attorneys' office telephone numbers onto the hard drive of the CPU and provide biannual updates to the list.
- 6.2.15 The inmate telephone system shall provide full channel recording and monitoring of inmate calls. The system shall allow multiple users to listen to the same conversation from multiple locations. It shall store call records on the hard drive for the duration of the contract. The system shall include call storage on CD media. The system should feature, at a minimum, searches by origination number, destination number, personal identifier (if applicable), date/time parameters, and channel. The equipment being proposed shall be synchronized with the call processing equipment to ensure that call recording times mimic call start time on call detail reports. All call data will be made available to the county at the end of the contract on electronic media.
- 6.2.16 All telephone instruments shall be line powered. UPS back-up of one (1) hour shall be required.

## 7. Installation and Implementation Requirements

### 7.1 General Information

- 7.1.1 The Contractor is responsible for installation, replacement, and repair costs of all equipment due to any reason including, but not limited to, vandalism, normal wear and tear, and new installation requests, etc.
- 7.1.1.1 The Contractor shall identify the location of the nearest permanently assigned service technician responsible for both inmate telephone system and coin telephone repairs.
- 7.1.1.2 The Contractor shall explain how repair calls are routed and tracked and the maximum response time involved in each repair/service.
- 7.1.2 The Contractor shall obtain permission in writing from the County before proceeding with any work that requires cutting into or through walls, girders, beams, concrete or tile floors, partitions or ceilings, or any work that may impair fireproofing or moisture proofing, or potentially cause any structural damage.
- 7.1.3 The Contractor shall assume responsibility for the installation of equipment in accordance with the specifications contained in the manufacturer's installation instructions.
- 7.1.4 The Contractor shall agree that in the event of a problem or question of continuity arising during installation of the proposed system, provisions shall be made by the Contractor for joint testing of the system by the Contractor and the County.
- 7.1.5 The Contractor shall install additional telephones as required by the County.
- 7.1.5.1 This shall include expansion to existing and new facilities under construction or to be constructed during the life of the contract.
- 7.1.5.2 Any additional telephones installed shall be at no cost to the County.
- 7.1.6 Installation of all telephone and related equipment shall be accomplished by the Contractor or his/her subcontractors during normal business hours at each facility or as directed by the County.
- 7.1.7 The Contractor **shall coordinate with the current IPTS Contractor** (if appropriate) and with the County prior to the effective date of the contract to assure little or no interruption of the telephone service.
- 7.1.7.1 The Contractor shall provide the County with a daily work schedule and plan of work for removal of instruments and housings and the amount of time estimated to perform this task.

### 7.2 Implementation Plan

- 7.2.1 **The Contractor shall provide an implementation plan subject to acceptance by the County within ten (10) days of notice of award.** The implementation plan will be comprehensive in identifying roles and responsibilities, hardware and software requirements, and timelines for implementation. The implementation plan will include fully defined network impacts and requirements statement.

- 7.2.2 The Contractor shall provide an installation team that includes a Project Manager who will be available during all phases of the installation and will be responsible for inspecting all areas before work starts and reporting any pre-existing conditions or damage to the County.
- 7.2.3 All members of the installation team (including subcontractors) must have security clearance by the Jefferson County Sheriff's Department prior to entering the facilities. Clearance will normally take three (3) days to complete, and will consist of the following:
- 7.2.3.1 Contractor shall furnish name, race, sex, date of birth, social security number, and recent addresses of all proposed employees who will require admittance to the County facilities.
- 7.2.3.2 Jefferson County shall conduct an arrest warrant search to detect any outstanding warrants or recent violent or drug-related crimes or history of such.
- 7.2.4 The Contractor shall provide an implementation plan to the County within ten (10) days after award of the contract.
- 7.2.4.1 **The Contractor, after approval of the implementation plan, shall complete the installation within thirty (30) days of notification to proceed.**
- 7.2.4.2 The implementation plan shall include a complete schedule of events in narrative and critical path/chart form.
- 7.2.4.3 The schedule shall include, but is not limited to, all of the following:
- Delivery of equipment to the site;
  - Site preparation;
  - Site inspection;
  - Cabling installation;
  - Equipment installation;
  - Software installation;
  - System testing;
  - Training;
  - Cutover;
  - Acceptance testing;
  - System on-line for customer use; and
  - System acceptance date.

### 7.3 Installation and Cabling Requirements

- 7.3.1 The Contractor shall obtain written permission from the County before proceeding with any work that requires altering its physical plant. This shall include, but will not be limited to, cutting, drilling, or modifying the facility in any manner.

- 7.3.2 **Jefferson County owns the existing cabling to the current telephone system.** The Contractor may utilize this cabling if compatible with the system being installed.
- 7.3.2.1 If additional cabling is required in the installation process, Contractor shall pay all costs, including labor, to install and purchase new cable.
- 7.3.2.2 All cable shall be marked clearly and legibly at both ends, including defective pairs, and must meet all current standards.
- 7.3.2.3 At **no additional cost to the County**, all phone system wiring distribution shall become the property of the Jefferson County Correctional Department at the conclusion of the contract arrangement.
- 7.3.2.4 A written statement from the Contractor shall be provided, confirming all circuits have been properly tested and all cables, pairs, blocks, terminals, etc., have been legibly marked.
- 7.3.2.5 The Contractor must coordinate with the local telephone company for the installation of telephones lines to the telephone units provided.
- 7.3.2.6 All expenses involved with the installation, monthly usage, and maintenance of the contractor-installed telephone lines shall be borne solely by the Contractor.
- 7.3.2.7 Existing lines may be reused (and is encouraged), as long as the Contractor transfers the account responsibility to its firm.

#### **7.4 Clean-up and Removal of Debris**

- 7.4.1 The Contractor shall clean up and remove all debris and packaging material resulting from the work as required by the County. Upon completion of the installation, the premises shall be left in order and ready for immediate use.
- 7.4.2 The Contractor shall restore to optimal condition any damage to County property caused by maintenance or installation personnel, including but not limited to, walls, ceilings, and floors.

## **8. Service and Maintenance Requirements**

### **8.1 General**

#### **Information**

- 8.1.1 The Contractor shall provide both on-site and remote monitoring and diagnostic service to the County, twenty-four (24) hours a day, seven (7) days a week.
- 8.1.2 The Contractor shall provide its own or subscribe to the **Local Exchange Carrier Line Information Database** screening service.
- 8.1.3 The Contractor shall provide all necessary labor, parts, materials, and transportation to maintain all inmate pay telephones in good working order and in compliance with the equipment manufacturer's specifications throughout the life of the contract. **No charge** shall be made to the County for maintenance of the system.
- 8.1.4 The Contractor shall provide telephone equipment personnel who are fully trained, manufacturer certified, and/or qualified on the equipment and software to be serviced.
  - 8.1.4.1 Maintenance personnel supporting the proposed equipment, service, and/or software shall have at least six (6) months' experience servicing the equipment, services, and/or software included in the Contractor's proposal.
  - 8.1.4.2 Contractor shall identify the location of the nearest permanently assigned service technician responsible for both inmate telephone repairs.
  - 8.1.4.3 Contractor shall explain how repair calls are routed and tracked and the maximum response time involved in each repair/service.
- 8.1.5 The Contractor shall maintain all inside cable related to the telephone system, whether reused or newly installed. At the end of the contract period, all cable, including reused or newly installed, shall become the property of the County.
- 8.1.6 The Contractor shall provide a single point of contact for handling inmate and public complaints and inquiries. This single point of contact shall provide a toll-free line for the County and public to inquire about billing, call blocks, etc.

### **8.2 Maintenance Response Time**

- 8.2.1 Contractor's maintenance personnel shall respond and resolve normal repair requests within four (4) hours from the time of notification and, if necessary, be on-site within those four (4) hours, Monday through Friday, from the hours of 8:00 am to 5:00 pm CT.
- 8.2.2 For normal requests on weekends (from 5:00 pm CT Friday to 8:00 am CT Monday) and County holidays, the Contractor shall isolate and correct any problems within twelve (12) hours.
  - 8.2.2.1 In the event that maintenance personnel have responded and the problem cannot be solved within the twelve (12) hours period, the Contractor must contact the County or his/her designee, and propose a plan to correct the problem.

8.2.2.2 The proposed solution must meet with the satisfaction and agreement of the County.

8.2.3 A complete and currently updated list of contractor's/subcontractor's managers, administrators, technicians, etc., must be provided to the County.

8.2.3.1 This shall include a complete and currently updated list of business and cellular phone contact numbers.

8.2.3.2 The Contractor's management home and emergency phone numbers must also be furnished.

8.2.4 For this contract, a "response" shall be identified as an on-site visit by a qualified technician certified on the installed equipment, or the resolution of the problem.

### 8.3 Contractor Responsibilities

8.3.1 Contractor is responsible for coordinating with local exchange carriers (LECs); installation of all power lines and electrical hookups; installation of equipment; operation and maintenance of equipment; removal and all charges and fees associated with providing the telephone system. This includes, but is not limited to, all access lines, monthly line charges, message units, and all other communication costs.

8.3.2 All costs associated with upgrading equipment to meet applicable state tariff, federal tariff, and state utility commission requirements shall be paid by the Contractor.

8.3.3 Contractor shall pay all costs associated with upgrading and providing new equipment as new service technology is introduced into the industry.

8.3.4 Contractor shall be FCC registered and approved or exempt, and meet the state utility commission's minimum requirements.

8.3.5 All changes in present or future telephone services must be coordinated with the County to ensure that there will be no negative impact to the installation and that associated cable requirements will not be adversely affected. All operational maintenance will be coordinated with the County, but will be provided by the Contractor.

8.3.6 Contractor shall provide detailed information on how collections will be made in areas where local phone carriers **will not sign billing agreements**.

### 8.4 Voluntary Additional Services

8.4.1 Describe in detail any additional services, equipment, or options that are included as part of your proposal. Any additional services or equipment offered will be included in the evaluation process and included in the final contract for services with the Contractor.

8.4.2 An example of value added service and equipment would be biometric technology to identify and analyze inmate voices; thus giving County investigators the capability to quickly perform accurate call investigations. **Proposers: If including biometric technology in your proposals, be sure to include pricing in your proposal with and without this feature.**

8.4.3 Another example of value added service and equipment would be an automated telephone system that repeatedly notifies defendants of pending court appearances, times, and dates.

- 8.4.4 While the primary commission is an important component of the offer, these value added incentives that may provide non-financial resources to the department are encourage and are equally important to the County.

**9. Proposal Price Schedule**

**9.1 Gross Revenues**

List in the space provided the single, firm fixed percentage of **gross revenues** offered to pay to Jefferson County as a **commission percentage** under the requirements, conditions, specifications, and other provisions of this RFP (or as indicated on Attachment \_\_\_\_\_).

**MONTHLY PERCENTAGE OFFERED: \_\_\_\_\_%**

**9.2 Guaranteed Annual Minimum Commission**

List in the space provided the guaranteed annual minimum commission which the proposer agrees to pay to Jefferson County under the requirements, conditions, specifications, and other provisions of this RFP (or as indicated on Attachment \_\_\_\_\_).

**DOLLAR AMOUNT OFFERED: \$\_\_\_\_\_ PER YEAR**

**9.3 Contract Period and Option to Extend**

The County intends to enter into a contract agreement with the successful proposer for a period not to exceed five (5) years. The monthly commission percentage and minimum annual dollar amount provided shall be paid as agreed during the contract period, and includes all costs of labor, materials, equipment and supplies as requested herein. All pricing must remain firm for the full five (5) year period (60 consecutive months) of the contract.

**DO YOU CONCUR?      \_\_\_\_\_ YES      \_\_\_\_\_ NO**

**Proposer Must Return This Page With Proposal.**

## **10. Project Requirements**

### **10.1 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. In addition, the proposed work plan must contain provisions requiring review and approval by both the Jefferson County Executive and Jefferson County Commission.

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.

### **10.2 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.

### 10.3 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.

## 11. Proposal Evaluation and Selection Process

### 11.1 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.

### 11.2 Cost Proposal

The Offeror must utilize the form provided in Appendix A in its submission of a cost proposal in response to this RFP. The cost proposal must be included in each copy of the proposal. Any reworked version of Appendix A that is intended to be a substitute for Appendix A, that is provided by a Offeror may be determined as non-responsive, and may result in the proposal's disqualification.

### 11.3 Proposal Evaluation and Selection

Prior to the receipt of proposals, the County will establish an Evaluation Committee. The Committee is expected to include representatives from: Jefferson County Correctional Facility, Jefferson County Auditor's Office, Jefferson County Commissioners, Jefferson County Judge's Office.

### 11.4 Evaluation Criteria and Factors

Jefferson County Purchasing Department and the evaluation committee will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, proposers should exercise particular care in reviewing the proposal format required for this RFP.

#### **Proposals will be evaluated using the following criteria:**

<b>Description</b>	<b>Points</b>	<b>Factors Considered</b>
Service and Features	0-25	Services, features, and functions to be provided.
Quality of Proposal	0-20	Understanding of process, completeness and compliance of the proposal.
Commissions	0-40	Commissions to be paid to the County (including commissions and bonuses)
Experience and Financial History	0-15	Proposer's financial history and stability

The Evaluation Committee shall then independently score all remaining proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the Committee may recommend short-listing the proposals that are rated the highest.

The detailed evaluation that follows the initial examination may result in more than one finalist. At this point, the Evaluation Committee may request oral presentations from qualified Offerors, carry out contract negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed proposers.

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 make a recommendation to the Commissioners' Court.

Upon the selection of an apparent successful Offeror, the Court shall select a negotiation team who will 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.

Jefferson County reserves the right to contact any and all references to obtain, without limitation, information regarding the proposer's performance on current and on previous projects. A uniform sample of references will be checked for each short-listed proposer.

Jefferson County reserves the right to request clarifications or corrections to proposals, or to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

The Jefferson County Purchasing Agent reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of Jefferson County. Any such waiver shall not modify any remaining RFP requirements or excuse the proposer from full compliance with the RFP specifications and other contract requirements if the proposer is awarded the contract.

## **11.5 Rejection of Proposals**

The Jefferson County Purchasing Agent reserves the right to accept or reject in whole or in part any or all proposal submitted. The Jefferson County Purchasing Agent shall reject the proposal of any proposer that is determined to be non-responsive.

The unreasonable failure of a proposer to supply information in connection with responsibility may be grounds for a determination of non-responsibility.

## **11.6 Acceptance of Proposals**

The Jefferson County Purchasing Agent will accept all proposals that are submitted properly. However, the Jefferson County Purchasing Agent reserves the right to request clarifications or corrections to proposals.

## **11.7 Request for Clarification of Proposals**

Requests by the Jefferson County Purchasing Agent for clarification of proposals shall be in writing. Said requests shall not alter the proposer's pricing information contained in its cost proposal.

## **11.8 Validity of Proposals**

All proposals shall be valid for a period of ninety (90) days from the active closing date of the RFP.

## Non-Disclosure Agreement

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

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

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

[Printed Name of Consultant]

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

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

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

**Proposer Must Complete & Return This Page With Offer.**

## Vendor References

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

*THIS FORM MUST BE RETURNED WITH YOUR BID.*

### REFERENCE ONE

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

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

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

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

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

### REFERENCE TWO

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

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

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

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

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

### REFERENCE THREE

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

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

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

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

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

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## Signature Page

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

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

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

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

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

\_\_\_\_\_  
Bidder (Entity Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street & Mailing Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

**Proposer Must Complete & Return This Page With Offer.**

## Conflict of Interest Questionnaire

<b>For vendor or other person doing business with local government entity</b>	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006 Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.0006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<b>OFFICE USE ONLY</b>
<p>1. Name of person doing business with local governmental entity.</p>	
<p>2. <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p style="margin-left: 40px;">(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3. Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.</p>	
<p>4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.</p>	

**Proposer Must Complete & Return This Form with Offer.**

**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**  
Page 2

**For vendor or other person doing business with local government entity**

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receive or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?

Yes       No

C. Is the filer of the questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each affiliation or business relationship:

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

7.

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

**Proposer Must Complete & Return This Form With Offer.**

## Good Faith Effort (GFE)

### DETERMINATION CHECKLIST

*This information must be submitted with your bid.*

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

**Did the Prime Contractor/Consultant . . .**

- 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?
- 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.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Proposer Must Return This Form 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: \_\_\_\_\_

**Proposer Must Return This Form With Offer.**

## Residence Certification/Tax Form

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

- (3) "Nonresident bidder" refers to a person who is not a resident.
- (4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

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

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

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

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

\* This is the property amount identification number assigned by the Jefferson County Appraisal District.  
 \*\* For real property, specify the property address or legal description. For business property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored as a warehouse or other location.

**Proposer Must Complete & Return This Form With Offer.**

### Bid Affidavit

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

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

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

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

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

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

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

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

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

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

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

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

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

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

this the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

**Proposer Must Return This Page With Offer.**

NAME	AMOUNT	CHECK NO.	TOTAL
JURY FUND			
TRI-CITY COFFEE SERVICE	40.90	388897	40.90**
ROAD & BRIDGE PCT.#1			
CARQUEST AUTO PARTS # 96	131.34	388845	
ZEE MEDICAL SERVICE	70.27	388905	
DEPARTMENT OF INFORMATION RESOURCES	.01	388913	
AIRGAS SOUTHWEST	161.00	388943	362.62**
ROAD & BRIDGE PCT.#2			
SUPERIOR TIRE & SERVICE	19.95	388835	
RITTER @ HOME	58.34	388887	
NEDERLAND HARDWARE SUPPLY	63.54	388901	141.83**
ROAD & BRIDGE PCT. # 3			
HILO / O'REILLY AUTO PARTS	142.96	388825	
ENTERGY	246.45	388862	
MUNRO'S	12.45	388876	
SMART'S TRUCK & TRAILER, INC.	705.33	388893	
MATHESON TRI-GAS	82.00	388898	
WHITE TIRE	775.10	388902	
AUTO ZONE	267.90	388906	
HOWARD'S AUTO SUPPLY	62.16	388910	
DEPARTMENT OF INFORMATION RESOURCES	.10	388913	
CENTERPOINT ENERGY RESOURCES CORP	26.43	388935	
CHALK'S TRUCK PARTS INC	3,220.35	388940	
RANDY'S DRIVESHAFT SERVICE	287.04	388982	5,828.27**
ROAD & BRIDGE PCT.#4			
APAC, INC. - TROTTI & THOMSOM	538.49	388838	
HERNANDEZ OFFICE SUPPLY, INC.	21.00	388865	
MUNRO'S	63.28	388876	
SANITARY SUPPLY, INC.	98.67	388888	
SEARS COMMERCIAL CREDIT CENTER	79.95	388889	
WHOLESALE ELECTRIC SUPPLY CO.	34.00	388903	
DEPARTMENT OF INFORMATION RESOURCES	.13	388913	
SIERRA SPRING WATER CO. - BT	20.88	388918	
INTERSTATE TIRE & MECHANICAL ROAD	235.06	388929	
A-1 MACHINE & HYDRAULIC	450.00	388949	
ON TIME TIRE	206.99	388971	
SAM'S CLUB DIRECT	194.00	388975	1,942.45**
PARKS & RECREATION			
SAM'S CLUB DIRECT	199.92	388975	199.92**
GENERAL FUND			
TAX OFFICE			
HERNANDEZ OFFICE SUPPLY, INC.	546.00	388865	
OFFICE DEPOT	101.96	388879	
OFFICE DEPOT	235.27	388881	
ACE IMAGEWEAR	20.38	388891	
DEPARTMENT OF INFORMATION RESOURCES	.07	388913	
J SHANE HOWARD	378.44	388958	1,282.12*
COUNTY HUMAN RESOURCES			
BEAUMONT FAMILY PRACTICE ASSOC.	50.00	388840	
OFFICE DEPOT	345.60	388879	395.60*
AUDITOR'S OFFICE			
OFFICE DEPOT	122.70	388881	122.70*
COUNTY CLERK			

NAME	AMOUNT	CHECK NO.	TOTAL
OFFICE DEPOT	50.70	388879	
CDW COMPUTER CENTERS, INC.	1,382.22	388911	
WESTERN MICROGRAPHICS & IMAGING	18,131.09	388970	
THOMSON REUTERS-WEST	68.00	388976	
COUNTY JUDGE			19,632.01*
JAN GIROUARD & ASSOCIATES	500.00	388860	
OFFICE DEPOT	153.00	388879	
GRACE NICHOLS	1,600.00	388948	
HARVEY L WARREN III	2,000.00	388953	
MARJORIE RUTH PERRY	500.00	388960	
COURTNEY DAVIS	500.00	388966	
WILLIAM FORD DISHMAN	500.00	388980	
COUNTY TREASURER			5,753.00*
OFFICE DEPOT	97.94	388881	
GENERAL SERVICES			97.94*
GUARDIAN FORCE	36.00	388827	
JEFFERSON CTY. TAX DEPARTMENT	20.00	388870	
SPINDLETOP MHMR	32,990.75	388873	
DATA PROCESSING			33,046.75*
HAWKEYE INFORMATION SYSTEMS, INC.	650.00	388826	
OFFICE DEPOT	427.06	388879	
CDW COMPUTER CENTERS, INC.	213.76	388911	
ELECTIONS DEPARTMENT			1,290.82*
OFFICE DEPOT	130.34	388881	
DISTRICT ATTORNEY			130.34*
NATIONAL DISTRICT ATTORNEY'S ASSN.	75.00	388877	
WAYLN G. THOMPSON	385.91	388895	
LEXIS-NEXIS	98.00	388917	
CRIMINAL DISTRICT COURT			558.91*
DAVID GROVE	900.00	388831	
THOMAS J. BURBANK, P.C.	800.00	388844	
KEVIN PAULA SEKALY PC	2,487.50	388890	
CHARLES ROJAS	900.00	388912	
JAMES R. MAKIN, P.C.	5,561.91	388961	
60TH DISTRICT COURT			10,649.41*
OFFICE DEPOT	50.06	388879	
252ND DISTRICT COURT			50.06*
OFFICE DEPOT	86.35	388879	
279TH DISTRICT COURT			86.35*
OFFICE DEPOT	141.56	388879	
ANGELA L MORMAN	250.00	388941	
317TH DISTRICT COURT			391.56*
JUDY PAASCH	2,233.33	388933	
JUSTICE COURT-PCT 1 PL 2			2,233.33*
CASH ADVANCE ACCOUNT	607.03	388872	
JUSTICE COURT-PCT 4			607.03*
CASH ADVANCE ACCOUNT	789.02	388872	

NAME	AMOUNT	CHECK NO.	TOTAL
DEPARTMENT OF INFORMATION RESOURCES	.25	388913	
THOMSON REUTERS-WEST	210.00	388976	999.27*
JUSTICE COURT-PCT 7			
DEPARTMENT OF INFORMATION RESOURCES	.31	388913	.31*
SHERIFF'S DEPARTMENT			
GUARDIAN FORCE	395.00	388827	
BECKER PRINTING COMPANY, INC.	25.00	388842	
CHEMAX CORP.	513.37	388847	
EQUINE MEDICINE & SURGERY	56.00	388858	
FAST SIGNS, INC.	40.89	388859	
JEFFERSON CTY. SHERIFF'S DEPARTMENT	849.00	388868	
OFFICE DEPOT	735.92	388879	
PHILPOTT MOTORS, INC.	71.34	388884	
KEESHA GUILLORY	300.00	388909	
CDW COMPUTER CENTERS, INC.	148.59	388911	
DEPARTMENT OF INFORMATION RESOURCES	1.90	388913	
VERIZON WIRELESS	2,850.52	388915	
GUIDANCE SOFTWARE	599.00	388957	
COBAN TECHNOLOGIES INC	3,827.00	388962	
RITA HURT	775.00	388969	
THOMSON REUTERS-WEST	486.57	388976	11,675.10*
JAIL - NO. 2			
CITY OF BEAUMONT - WATER DEPT.	16,555.06	388849	
COASTAL WELDING SUPPLY	36.00	388852	
JACK BROOKS REGIONAL AIRPORT	1,694.72	388871	
OFFICE DEPOT	467.75	388881	
PETTY CASH - SHERIFF'S OFFICE	628.46	388883	
NEDERLAND HARDWARE SUPPLY	61.38	388901	
INTERCONTINENTAL JET CORP	2,099.18	388934	
LIQUID CAPITAL EXCHANGE INC	435.80	388965	
EPIC CARD SERVICES LLC	847.20	388974	22,825.55*
JUVENILE PROBATION DEPT.			
KESHA NIXON	113.00	388938	113.00*
JUVENILE DETENTION HOME			
ALL STAR PLUMBING	171.00	388836	
LABATT FOOD SERVICE	1,770.45	388839	
BEAUMONT TROPHIES	226.50	388841	
BINSWANGER GLASS CO.	662.50	388843	
CITY OF BEAUMONT - WATER DEPT.	2,956.95	388849	
OFFICE DEPOT	54.36	388879	
OAK FARM DAIRY	436.80	388908	
FLOWERS FOODS	128.51	388932	
BROTHERS PRODUCE	87.26	388968	6,385.61*
CONSTABLE PCT 1			
CASH ADVANCE ACCOUNT	700.49	388872	
THE PRODUCTIVITY CENTER	295.00	388919	995.49*
CONSTABLE-PCT 2			
OFFICE DEPOT	45.58	388879	
OFFICE DEPOT	496.95	388881	542.53*
CONSTABLE-PCT 4			
POSTMASTER	230.00	388886	230.00*
CONSTABLE-PCT 6			
OFFICE DEPOT	297.85	388881	
PROGRESSIVE BUSINESS PUBLICATIONS	195.50	388924	
THOMSON REUTERS-WEST	261.00	388976	754.35*
CONSTABLE PCT. 7			

NAME	AMOUNT	CHECK NO.	TOTAL
AT&T	29.34	388894	
DEPARTMENT OF INFORMATION RESOURCES	.03	388913	
CONSTABLE PCT. 8			29.37*
THOMSON REUTERS-WEST	153.00	388976	
AGRICULTURE EXTENSION SVC			153.00*
STARLA B. GARLICK	366.11	388828	
OFFICE DEPOT	53.95	388881	
HEALTH AND WELFARE NO. 1			420.06*
CITY OF BEAUMONT	40.00	388837	
ENTERGY	46.44	388863	
OFFICE DEPOT	213.00	388879	
AUSTIN CECIL WALKES MD PA	3,245.08	388900	
CENTERPOINT ENERGY RESOURCES CORP	19.77	388936	
HEALTH AND WELFARE NO. 2			3,564.29*
CITY OF BEAUMONT - WATER DEPT.	35.69	388850	
ENTERGY	127.24	388864	
PHYSICIAN SALES & SERVICE, INC.	12.17	388885	
AUSTIN CECIL WALKES MD PA	3,245.08	388900	
TEXAS GAS SERVICE	28.92	388930	
NURSE PRACTITIONER			3,449.10*
GEORGE V. ZUZUKIN, M.D.	1,000.00	388832	
CHILD WELFARE UNIT			1,000.00*
DISA, INC.	190.00	388856	
BEAUMONT OCCUPATIONAL SERVICE, INC.	473.05	388921	
J.C. PENNEY'S	99.88	388922	
SEARS COMMERCIAL CREDIT	181.00	388923	
S&M FAMILY OUTLET	93.16	388926	
ENVIRONMENTAL CONTROL			1,037.09*
OFFICE DEPOT	148.28	388881	
DEPARTMENT OF INFORMATION RESOURCES	.80	388913	
INDIGENT MEDICAL SERVICES			149.08*
GUARDIAN FORCE	90.00	388827	
CARDINAL HEALTH 110 INC	18,455.29	388977	
MAINTENANCE-BEAUMONT			18,545.29*
GUARDIAN FORCE	36.00	388827	
LOUIS AND COMPANY	1,927.66	388829	
CITY OF BEAUMONT - WATER DEPT.	6,215.27	388849	
W.W. GRAINGER, INC.	313.74	388861	
ENTERGY	5,520.23	388862	
INTERNATIONAL SYSTEMS OF AMERICA,	23.00	388866	
M&D SUPPLY	5.45	388874	
MCCOWN PAINT & SUPPLY OF TEXAS	199.59	388875	
OFFICE DEPOT	87.78	388879	
SANITARY SUPPLY, INC.	1,681.66	388888	
ACE IMAGEWEAR	313.61	388891	
AT&T	64.59	388894	
WHOLESALE ELECTRIC SUPPLY CO.	391.54	388903	
WORTH HYDROCHEM	250.00	388904	
DEPARTMENT OF INFORMATION RESOURCES	6,930.55	388913	
ULTRA-CHEM, INC.	519.18	388928	
BAKER DISTRIBUTING COMPANY	21.13	388931	
NATIONAL PUMP & COMPRESSOR	550.43	388944	
FIRETROL PROTECTION SYSTEMS, INC.	140.00	388946	
SHERWIN-WILLIAMS	159.07	388950	
NEDERLAND FRAME SHOP	254.16	388954	

NAME	AMOUNT	CHECK NO.	TOTAL
MEMBER'S BUILDING MAINTENANCE LLC	22,687.76	388979	48,292.40*
MAINTENANCE-PORT ARTHUR			
CITY OF PORT ARTHUR - WATER DEPT.	613.27	388851	
COBURN'S GROVES (5)	22.41	388853	
DRAGO HARDWARE CO.	9.98	388855	
SEARS COMMERCIAL CREDIT CENTER	1,463.54	388889	
HOWARD'S AUTO SUPPLY	113.74	388910	
DEPARTMENT OF INFORMATION RESOURCES	3.38	388913	
PARKER LUMBER	39.33	388956	2,265.65*
MAINTENANCE-MID COUNTY			
ACE IMAGEWEAR	27.33	388891	
CENTERPOINT ENERGY RESOURCES CORP	23.91	388935	51.24*
SERVICE CENTER			
ACTION AUTO GLASS	216.98	388830	
A-LINE FRONT END & BRAKE	1,146.20	388834	
M&D SUPPLY	25.84	388874	
TRI-CON, INC.	12,186.71	388896	
AUTO ZONE	147.45	388906	
ORANGE COUNTY ASSOCIATION FOR	240.00	388907	
PETROLEUM TRADERS CORPORATION	22,885.25	388916	
TIME WARNER CABLE BUSINESS CLASS	79.95	388939	
AMERICAN TIRE DISTRIBUTORS	1,684.05	388945	
INTERSTATE ALL BATTERY CENTER - BMT	296.85	388951	
UNIFIRST HOLDINGS INC	34.08	388952	
CHASE ELECTRONICS	315.00	388967	
SPANKY'S WRECKER SERVICE INC	95.00	388973	39,353.36*
			239,159.07**
MOSQUITO CONTROL FUND			
CERTIFIED LABORATORIES	169.28	388846	
MUNRO'S	106.40	388876	
OFFICE DEPOT	312.04	388881	
DEPARTMENT OF INFORMATION RESOURCES	.04	388913	587.76**
J.C. FAMILY TREATMENT CT.			
JUDY PAASCH	50.00	388933	50.00**
LAW LIBRARY FUND			
YVONNE COOPER	150.00	388854	
JAMES PUBLISHING, INC.	87.94	388867	
THOMSON REUTERS-WEST	1,227.44	388976	1,465.38**
JUVENILE TJPC-A-2014-123			
YOUTH ADVOCATE PROGRAM	3,829.85	388942	
ROSE CHAISSON	53.11	388947	3,882.96**
COMMUNITY SUPERVISION FND			
JEFFERSON CTY. COMMUNITY SUP.	1,069.55	388869	
OFFICE DEPOT	524.72	388881	
DEPARTMENT OF INFORMATION RESOURCES	1.97	388913	
JCCSC	60.00	388959	1,656.24**
JEFF. CO. WOMEN'S CENTER			
ENTERGY	1,332.48	388862	
OFFICE DEPOT	91.80	388881	
BURT WALKER PARTNERS, LTD	4,500.00	388899	
DEPARTMENT OF INFORMATION RESOURCES	.24	388913	5,924.52**
COMMUNITY CORRECTIONS PRG			
CDW COMPUTER CENTERS, INC.	71.24	388911	71.24**
JAG GRANTS			

NAME	AMOUNT	CHECK NO.	TOTAL
CDW COMPUTER CENTERS, INC.	361.69	388911	361.69**
LAW OFFICER TRAINING GRT			
FAST SIGNS, INC.	156.74	388859	156.74**
COUNTY RECORDS MANAGEMENT			
READYDOCK INC	144.15	388981	144.15**
CONST. PCT 1 EDUCATION			
CASH ADVANCE ACCOUNT	754.57	388872	754.57**
HOTEL OCCUPANCY TAX FUND			
ENERGY	1,580.71	388862	
DEPARTMENT OF INFORMATION RESOURCES	13.78	388913	1,594.49**
CAPITAL PROJECTS FUND			
CARROLL & BLACKMAN, INC.	1,520.00	388833	
SHERWIN-WILLIAMS	500.00	388892	
LOWE'S HOME CENTERS, INC.	252.57	388925	
PEMSCO	27,000.00	388937	
ORANGE COUNTY INDUSTRIAL INC	2,623.00	388978	31,895.57**
AIRPORT FUND			
DEPARTMENT OF INFORMATION RESOURCES	.08	388913	.08**
SETEC FUND			
TEXAS LIQUATECH SERVICES INC	2,500.00	388964	2,500.00**
LIABILITY CLAIMS ACCOUNT			
DUNHAM HALLMARK PLLC	87.50	388963	
RACHEL M NEILL	1,329.86	388983	1,417.36**
BAIL BONDING FUND			
BARBRA HARTT	10,000.00	388955	10,000.00**
SHERIFF'S FORFEITURE FUND			
BEAUMONT TROPHIES	139.30	388841	
AERO PRODUCTS	8,941.50	388927	9,080.80**
ORCA - IKE			
SIMCO ENTERPRISES, LTD	7,223.39	388857	7,223.39**
MARINE DIVISION			
DEPARTMENT OF INFORMATION RESOURCES	206.24	388913	
VERIZON WIRELESS	341.91	388914	
SABINE PASS PORT AUTHORITY	197.84	388920	745.99**
2009 PORT SECURITY ARRA			
LJA ENGINEERING INC	460.00	388972	460.00**
			327,647.99***

NAME	AMOUNT	CHECK NO.	TOTAL
ROAD & BRIDGE PCT.#1			
AT&T	60.88	389058	
STAR GRAPHICS SHARP	30.12	389062	
UNITED STATES POSTAL SERVICE	1.54	389080	92.54**
ROAD & BRIDGE PCT.#2			
ENTERGY	99.93	389038	
STAR GRAPHICS SHARP	42.71	389062	142.64**
ROAD & BRIDGE PCT. # 3			
ENTERGY	15.40	389038	
AT&T	84.66	389058	
STAR GRAPHICS SHARP	63.56	389062	163.62**
ROAD & BRIDGE PCT.#4			
CITY OF BEAUMONT - WATER DEPT.	18.12	389022	
ENTERGY	1,216.52	389038	
UNITED STATES POSTAL SERVICE	10.28	389080	
DIRECTV	1,379.76	389104	2,624.68**
ENGINEERING FUND			
STAR GRAPHICS SHARP	43.25	389062	
UNITED STATES POSTAL SERVICE	2.32	389080	45.57**
PARKS & RECREATION			
ENTERGY	447.92	389038	
CASH ADVANCE ACCOUNT	63.00	389043	510.92**
GENERAL FUND			
WILLIAM PAUL SEMIEN #97419	250.00	389115	250.00*
TAX OFFICE			
AT&T	100.02	389058	
STAR GRAPHICS SHARP	208.10	389062	
UNITED STATES POSTAL SERVICE	2,532.30	389080	2,840.42*
COUNTY HUMAN RESOURCES			
STAR GRAPHICS SHARP	43.25	389062	
UNITED STATES POSTAL SERVICE	8.19	389080	51.44*
AUDITOR'S OFFICE			
STAR GRAPHICS SHARP	60.94	389062	
UNITED STATES POSTAL SERVICE	24.25	389080	85.19*
COUNTY CLERK			
XEROX CORPORATION	1,010.86	389073	
UNITED STATES POSTAL SERVICE	414.52	389080	1,425.38*
COUNTY JUDGE			
LAIRO DOWDEN, JR.	500.00	389029	
STAR GRAPHICS SHARP	43.25	389062	
UNITED STATES POSTAL SERVICE	3.37	389080	
RACHEL GROVE	500.00	389098	
THOMSON REUTERS-WEST	173.58	389112	1,220.20*
RISK MANAGEMENT			
STAR GRAPHICS SHARP	31.78	389062	
UNITED STATES POSTAL SERVICE	16.83	389080	48.61*
COUNTY TREASURER			

NAME	AMOUNT	CHECK NO.	TOTAL
STAR GRAPHICS SHARP	43.25	389062	
UNITED STATES POSTAL SERVICE	328.98	389080	372.23*
PRINTING DEPARTMENT			
STAR GRAPHICS SHARP	314.11	389062	314.11*
PURCHASING DEPARTMENT			
STAR GRAPHICS SHARP	43.25	389062	
UNITED STATES POSTAL SERVICE	11.08	389080	54.33*
GENERAL SERVICES			
TIME WARNER COMMUNICATIONS	1,913.30	389063	
TIME WARNER COMMUNICATIONS	482.62	389065	
LOWE'S HOME CENTERS, INC.	799.43	389084	
CROWN CASTLE INTERNATIONAL	1,332.65	389087	
JOHN PAUL'S	87.48	389101	
DYNAMEX INC	447.04	389114	5,062.52*
DATA PROCESSING			
OFFICE DEPOT	105.96	389048	
STAR GRAPHICS SHARP	60.94	389062	
VERIZON WIRELESS	75.98	389076	242.88*
VOTERS REGISTRATION DEPT			
STAR GRAPHICS SHARP	30.12	389062	
UNITED STATES POSTAL SERVICE	546.34	389080	576.46*
ELECTIONS DEPARTMENT			
STAR GRAPHICS SHARP	30.12	389062	
UNITED STATES POSTAL SERVICE	11.18	389080	
SIERRA SPRING WATER CO. - BT	15.99	389081	57.29*
DISTRICT ATTORNEY			
STAR GRAPHICS SHARP	261.30	389062	
UNITED STATES POSTAL SERVICE	515.71	389080	777.01*
DISTRICT CLERK			
STAR GRAPHICS SHARP	51.52	389062	
UNITED STATES POSTAL SERVICE	348.47	389080	
THOMSON REUTERS-WEST	210.00	389112	609.99*
CRIMINAL DISTRICT COURT			
STAR GRAPHICS SHARP	31.78	389062	
UNITED STATES POSTAL SERVICE	2.77	389080	34.55*
58TH DISTRICT COURT			
STAR GRAPHICS SHARP	31.78	389062	
UNITED STATES POSTAL SERVICE	.77	389080	32.55*
60TH DISTRICT COURT			
STAR GRAPHICS SHARP	30.12	389062	
UNITED STATES POSTAL SERVICE	24.44	389080	54.56*
136TH DISTRICT COURT			
STAR GRAPHICS SHARP	30.12	389062	
UNITED STATES POSTAL SERVICE	.76	389080	30.88*
172ND DISTRICT COURT			
STAR GRAPHICS SHARP	31.78	389062	31.78*
252ND DISTRICT COURT			

NAME	AMOUNT	CHECK NO.	TOTAL
UNITED STATES POSTAL SERVICE	272.11	389080	272.11*
279TH DISTRICT COURT			
THOMAS J. BURBANK, P.C.	500.00	389019	
TERRENCE HOLMES	325.00	389040	
CATHERINE BRUNEY	1,000.00	389041	
UNITED STATES POSTAL SERVICE	.77	389080	
RYAN L MATUSKA	650.00	389090	
JONATHAN L. STOVALL	150.00	389105	
STEFANIE L. ADAMS, ATTORNEY AT LAW	75.00	389106	2,700.77*
317TH DISTRICT COURT			
STAR GRAPHICS SHARP	31.78	389062	
UNITED STATES POSTAL SERVICE	.99	389080	32.77*
JUSTICE COURT-PCT 1 PL 1			
STAR GRAPHICS SHARP	51.32	389062	
UNITED STATES POSTAL SERVICE	29.44	389080	80.76*
JUSTICE COURT-PCT 1 PL 2			
STAR GRAPHICS SHARP	30.12	389062	30.12*
JUSTICE COURT-PCT 4			
STAR GRAPHICS SHARP	42.71	389062	42.71*
JUSTICE COURT-PCT 6			
STAR GRAPHICS SHARP	30.12	389062	
UNITED STATES POSTAL SERVICE	49.09	389080	79.21*
JUSTICE COURT-PCT 7			
OFFICE DEPOT	51.06	389048	
AT&T	29.34	389058	
CDW COMPUTER CENTERS, INC.	106.88	389075	187.28*
COUNTY COURT AT LAW NO.1			
STAR GRAPHICS SHARP	30.12	389062	
UNITED STATES POSTAL SERVICE	7.30	389080	37.42*
COUNTY COURT AT LAW NO. 2			
UNITED STATES POSTAL SERVICE	29.72	389080	29.72*
COUNTY COURT AT LAW NO. 3			
UNITED STATES POSTAL SERVICE	27.27	389080	27.27*
COURT MASTER			
JUDGE LARRY GIST	1,253.96	389036	
STAR GRAPHICS SHARP	42.71	389062	
TEXAS STATE DIRECTORY	46.90	389067	
VERIZON WIRELESS	85.70	389076	
UNITED STATES POSTAL SERVICE	5.71	389080	1,434.98*
MEDIATION CENTER			
STAR GRAPHICS SHARP	30.12	389062	
UNITED STATES POSTAL SERVICE	11.22	389080	41.34*
COMMUNITY SUPERVISION			
STAR GRAPHICS SHARP	136.39	389062	136.39*
SHERIFF'S DEPARTMENT			

NAME	AMOUNT	CHECK NO.	TOTAL
BAILEY BUCHANAN MASONRY, INC.	2,140.00	389018	
AT&T	287.04	389058	
STAR GRAPHICS SHARP	279.27	389062	
UNITED STATES POSTAL SERVICE	2,593.30	389080	5,299.61*
CRIME LABORATORY			
STAR GRAPHICS SHARP	42.71	389062	
UNITED STATES POSTAL SERVICE	13.01	389080	55.72*
JAIL - NO. 2			
AAA LOCK & SAFE	564.10	389012	
CHEMAX CORP.	552.30	389020	
COBURN'S, BEAUMONT BOWIE (1)	106.24	389026	
ECOLAB	399.90	389030	
GT DISTRIBUTORS, INC.	1,577.50	389034	
W.W. GRAINGER, INC.	361.04	389037	
HERNANDEZ OFFICE SUPPLY, INC.	388.89	389039	
HYGEIA CHEMICAL CO.	1,811.47	389042	
M&D SUPPLY	65.43	389045	
MCNEILL INSURANCE AGENCY	142.00	389047	
OFFICE DEPOT	199.98	389048	
RALPH'S INDUSTRIAL ELECTRONICS	130.26	389054	
SANITARY SUPPLY, INC.	74.10	389055	
SCHMIDT SAW & KNIFE WKS, INC.	68.60	389056	
AT&T	846.18	389058	
STAR GRAPHICS SHARP	522.75	389062	
TIBH INDUSTRIES, INC.	1,761.78	389066	
TRIANGLE WATER CO., INC.	54.60	389068	
WASTE MGT. GOLDEN TRIANGLE, INC.	3,561.28	389070	
WORTH HYDROCHEM	327.00	389072	
BELT SOURCE	142.23	389088	
AIRGAS SOUTHWEST	360.60	389096	
FIVE STAR CORRECTIONAL SERVICE	31,425.38	389103	
CONMED INC	39,297.14	389110	
CONMED INC	527,854.40	389111	612,595.15*
JUVENILE PROBATION DEPT.			
FED EX	46.70	389032	
LARONDA TURNER	96.62	389050	
STAR GRAPHICS SHARP	91.06	389062	
VERIZON WIRELESS	66.34	389076	
UNITED STATES POSTAL SERVICE	10.76	389080	311.48*
JUVENILE DETENTION HOME			
AT&T	679.90	389058	
ATTABOY TERMITE & PEST CONTROL	80.00	389100	759.90*
CONSTABLE PCT 1			
VERIZON WIRELESS	227.94	389076	
UNITED STATES POSTAL SERVICE	140.59	389080	368.53*
CONSTABLE-PCT 2			
VERIZON WIRELESS	113.97	389076	113.97*
CONSTABLE-PCT 4			
VERIZON WIRELESS	113.97	389076	113.97*
CONSTABLE-PCT 6			
OFFICE DEPOT	55.78	389048	
STAR GRAPHICS SHARP	30.12	389062	
VERIZON WIRELESS	113.97	389076	
UNITED STATES POSTAL SERVICE	37.27	389080	237.14*
CONSTABLE PCT. 7			

NAME	AMOUNT	CHECK NO.	TOTAL
VERIZON WIRELESS	113.97	389076	113.97*
CONSTABLE PCT. 8			
VERIZON WIRELESS	113.97	389076	113.97*
AGRICULTURE EXTENSION SVC			
STAR GRAPHICS SHARP	60.94	389062	
UNITED STATES POSTAL SERVICE	23.30	389080	84.24*
HEALTH AND WELFARE NO. 1			
TEXAS DEPT OF PUBLIC SAFETY	9.00	389035	
OFFICE DEPOT	253.93	389048	
STAR GRAPHICS COPIERS, INC.	243.48	389059	
STAR GRAPHICS SHARP	60.94	389062	
UNITED STATES POSTAL SERVICE	114.52	389080	
HEB	105.00	389089	786.87*
HEALTH AND WELFARE NO. 2			
CITY OF PORT ARTHUR - WATER DEPT.	35.69	389023	
PHYSICIAN SALES & SERVICE, INC.	25.34	389051	
AT&T	29.34	389058	
STAR GRAPHICS SHARP	73.37	389062	
VICKIE MCINTYRE	276.85	389074	440.59*
NURSE PRACTITIONER			
OFFICE DEPOT	69.16	389048	
STAR GRAPHICS SHARP	30.12	389062	
SIERRA SPRING WATER CO. - BT	12.99	389082	112.27*
ENVIRONMENTAL CONTROL			
AT&T	29.39	389058	29.39*
MAINTENANCE-BEAUMONT			
LOUIS AND COMPANY	243.22	389013	
AUTOMATIC DOOR SERVICE	450.00	389017	
ECOLAB	209.95	389030	
ENTERGY	39,488.10	389038	
M&D SUPPLY	227.05	389045	
MCCOWN PAINT & SUPPLY OF TEXAS	447.91	389046	
SANITARY SUPPLY, INC.	93.00	389055	
ACE IMAGEWEAR	141.32	389057	
AT&T	5,343.48	389058	
STAR GRAPHICS SHARP	30.12	389062	
UNITED STATES POSTAL SERVICE	.46	389080	
OTIS ELEVATOR COMPANY	2,756.00	389086	49,430.61*
MAINTENANCE-PORT ARTHUR			
OFFICE DEPOT	61.06	389048	
AT&T	1,354.62	389058	
STAR GRAPHICS SHARP	61.90	389062	
TIME WARNER COMMUNICATIONS	63.85	389064	
TEXAS GAS SERVICE	700.19	389085	
MEMBER'S BUILDING MAINTENANCE LLC	2,524.60	389113	4,766.22*
MAINTENANCE-MID COUNTY			
CITY OF NEDERLAND	18.05	389025	
ENTERGY	362.54	389038	
AT&T	681.24	389058	
STAR GRAPHICS SHARP	31.78	389062	1,093.61*
SERVICE CENTER			
ACTION AUTO GLASS	216.98	389014	
CLASSIC TINT	45.00	389015	

NAME	AMOUNT	CHECK NO.	TOTAL
KINSEL FORD, INC.	59.67	389044	
STAR GRAPHICS SHARP	30.12	389062	
TRI-CON, INC.	11,410.09	389069	
VERIZON WIRELESS	41.93	389076	
SPANKY'S WRECKER SERVICE INC	190.00	389108	11,993.79*
VETERANS SERVICE			
STAR GRAPHICS SHARP	74.49	389062	
UNITED STATES POSTAL SERVICE	4.64	389080	
PAMELA BURCHFIELD	122.12	389083	201.25*
			708,327.48**
MOSQUITO CONTROL FUND			
AT&T	29.39	389058	
STAR GRAPHICS SHARP	30.12	389062	59.51**
FAMILY GROUP CONFERENCING			
STAR GRAPHICS SHARP	31.78	389062	31.78**
LAW LIBRARY FUND			
THOMSON REUTERS-WEST	6,666.49	389112	6,666.49**
JUVENILE PROB & DET. FUND			
VERIZON WIRELESS	31.93	389076	31.93**
IV-E FOSTER CARE			
VERIZON WIRELESS	31.93	389076	31.93**
COMMUNITY SUPERVISION FND			
VERIZON WIRELESS	120.25	389076	
UNITED STATES POSTAL SERVICE	82.13	389080	202.38**
JEFF. CO. WOMEN'S CENTER			
STAR GRAPHICS SHARP	31.78	389062	
VERIZON WIRELESS	31.93	389076	63.71**
COMMUNITY CORRECTIONS PRG			
STAR GRAPHICS SHARP	47.38	389062	47.38**
DRUG DIVERSION PROGRAM			
OFFICE DEPOT	656.92	389048	
STAR GRAPHICS SHARP	47.38	389062	704.30**
COUNTY CLERK - RECORD MGT			
AT&T	110.65	389058	110.65**
COUNTY RECORDS MANAGEMENT			
UNITED STATES POSTAL SERVICE	.38	389080	.38**
J.P. COURTROOM TECH. FUND			
VERIZON WIRELESS	113.97	389076	113.97**
HOTEL OCCUPANCY TAX FUND			
CITY OF BEAUMONT - WATER DEPT.	152.91	389022	
VERIZON WIRELESS	37.99	389076	190.90**
DISTRICT CLK RECORDS MGMT			
STAR GRAPHICS SHARP	86.50	389062	86.50**
2011 REFUNDING BONDS			

NAME	AMOUNT	CHECK NO.	TOTAL
FIRST SOUTHWEST ASSET MANAGEMENT	1,200.00	389033	1,200.00**
2012 REFUNDING BONDS			
FIRST SOUTHWEST ASSET MANAGEMENT	1,600.00	389033	1,600.00**
2013 REFUNDING BONDS			
FIRST SOUTHWEST ASSET MANAGEMENT	555.00	389033	555.00**
AIRPORT FUND			
ATTERBERY TRUCK SALES, INC.	88.93	389016	
CINTAS, INC.	32.79	389021	
CITY OF NEDERLAND	351.86	389025	
CURETON & SON	91.00	389028	
EASTEX RUBBER & GASKET	44.76	389031	
CASH ADVANCE ACCOUNT	388.72	389043	
OVERHEAD DOOR CO.	178.75	389049	
RITTER @ HOME	446.43	389052	
ROGERS AUTO PARTS, INC.	62.45	389053	
RALPH'S INDUSTRIAL ELECTRONICS	143.53	389054	
STAR GRAPHICS SHARP	72.83	389062	
NEDERLAND HARDWARE SUPPLY	9.08	389071	
VERIZON WIRELESS	75.98	389076	
KNIFE RIVER	3,265.30	389091	
RUTTY & MORRIS LLC	460.86	389092	
ASCENT AVIATION GROUP INC	79,674.63	389097	
LAMAR ADVERTISING	1,620.00	389099	
DRAGO SUPPLY	140.00	389102	
CRAWFORD ELECTRIC SUPPLY COMPANY	69.76	389109	87,217.66**
SE TX EMP. BENEFIT POOL			
MEDCO HEALTH SOLUTIONS INC	101,485.36	389094	101,485.36**
PAYROLL FUND			
JEFFERSON CTY. - FLEXIBLE SPENDING	10,559.00	388984	
CLEAT	360.00	388985	
JEFFERSON CTY. TREASURER	19,226.99	388986	
RON STADTMUELLER - CHAPTER 13	1,717.50	388987	
INTERNAL REVENUE SERVICE	150.00	388988	
JEFFERSON CTY. ASSN. OF D.S. & C.O.	5,000.00	388989	
JEFFERSON CTY. COMMUNITY SUP.	9,556.81	388990	
JEFFERSON CTY. TREASURER - HEALTH	410,420.19	388991	
JEFFERSON CTY. TREASURER - PAYROLL	1,548,972.52	388992	
JEFFERSON CTY. TREASURER - PAYROLL	611,800.94	388993	
MONY/MLOA	275.61	388994	
POLICE & FIRE FIGHTERS' ASSOCIATION	3,243.08	388995	
UNITED WAY OF BEAUMONT& N JEFFERSON	183.92	388996	
JEFFERSON CTY. TREASURER - TCDRS	583,722.09	388997	
OPPENHEIMER FUNDS DISTRIBUTOR, INC	2,243.31	388998	
JEFFERSON COUNTY TREASURER	2,442.28	388999	
JEFFERSON COUNTY - TREASURER -	5,046.48	389000	
NECHES FEDERAL CREDIT UNION	69,682.14	389001	
JEFFERSON COUNTY - NATIONWIDE	46,234.98	389002	
TENNESSEE CHILD SUPPORT	115.38	389003	
NCO FINANCIAL SYSTEMS INC	121.96	389004	
FMS DMS PIONEER	34.62	389005	
SBA - U S DEPARTMENT OF TREASURY	168.49	389006	
CALIFORNIA STATE DISBURSEMENT UNIT	117.23	389007	
U S DEPARTMENT OF TREASURY	157.99	389008	
WILLIAM E HEITKAMP	639.00	389009	
JOHN TALTON	327.69	389010	
NECHES FEDERAL CREDIT UNION	69,682.14	389011	3,402,202.34**
GUARDIANSHIP FEE			
MARJORIE RUTH PERRY	400.00	389107	400.00**
APPELLATE JUDICIAL SYSTEM			

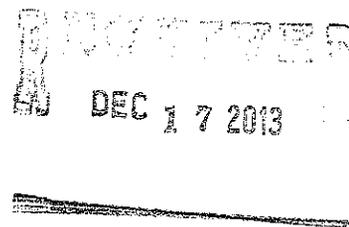
NAME	AMOUNT	CHECK NO.	TOTAL
9TH COURT OF APPEALS	1,585.00	389095	1,585.00**
MARINE DIVISION			
CONN'S APPLIANCES & PART	2,619.93	389027	
TRI-CON, INC.	3,167.82	389069	
THE DINGO GROUP-PETE JORGENSON MARI	1,170.26	389093	6,958.01**
2009 PORT SECURITY			
CITY OF GROVES	620,375.41	389024	620,375.41**
			4,943,828.04***

REPUBLICAN AND DEMOCRATIC JOINT PRIMARY ELECTION  
MARCH 4, 2014

Assigned Pcts	Location	Location Address	Location City
1/2	Dr. Mae Jones-Clark Elementary	3525 Cleveland St.	Beaumont, TX
3/8	Sterling Pruitt Center	2930 Gulf St.	Beaumont, TX
4	BISD Administration Building	3395 Harrison Ave.	Beaumont, TX
5	Caldwood Elementary	102 Berkshire Ln.	Beaumont, TX
6	Central High School	88 Jaguar Dr.	Beaumont, TX
7/89	O.C. Mike Taylor Career Center	2330 North St.	Beaumont, TX
9/38*/40*/41/109	Hebert Library	2025 Merriman St.	Port Neches, TX
10/11	Jefferson County Courthouse	1001 Pearl St.	Beaumont, TX
12/13	Charlton-Pollard Elementary	825 Jackson St.	Beaumont, TX
14/15/16	MLK Middle School	1400 Avenue A	Beaumont, TX
17/26/90	Beaumont Municipal Airport	455 Keith Rd.	Beaumont, TX
18/64	Theodore Johns Library	4255 Fannett Rd.	Beaumont, TX
19*/20/67*	Alice Keith Park Recreation Center	4075 Highland Ave.	Beaumont, TX
21/106	Precinct 4 Barn	2202 Hebert Rd.	Beaumont, TX
22	Roy Guess Elementary	8055 Voth Rd.	Beaumont, TX
23	Rosedale Baptist Church	7110 Concord Rd.	Beaumont, TX
24/25	Precinct 1 Service Center	20205 W. Hwy. 90	Beaumont, TX
27*/78*/86*	Amelia Elementary School	565 S. Major Dr	Beaumont, TX
28/92/108	Precinct 4 Service Center	7780 Boyt Rd.	Beaumont, TX
29	Hamshire Community Building	12393 2nd St.	Hamshire, TX
30/91	Hamshire-Fannett Elementary	23395 Burrel Wingate Rd.	Beaumont, TX
31/80	LaBelle-Fannett VFD	12880 FM 365	Beaumont, TX
32*	R.L. Gabby Eldridge Center	5262 S. Gulfway Dr	Sabine Pass, TX
33/101/107	Memorial 9th Grade Academy	2441 61st St.	Port Arthur, TX
34	El Vista Community Center	615 Ellias St.	Port Arthur, TX
35/98	Jerry Ware Airport Terminal	5000 Jerry Ware Dr.	Beaumont, TX
36/37	Highland Park Elementary	200 S. 6th St.	Nederland, TX 77627

REPUBLICAN AND DEMOCRATIC JOINT PRIMARY ELECTION  
MARCH 4, 2014

Assigned Pcts	Location	Location Address	Location City
39	Blanchette Elementary	2550 Sarah St.	Beaumont, TX
42	Van Buren Elementary	6400 Van Buren St.	Groves, TX
43/61	West Groves Education Center	5840 W. Jefferson Blvd.	Groves, TX
44	Tyrrell Elementary	4401 Ferndale Dr.	Port Arthur, TX
45/46/96	Willie Ryman III Community Center	3248 39th St.	Port Arthur, TX
47/93	O.W. Collins Apartment Complex	4440 Gulfway Dr.	Port Arthur, TX
48/49/50*/51*	Port Arthur Recreation Center	1308 9th Ave.	Port Arthur, TX
52/53/81	DeQueen Elementary	740 DeQueen Blvd.	Port Arthur, TX
54/55/57/58/104	Jefferson County Sub-Courthouse	525 Lakeshore Dr.	Port Arthur, TX
56/83	Central Middle School	200 17th St.	Nederland, TX
59/97	Mt. Sinai Missionary Baptist Church	501 W. Thomas Blvd.	Port Arthur, TX
60/71/102	Groves Elementary	3901 Cleveland Ave.	Groves, TX
63	Lucas Elementary	1750 E. Lucas Dr.	Beaumont, TX
62*/65/73*/100	Rogers Park Community Center	6540 Gladys Ave.	Beaumont, TX
66	Bevil Oaks Civic Center	7390 Sweetgum Rd.	Bevil Oaks, TX
68	Austin Middle School	3410 Austin St.	Beaumont, TX
69/95	Nederland Recreation Center	2301 Avenue H	Nederland, TX
70/82/105	Port Arthur Public Library	4615 9th Ave.	Port Arthur, TX
72	Wesley United Methodist Church	3810 N. Major Dr.	Beaumont, TX
74/103	Central Gardens Fire Station	3707 Central Blvd.	Nederland, TX
75*	Lamar University	4400 S M L King Jr Pkwy	Beaumont, TX
76	Travis Elementary	1115 Lakeview Ave.	Port Arthur, TX
77/87*/88*/99*	North End Community Center	3580 E. Lucas Dr.	Beaumont, TX
79	Dishman Elementary	3475 Champions Dr.	Beaumont, TX
84/85	USW Union Hall (PACE)	2490 S. 11th St.	Beaumont, TX
94	Calvary Baptist Church	3650 Dowlen Rd.	Beaumont, TX
	* Denotes a polling location change for a precinct		



**JOHN DAVID KNIGHT**  
Director of Building Maintenance  
Jefferson County Courthouse

To: Commissioner's Court  
From: David Knight / Director of Building Maintenance  
Date: December 16, 2013  
Subject: Retirement for Steven Andrus

We are asking that you consider & possibly adopt a Resolution recognizing Steven Andrus for his 22 years and 11 months of service to the Jefferson County Maintenance Department & wishing him well in his retirement. We are asking that this be placed on the agenda for Monday, 6<sup>th</sup> day of January 2014.

Thank you,

A handwritten signature in cursive script that reads "David Knight".

DK/ab



# 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 6<sup>th</sup> day of January, 2014, on motion made by \_\_\_\_\_, Commissioner of Precinct No. \_\_\_\_, and seconded by \_\_\_\_\_, Commissioner of Precinct No. \_\_\_\_, the following Resolution was adopted:

**WHEREAS, STEVEN ANDRUS** has devoted 22 years and 11 months of his life to the service of Jefferson County; and,

**WHEREAS, STEVEN ANDRUS** began his career with the County as a Carpenter in the Jefferson County Carpenter Shop; and,

**WHEREAS,** known for his expert craftsmanship, his talented work is displayed thru-out the Courthouse and thru-out the County; and,

**WHEREAS, STEVEN ANDRUS** has demonstrated special talents and has maintained a positive attitude thru out his career with the Jefferson County Carpenter Shop; and

**WHEREAS,** known for his kind heart, good nature and friendliness, **STEVEN ANDRUS** won the respect of his colleagues, elected officials and other county employees; and,

**WHEREAS,** after this distinguished career, **STEVEN ANDRUS** has chosen to embark upon a much-deserved retirement; we are happy for him and he will be truly missed.

**NOW, THEREFORE, BE IT RESOLVED** that the Commissioners' Court of Jefferson County, Texas joins his co-workers and does hereby honor and commend **STEVEN ANDRUS** for his dedicated service as a valuable employee of Jefferson County and wishes him well in his retirement.

SIGNED this \_\_\_\_ day of \_\_\_\_\_, 2014.

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

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

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

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

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

CONTRACT  
for  
**JEFFERSON COUNTY**

**EMPLOYEE ASSISTANCE PROGRAM**

Provided  
by  
**INTERFACE EAP**



This contract is between **JEFFERSON COUNTY** and Interface EAP for an **Employee Assistance Program (EAP)** as described below:

## **I. Services**

Individuals eligible for EAP services are defined as the employee and family members. Family members are defined as: spouse, domestic partner, and/or legal dependants.

The services to be provided by Interface EAP are as follows:

1. Twenty-four hour telephone service with both a local Houston and a toll-free national number for employees and family members to use for any personal problem.

2. Diagnosis, assessment, initial treatment planning, and if necessary a referral for personal problems, particularly those with the potential for affecting work performance. This includes consultation with our professionals until an accurate diagnosis and initial treatment plan is reached for each client of the EAP.

3. Supervisory/Management training for supervisors on recognizing, documenting, and referring an employee with job performance issues to the EAP, as well as providing information on all services of the EAP.

4. An employee orientation will be available to familiarize all employees with the services provided by the EAP and the process for utilizing the program.

NOTE: Both supervisory training and employee orientations will be presented either by video or a Program Coordinator and will include printed materials. Please see Section VII, Available In-Service Hours, for the number of hours available to **JEFFERSON COUNTY** for Supervisory/Management training and/or Employee Orientations. Travel costs for hotel and transportation may be charged back to **JEFFERSON COUNTY** for in-person meetings depending on location and group size.

5. Ongoing program awareness in the form of posters, handouts, and promotional flyers for distribution and display.

6. Assistance in establishing a clear policy letter concerning **JEFFERSON COUNTY's** position on employees who use the EAP.

7. Quarterly utilization reports. This will include nature of the contact, referral source, and demographics of employees, providing that certain information will not jeopardize confidentiality.

8. Access to participant website ([www.4eap.com](http://www.4eap.com)) which includes online access to supplemental EAP resource information, including: EAP request for services, frequently asked questions, legal resources, financial resources, work/life and wellness resources.

9. Critical Incident Stress Debriefing (CISD) to take place between 24 and 72 hours after a traumatic event. Wellness Seminars will also be made available with topics to be chosen by **JEFFERSON COUNTY**. Please see Section VII, Available In-Service Hours, for the number of

hours available to **JEFFERSON COUNTY** for Critical Incident Stress Debriefing and/or Wellness Seminars.

10. Representation at health fairs: Please see Section VII, Available In-Service Hours, for the number of days available to **JEFFERSON COUNTY** for Health Fairs.

11. Services requested and provided beyond those outlined in Section I will be billed to **JEFFERSON COUNTY**. Please see attached In-Service Fee Schedule for pricing.

## **II. Procedures**

An employee/family member will have initial contact with a clinically trained care coordinator at Interface. A case will be opened and they will be referred to a licensed counselor established in private practice with experience in the area of the presenting problem. The employee/family member may request another counselor, for any reason, after their first session without losing that session as one of the allotted sessions for that problem. The employee, a supervisor, or both may initiate contact. A family member may be referred to the program by his or her own call or by a referral of the employee.

When an employee or family member contacts the EAP, they will be directed to the most convenient office location in their area. A licensed counselor will be assigned to diagnose, assess, formulate an initial treatment plan, and if necessary refer for additional treatment. In all instances the need and/or problem will be addressed. The goal of the counseling process for an employee will be his or her effective return to full productivity.

## **III. Publicity of Services**

**JEFFERSON COUNTY** will inform its employees of the services provided by Interface with at least a letter emphasizing the confidentiality of the EAP. The letter should inform employees that the program is confidential and that any employee seeking assistance will not jeopardize his or her position with the organization.

Interface will provide literature in the form of brochures describing the EAP, and all services included in Section I of this contract.

## **IV. Reporting**

When the initial contact is the result of a supervisory referral in regards to job performance issues, an EAP care coordinator will inform the supervisor of the following: 1) whether the employee has contacted the Employee Assistance Program, 2) whether treatment goals have been established (without identification of those goals), and 3) whether there is progress (but not the nature of that progress) toward treatment goals. Interface provides an employee release form that authorizes pertinent information regarding the progress of treatment to be released to the supervisor. Interface encourages this release if a supervisor has referred the employee. Only with a signed release from the employee can Interface release any information regarding contact or other information to anyone except as required by law.

Employees who make their own contact (self-referrals) with the EAP will be encouraged to share information with supervisors if deemed appropriate by the counselor. No reports will be made to **JEFFERSON COUNTY** concerning self-referrals other than the agreed upon reports in Section I. Neither the purpose nor content of the contact by an employee or family member will be revealed to any representative of **JEFFERSON COUNTY**.

**JEFFERSON COUNTY** will provide a list of employees including their social security numbers to Interface for the purpose of verifying employment. An updated list will be provided monthly, or as there are material changes in employment.

All agreed upon analysis are dependent on the existence of data to be provided by **JEFFERSON COUNTY** in a relatively accessible form with all due regard for the confidentiality of employees.

Except as provided herein, or by law, the identity of the employee or family member, the nature of the contact, treatment progress and prognosis, will be confidential and reported to no one without the written consent of the employee or family member.

#### **V. Consultation**

A clinically trained care coordinator and/or crisis counselor will be available to employees and family members 24 hours a day via a national toll free number to assist with any calls of a crisis nature. Supervisors may also call upon the EAP to assist in problem identification, documenting impaired job performance, intervention with a problem employee, or other concerns.

Sessions with a licensed counselor will be on an as needed basis, and will be free of charge to the employee and/or family member as described herein. The number of sessions provided to participants will be 6 per person per family problem. Each person has their own coverage, but if more than one covered family member is seeking counseling for the same problem, available sessions are not increased for that problem. For example, if both spouses are seeking counseling for marital problems, 6 sessions would be available, not 12 because two family members are participating. However, if during the assessment, the counselor discovers that one of them has a separate problem, that spouse may seek counseling for that problem (and have up to 6 sessions) with another provider. The EAP will be used first to obtain an assessment of the problem. If the problem is short term, additional EAP sessions will be available for the person(s) seeking help. If the problem is long term, a referral to the appropriate program(s) could be made prior to exhausting the full 6 EAP sessions. If further treatment is needed that is not covered under insurance, Interface will work to make available that treatment at a reduced cost to the family.

Referrals for legal problems are provided through Legal Access. Each covered family has a maximum of 3 consultations with an attorney per plan year. The consultations with an attorney may be either in person or via telephone with the first 30 minutes at no charge. Additional services with the attorney are provided at a reduced rate. Employees will have 3 Financial Planning sessions per family, per year. All services are provided via telephone.

## **VI. Hold Harmless Clause**

Interface EAP will indemnify and hold **JEFFERSON COUNTY** harmless from any and all claims, actions, liability and expenses including costs of judgments, settlements, court costs, and attorney fees, regardless of the outcome of such claim or action, caused by, resulting from or alleging negligent or intentional acts or omissions or any failure to perform any obligation undertaken or any covenant in this agreement, whether such act, omission or failure was that of Interface EAP or that of any person providing services there under through or for Interface EAP. Upon notice from **JEFFERSON COUNTY**, Interface EAP will resist and defend at Interface EAP's own expense, and by counsel reasonably satisfactory to **JEFFERSON COUNTY** any such claim or action.

## **VII. Available In-Service Hours**

The following is a breakdown of the In-Service Hours available to **JEFFERSON COUNTY** for Employee Orientations, Management Training, Critical Incident Stress Debriefing (CISD), Wellness Seminars and Health Fairs. Costs for additional services beyond what is listed here will be the responsibility of **JEFFERSON COUNTY**. For every hour that a provider is on-site, 0.25 hours will be deducted for travel time. In the event that **JEFFERSON COUNTY** cancels or reschedules a Wellness Seminar/CISD within 48 of a confirmed time with the clinician, the scheduled hours will be deducted from the group's available hours.

**Covering Employee Orientation and/or Supervisory Training:** 10 hours to be used in two 12-hour time period(s) per plan year.

**Covering all CISD's (24-72 hour response time) and/or Wellness Seminars:** 4 one-hour on-site sessions per plan year

**Covering Health Fairs:** 2 days available per plan year

## **VIII. Program Cost**

The monthly retainer charge for the services of Interface EAP is as follows:

**\$ 1.65 per employee per month for all employees**

The above charge is to be paid in monthly installments based on the number of employees at the beginning of each month. The first payment is due January 1, 2014. The remittance address is: Interface EAP, P.O. Box 671411, Dallas, TX 75267-1411.

## **IX. Term of Contract**

The effective date of this contract is January 1, 2014. This contract will automatically renew annually unless this Agreement is superseded by a subsequent Agreement or unless this contract is terminated by either Interface EAP or **JEFFERSON COUNTY**. Rates will be reviewed annually and, if necessary, proposed changes will be provided, in writing, to **JEFFERSON COUNTY** within 30 days of the new plan year.

**X. Termination of Contract**

**JEFFERSON COUNTY** or Interface EAP may terminate this contract with thirty days written notice. At the time of termination, Interface will direct any participant in treatment to verify benefits through the new vendor and to contact their human resources director. Interface will also notify the participant’s provider of the termination of services, revoke any unused sessions and direct the provider to verify benefits through the new vendor. Interface will not assume any financial responsibility for services that take place after the date of termination.

AGREED TO AND EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2013.

**JEFFERSON COUNTY**

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

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

Print name: \_\_\_\_\_

**INTERFACE EAP**

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

Title: Client Services and Marketing Manager

Print name: Dan Mary \_\_\_\_\_

\*This agreement is not valid unless signed by both JEFFERSON COUNTY and Interface EAP.



## Interface EAP

### IN-SERVICE FEE SCHEDULE

Employee Orientation Meetings	\$100.00 per hour
Supervisory Training	\$150.00 per hour
DOT Training	\$175.00 per hour
Critical Incident Stress Debriefing – 24-72 hour response	\$200.00 per hour
Critical Incident Stress Debriefing – 2-3 hour response	\$300.00 per hour
Wellness Seminars	\$150.00 per hour
Health Fairs	\$ 75.00 per hour
SAP Assessments	\$700.00 per evaluation

Charges for travel expenses may be made if more than 50 miles from our corporate or regional offices (Houston, Austin, and Phoenix). Charges will be based on the hourly rate of the services provided for travel time and all time spent on-site.

**Special, January 06, 2014**

There being no further business to come before the Court at this time,  
same is now here adjourned on this date, January 06, 2014