



## Travis County Commissioners Court Agenda Request

**Meeting Date:** December 20, 2011

**Prepared By/Phone Number:** Nancy Barchus, 512-854-9764

**Elected/Appointed Official/Dept. Head:** Cyd Grimes

**Commissioners Court Sponsor:** Judge Biscoe

**Requested Action:** Approve Interlocal Agreement with Texas Department of Public Safety for the Purchase of Alcohol Blood Test Kits.

Ø **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

This Interlocal Agreement will allow the Sheriff's Office to purchase alcohol blood test kits from Texas Department of Public Safety.

All purchases by Travis County Sheriff's Office using IL120067NB will be funded through their discretionary funds.

Section 791.025 of the Texas Government Code permits local governments to enter into interlocal agreements for the purchase of goods and services.

Ø **Contract Expenditures:** Within the last 12 months \$0.00 has been spent against this requirement.

Ø **Contract-Related Information:**

Award Amount: N/A (As Needed)

Contract Type: Interlocal

Contract Period: September 1, 2011 through August 31, 2013

Comments:

Ø **Funding Information:**

Purchase Requisition in H.T.E.: N/A

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

- ☒ Funding Account(s): Travis County Sheriff's Discretionary Accounts
- ☒ Comments: Purchase Orders will not be processed through H T E

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**INTERLOCAL COOPERATION CONTRACT  
DPS, REPROGRAPHICS & DISTRIBUTION SERVICES  
P.O. BOX 15999  
AUSTIN, TEXAS 78761-5999**

**THE STATE OF TEXAS**

**COUNTY OF TRAVIS**

**THIS CONTRACT is entered into by and between the Texas Department of Public Safety and the local government agency shown below as the Contract Parties, pursuant to the authority granted and in compliance with the provisions of "The Interlocal Cooperation Contract Act," Government Code, Chapter 791, and in furtherance of the responsibilities of the Texas Department of Public Safety as provided in Government Code, Chapter 411.**

**I. CONTRACTING PARTIES**

The Receiving Agency: Travis County  
 Complete Address: 700 Lavaca Austin, Tx 78701  
Street Address City and State Zip Code

The Performing Agency: Texas Department of Public Safety

**II. STATEMENT OF SERVICE TO BE PERFORMED:**

The Texas Department of Public Safety will provide, in accordance with the procedures set forth in Department rules, certain forms, manuals, gunshot residue kit, and supplies for the Receiving Agency to use in the Breath Testing and Laboratory Alcohol and Drug Testing Program. The purpose and objective of this Contract is to control and establish uniform procedures, paperwork and supplies used in the above mentioned programs.

**III. BASIS FOR CALCULATING COSTS:**

Cost shall be in accordance with the attached document (revised price sheet).

**IV. PAYMENT FOR SUPPLIES:**

Receiving Agency shall submit full payment to the Department of Public Safety at the time of order. Payment shall be made from the Receiving Agency's current revenues.

**V. TERMS OF CONTRACT:**

This Contract shall become effective September 1, 2011 and shall terminate on August 31, 2013

**RECEIVED**  
 NOV 30 2011  
 REPROGRAPHICS &  
 DIST. SERVICES

THE UNDERSIGNED CONTRACTING PARTIES bind themselves to the faithful performances of this Contract. It is mutually understood that this Contract shall be effective if signed by a person authorized to do so according to the normal operating procedure of said party. If the governing body of a party is required to approve this Contract, it shall not become effective until approved by the governing body of that party. In that event, this contract shall be executed by the duly authorized official(s) of the party as expressed in the approving resolution or order of the governing body of said party, a copy of which shall be attached to this Contract.

RECEIVING AGENCY

PERFORMING AGENCY

\_\_\_\_\_  
Name of Agency

TEXAS DEPARTMENT OF PUBLIC SAFETY  
Name of Agency

By: \_\_\_\_\_  
Authorized Signature

By: *Sandra Gulerwider*  
Authorized Signature

\_\_\_\_\_  
Title

*Deputy Assistant Director*  
Title

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

Date: 11-30-11

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N. LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

[www.txdps.state.tx.us](http://www.txdps.state.tx.us)



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DIRECTOR  
LAMAR BECKWORTH  
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July 6, 2011

To Whom It May Concern:

The Texas Department of Public Safety Inter-local Cooperation Contract will expire August 31, 2011. Enclosed is the revised contract effective September 1, 2011 through August 31, 2013.

If your agency is interested in purchasing intoxilyzer mouthpieces, alcohol blood test kits, gunshot residue kits, urine specimen kits or syringe transport tubes we must have a current contract on file before your order can be processed.

Please note an Inter-local Cooperation Contract is not required to obtain printed materials.

Sincerely,

Lula B. Schuler, Manager,  
Reprographics & Distribution Services

## INTRODUCTION

The Texas Department of Public Safety is stocking certain forms, manuals, gunshot residue kit, and supplies for the Intoxilyzer Breath Testing Program and the Laboratory Alcohol and Drug Testing Program for all Texas cities, counties and state Department of Public Safety operations. This is being done to control uniformity of procedures, consistency of paper work and supplies of the Breath Testing Program and the Laboratory Alcohol and Drug Testing Program thus strengthening our position in court should the need arise. We will also be able to take advantage of volume buying thus passing on the savings to you, the customer. Certain minimum quantities and packaging will be required in order to be as efficient as possible. The prices will differ between DPS and non-DPS users. The non-DPS agencies will be charged a slightly higher price due to all administrative and handling expense and will be required by law to have an Interlocal Cooperation Contract on file with Reprographic & Distribution Services for any supply item such as mouthpieces, alcohol blood tests kits, gunshot residue kit and urine specimen kit. An Inter-local Contract is not required for printed materials. We strongly urge that all purchases be discussed and coordinated with your local Breath Test Program Technical Supervisor and/or DPS Headquarters Laboratory Alcohol and Drug Testing Program personnel. These individuals are familiar with the ordering procedure and should be aware of any price changes. The Technical Supervisor or Laboratory Alcohol and Drug Testing personnel will also be in a position to advise the purchaser of the quantities of supplies that will be needed.

**INSTRUCTIONS FOR THE PURCHASE OF**  
**INTOXILYZER BREATH TESTING AND LABORATORY ALCOHOL/DRUG**  
**TESTING SUPPLIES AND GUN SHOT RESIDUE KIT**

1. Submit your request on your department letterhead as per sample letter on page 4.  
  
This letter request must have an authorized signature and the name and phone number of a contact person.  
  
Also, furnish exemption number if tax exempt. This letter should be addressed to **DPS REPROGRAPHICS & DISTRIBUTION SERVICES, P.O.BOX 15999, AUSTIN, TEXAS 78761-5999.**
  
2. See price list on page 3a dated 04-11. These prices will be subject to change on a periodic basis and includes shipping and handling.
  
3. Check or money order should be attached to the letter made out to the Department of Public Safety, Reprographics & Distribution Services and should cover any tax, if applicable.
  
4. Our minimum stock quantities for non DPS agencies of Intoxilyzer Breath Testing and Alcohol/Drug testing supplies and printed materials will be as listed on page 3a .  
  
Minimum quantities must be adhered to.
  
5. If you have any questions concerning this procedure, please contact  
  
Department of Public Safety, Reprographics & Distribution Services, 512-424-5718.

**NON DPS AGENCIES  
PRICE SHEET**

This is a **SAMPLE ORDER SHEET**. **USING YOUR LETTERHEAD**, please follow this format rather than a purchase order form. These items must be **PRE-PAID**.

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>MINIMUM QUANTITY</u>	<u>PRICES</u>	<u>TOTAL AMOUNT</u>
_____	DIC 23 PEACE OFFICERS SWORN REPORT (REV. 9-01)	Pad 50 sets	\$2.50/pad	_____
_____	DIC 23A SPECIMEN ROUTING REPORT	Pad 50 sets	\$2.50/pad	_____
_____	DIC 24 STATUTORY WARNING	Pad 50 sets	\$2.50/pad	_____
_____	DIC-25 NOTICE OF SUSPENSION TEMPORARY DRIVING PERMIT	Pad 50 sets	\$2.50/pad	_____
_____	DIC 54 PEACE OFFICER'S SWORN REPORT COMM. MOTOR VEHICLE	Pad 50 sets	\$2.50/pad	_____
_____	DIC 55 STATUTORY WARNING COMM. MOTOR VEHICLE OPERATORS	Pad 50 sets	\$2.50/pad	_____
_____	DIC 57 NOTICE OF DISQUALIFICATION TEMPORARY DRIVING PERMIT (REV. 9-01)	Pad 50 sets	\$2.50/pad	_____
<b>DIC SPANISH FORMS:</b>				
_____	DIC 24S DWI STATUTORY WARNING TEMPORARY DRIVING PERMIT	Pad 50 sets	\$2.50/pad	_____
_____	DIC 25S NOTICE OF SUSPENSION	Pad 50 sets	\$2.50/pad	_____
_____	DIC 57S NOTICE OF DISQUALIFICATION	Pad 50 sets	\$2.50/pad	_____
<b>THP FORMS:</b>				
_____	THP 1 OFFENSE REPORT	Pad of 100 sheets	\$2.50/pad	_____
_____	THP 1A SFST SCORING SHEET	Pad of 100 sheets	\$2.50/pad	_____
_____	THP 51 STATUTORY AUTHORIZ. MANDATORY BLOOD SPECIMEN	Pad of 100 sheets	\$2.50/pad	_____
_____	THP 51A AFFIDAVIT OF PERSON WHO WITHDREW BLOOD	Pad of 100 sheets	\$2.50/pad	_____
_____	THP/BR 38 INTOXILYZER MANUAL	(Binder, Tabs & Contents)	\$7.00 each	_____
			8.25% tax (if Applicable)	_____
			<b>Total Enclosed</b>	_____

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE!**

Mail orders and Payments to:

**REPROGRAPHICS & DISTRIBUTION SERVICES**  
(Formerly General Services Bureau)  
P.O. BOX 15999  
AUSTIN, TEXAS 78761-5999  
512-424-5718

Revised (Sept. 2011)



**NON DPS AGENCIES  
PRICE SHEET**

\*Municipalities and Counties must have an Interlocal Contract on file to purchase these items. This is a Sample Order Sheet. **USING YOUR LETTERHEAD**, please follow this format rather than a purchase order form. These items must be **PRE-PAID**.

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>MINIMUM QUANTITY</u>	<u>PRICES</u>	<u>TOTAL AMOUNT</u>
_____	* PBT (Mouthpieces) (PORTABLE BREATH TESTING TUBE)	1 PKG.OF 25 each	\$4.50/pkg.	_____
_____	* INTOXILYZER MOUTH PIECES	1 PKG OF 25 each	\$4.50/pkg.	_____
_____	* ALCOHOL BLOOD TEST KIT	1 EACH	\$5.00/each	_____
_____	* URINE SPECIMEN TEST KIT	1 EACH	\$4.50/each	_____
_____	* SYRINGE TRANSPORT TUBES	1 EACH	\$3.50/each	_____
_____	* GUNSHOT RESIDUE KIT	1 EACH	\$8.50/each	_____
<b>TOTAL ENCLOSED</b>				_____

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE!**

Mail orders and payments to:

**REPROGRAPHICS & DISTRIBUTION SERVICES  
(Formerly General Services Bureau)  
P.O.BOX 15999  
AUSTIN, TEXAS 78761-5999  
512-424-5718**

**S-A-M-P-L-E****DEPARTMENT LETTERHEAD**

DATE \_\_\_\_\_

DPS Reprographics & Distribution Services  
 P.O.BOX 15999  
 Austin, Texas 78761-5999

Gentlemen:

Please enter our purchase order for the following Intoxilyzer Breath Testing Publication and/or supplies:

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PRICE EACH</u>	<u>TOTAL AMOUNT</u>
1 each	THP/BR 38 INTOXILYZER	\$7.00/each	\$7.00
1 pad	THP 1 OFFENSE REPORT	\$1.50/pad	\$1.50
6 kits	ALCOHOL BLOOD TEST KITS	\$5.00/each	\$30.00
2 pads	DIC 23A PEACE OFFICERS SWORN REPORT (REV. 9-01)	\$2.50/pad	\$5.00
	<b>TOTAL</b>		<b>\$43.50</b>

My tax exempt number is 1-234-56789. My check is enclosed.  
 The contact person is Jane Doe; telephone number is 512-424-1234.

Address to send to: Texas DPS Police Department  
 5805 North Lamar Blvd.  
 Austin, Texas 78752

Sincerely,

Jane Smith  
 Title \_\_\_\_\_