



# Travis County Commissioners Court Agenda Request

**Meeting Date:** Tuesday, September 24, 2013

**Prepared By/Phone Number:** Sydney Ceder, 512-854-9882

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

**Commissioners Court Sponsor:** Judge Biscoe

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

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets 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 the Travis County Sheriff's Office using this contract 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.

- **Contract Related Information:**

Award Amount: N/A (As Needed)

Contract Type: Interlocal

Contract Period: September 17, 2013 – August 31, 2015

- **Funding Information:**

Shopping Cart/Funds Reservation in SAP: N/A

Comments: 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.



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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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

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



# TEXAS DEPARTMENT OF PUBLIC SAFETY

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

512/424-2000

[www.dps.texas.gov](http://www.dps.texas.gov)



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*File  
#245.1343*

May 31, 2013

To Whom It May Concern:

The Texas Department of Public Safety Interlocal Cooperation Contract will expire August 31, 2013. Enclosed is the revised contract effective September 1, 2013 through August 31, 2015.

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 that an Interlocal Cooperation Contract is not required to obtain printed materials.

Sincerely,

Bruce Tabor, Director,  
Reprographics & Distribution Services

RECEIVED  
TRAVIS COUNTY  
PURCHASING  
OFFICE  
2013 AUG 29 AM 9:49

## 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 Reprographics & Distribution Services for any supply item such as mouthpieces, alcohol blood tests kits, gunshot residue kit and urine specimen kit. An Interlocal 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 using the sample on page 5.**

This request must have an authorized signature and the name and phone number of a contact person. Also, furnish exemption number if tax exempt.

Attach pages 3 and 4 to include requested items and total amount due.

This request should be addressed to:

**DPS GENERAL STORES**  
**P.O.BOX 15999**  
**AUSTIN, TEXAS 78761-5999**

2. Prices will be subject to change on a periodic basis and include shipping and handling.
3. Submit check or money order made out to the **Department of Public Safety, General Stores**, along with your request.
4. Our minimum stock quantities for non DPS agencies of Intoxilyzer Breath Testing and Alcohol/Drug testing supplies and printed materials will be listed on pages 3 and 4. Minimum quantities must be adhered to.
5. If you have any questions concerning this procedure, please contact:

**DPS GENERAL STORES**

512-424-5424

512-424-5718

**NON DPS AGENCIES PRICE SHEET**

**AN INTERLOCAL COOPERATION CONTRACT IS NOT REQUIRED  
TO PURCHASE PRINTED MATERIALS BELOW**

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

**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	_____ \$0.00
_____	DIC 23A SPECIMEN ROUTING REPORT	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
_____	DIC 24 STATUTORY WARNING	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
_____	DIC 25 NOTICE OF SUSPENSION TEMPORARY DRIVING PERMIT	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
_____	DIC 54 PEACE OFFICER'S SWORN REPORT COMM. MOTOR VEHICLE	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
_____	DIC 55 STATUTORY WARNING COMMERCIAL MOTOR VEHICLE OPERATORS	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
_____	DIC 56 BREATH TEST TECHNICAL SUPERVISOR AFFIDAVIT	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
_____	DIC 57 NOTICE OF DISQUALIFICATION (Rev. 9-01)	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
<b>DIC SPANISH FORMS:</b>				
_____	DIC 24S DWI STATUTORY WARNING	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
_____	DIC 25S NOTICE OF SUSPENSION	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
_____	DIC 57S NOTICE OF DISQUALIFICATION	PAD 50 SETS	\$2.50/PAD	_____ \$0.00
<b>THP FORMS:</b>				
_____	THP 1 OFFENSE REPORT	PAD OF 100 SHEETS	\$2.50/PAD	_____ \$0.00
_____	THP 1A SFST SCORING SHEET	PAD OF 100 SHEETS	\$2.50/PAD	_____ \$0.00



_____	<b>THP 51 STATUTORY AUTHORIZATION MANDATORY BLOOD SPECIMEN</b>	PAD OF 100 SHEETS	\$2.50/PAD	_____ <b>\$0.00</b>
_____	<b>THP 51A AFFIDAVIT OF PERSON WHO WITHDREW BLOOD</b>	PAD OF 100 SHEETS	\$2.50/PAD	_____ <b>\$0.00</b>
_____	<b>THP/BR 38 INTOXILYZER MANUAL</b>	(BINDER, TABS & CONTENTS)	\$7.00/EACH	_____ <b>\$0.00</b>

**\* MUNICIPALITIES AND COUNTIES MUST HAVE AN INTERLOCAL CONTRACT  
ON FILE TO PURCHASE ITEMS BELOW**

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

**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.	_____ <b>\$0.00</b>
_____	* INTOXILYZER MOUTHPIECES	1 PKG of 25 EACH	\$4.50/PKG.	_____ <b>\$0.00</b>
_____	* ALCOHOL BLOOD TEST KIT	1 EACH	\$5.00/EACH	_____ <b>\$0.00</b>
_____	* URINE SPECIMEN TEST KIT	1 EACH	\$4.50/EACH	_____ <b>\$0.00</b>
_____	* SYRINGE TRANSPORT TUBES	1 EACH	\$3.50/EACH	_____ <b>\$0.00</b>
_____	* GUNSHOT RESIDUE KIT	1 EACH	\$8.50/EACH	_____ <b>\$0.00</b>
			<b>TOTAL ENCLOSED</b>	_____ <b>\$0.00</b>
			(Items from pages 3 & 4)	

**MAIL ORDERS AND PAYMENTS TO:**

**GENERAL STORES**  
**P.O. BOX 15999**  
**AUSTIN, TEXAS 78761-5999**  
**512 -424-5424**  
**512-424-5718**



**USING YOUR LETTERHEAD, PRINT THIS PAGE,  
ATTACH ORDER SHEETS, AND MAIL TO:  
GENERAL STORES  
P.O. BOX 15999  
AUSTIN, TEXAS 78761-5999**

DATE \_\_\_\_\_

Gentlemen:

Please enter our purchase order for the attached supplies. My check is enclosed.

Sincerely,

\_\_\_\_\_

Title \_\_\_\_\_

Tax exempt number \_\_\_\_\_

Contact person \_\_\_\_\_ Phone number \_\_\_\_\_

Physical Address (City, State, Zip)

\_\_\_\_\_

Email Address

\_\_\_\_\_