

South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Monday, March 3, 2014
@ 5:30 p.m.
McAllen, Texas

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.”

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Approval of February 17, 2014 Finance and Human Resources Committee Minutes

The Minutes for the Finance and Human Resources Committee Meeting of February 17, 2014 are presented for Committee approval.

**South Texas College
Board of Trustees
Finance and Human Resources Committee
Ann Richards Administration Building Board Room
Pecan Campus
Monday, February 17, 2014
@ 5:30 p.m.
McAllen, Texas**

Minutes

The Finance and Human Resources Committee Meeting was held on Monday, February 17th, 2014 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:45 p.m. with Mr. Roy de León presiding.

Members present: Mr. Roy de León, Ms. Rose Benavidez, and Mr. Paul R. Rodriguez

Other Trustees Present: Mr. Gary Gurwitz

Members absent: None

Also present: Dr. Shirley A. Reed, Mrs. Mary Elizondo, Mr. Jose Cruz, Mrs. Becky Cavazos, Ms. Arely Benavidez, Mrs. Brenda Jo Balderaz, Mr. Steve Bourdon, Mr. Ali Kolahdouz, Mr. Aaron Thalman, Ms. Alicia Gomez, Ms. Myriam Lopez, Mr. Ricky Longoria, and Mr. Andrew Fish

Approval of January 16, 2013 Finance and Human Resources Committee Minutes

Upon a motion by Mr. Paul R. Rodriguez and a second by Ms. Rose Benavidez, the Minutes for the Finance and Human Resources Committee Meeting of January 16, 2013 were approved as written. The motion carried.

**Review and Discussion of Internal Audit Reports in the Areas of
Scholarships and Fraud Hotline**

Mr. Ricky Longoria from Burton McCumber & Cortez, LLP attended the Committee meeting to discuss the procedures, findings, and recommendations of the internal audit reports dated August 22, 2013 and October 29, 2013, in the areas of Scholarships and Fraud Hotline, respectively.

The reports were included in the Committee packet for the Committee's review.

The Committee noted that the cover letter for each report stated that this was not an audit, and did not express an opinion of the contracted firm. The Committee questioned the value of such internal audit practices.

Staff informed the committee that internal auditor services are contracted to provide the Committee and staff with regular feedback on internal practices and controls, whereas the external auditor is contracted for formal auditing. These internal audits are contracted because the College does not maintain an internal auditing department.

Despite the fact that these contracted internal audits are less exhaustive than the rigorous external audits, they have historically served to provide valuable “report cards” on operations and the College, and to indicate areas where additional focus may be appropriate.

This item was for the Committee’s information and feedback, and no action was requested or taken.

Review and Discussion of Proposed Projects for Internal Auditors

Staff recommended projects for the Internal Auditor’s review for the coming year. The items listed below are the projects being proposed as the next assignments for the internal auditors.

- Property Taxes – Internal controls of Hidalgo County and Starr County Tax Assessor-Collectors’ tax assessing, collecting, and reporting procedures and processes (pertaining to the College’s tax transactions)
- Surprise Cash Counts – Cashiers Office
- Departmental Timeforce Procedures
- Custodial Services - Work Orders, Purchase Orders and Inventory
- Departmental Fixed Assets
- Human Resources - Employment Eligibility Verification Form I-9 (U.S. Citizenship and Immigration Services)
- Instructional Technologies Inventory

Input was also requested from the Finance and Human Resources Committee.

Burton McCumber & Cortez, L.L.P. have reviewed the following areas during the last three years:

1. IT Security (September 2013)
2. Facilities, Operation & Maintenance - Workorders and Purchase Orders (July 2013)
3. Financial Aid (May 2013)
4. Scholarship Funds (August 2013)
5. Fraud Hotline Calls/Investigations (October 2013)

6. Contracts (June 2012)
7. Continuing Professional and Workforce Education Department (January 2012)
8. Red Flag Rules (January 2012)
9. Human Resources (October 2011)
10. Capital Assets (July 2011)
11. Purchasing and Accounts Payable (June 2011)
12. Bank Reconciliations (June 2011)
13. Surprise Cash Counts (June 2011)
14. Results of Fraud Surveys (November 2013, 2012, and 2011)

The Committee asked about including an internal audit into the electronic Accounts Payable payment card implementation. Staff replied that these cards were still in the early stages of deployment. They had been used for several vendors/transactions, but were not yet widely used by the Accounts Payable staff.

The Committee was asked to review and make any recommendations or changes regarding the audit areas for 2013-2014. No changes were suggested.

Review and Recommend Action on Award of Proposal, Purchases, and Renewals

Approval of the following proposal award, purchases, and renewals will be requested at the February 20, 2014 Board meeting as follows:

- 1) ID Card Printers (Award):** award the proposal for identification (Id) card printers to IdentiSys, Inc. (Eden Prairie, MN) at a total cost of \$18,493.00;
- 2) Audio Visual Equipment (Purchase):** purchase audio visual equipment from Audio Visual Aids (San Antonio, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$11,552.50;
- 3) Computers (Purchase):** purchase computers from the State of Texas Department of Information Resources (DIR) approved vendor Dell Marketing, LP (Dallas, TX) and Apple Computer, Inc. (Dallas, TX) in the total amount of \$54,526.74;
- 4) Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and the Texas Association of School Boards – Buyboard approved vendors, at a total amount of \$55,445.25:
 - A) Computer Comforts.....\$1,250.41
 - B) Datum Filing Systems, Inc.....\$146.35
 - C) ERG International.....\$1,844.65
 - D) The Hon Company.....\$9,067.17
 - E) Inscape LTD.....\$20,698.00
 - F) Krueger International, Inc.....\$21,686.62
 - G) Lyon Workspace Products.....\$752.05

- 5) Internet Services (Purchase):** purchase additional internet service from Time Warner Cable, a State of Texas Department of Information Resources (DIR) approved vendor, for the period beginning March 1, 2014 through April 30, 2015, at an additional monthly cost of \$4,424 (an annual amount of \$53,088) as well as a one-time installation fee of \$4,200;
- 6) Network Switches (Purchase):** purchase network switches from Insight Public Sector (McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$36,416.50;
- 7) Police Officer Uniforms (Purchase):** purchase police officer uniforms from Sterling's Uniforms (San Antonio, TX), a Texas Association of School Boards – Buyboard approved vendor, at an estimated cost of \$10,801.00;
- 8) Robotic Training Arm and Software (Purchase):** purchase a robotic training arm and software from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$49,554.00;
- 9) Three Dimensional Printer (Purchase):** purchase a three dimensional printer from Technical Laboratory Systems, Inc. (Houston, TX), a sole source vendor, at a total cost of \$29,800.00;
- 10) Vehicle Equipment (Purchase):** purchase vehicle equipment from Fleet Safety Equipment, Inc. (Houston, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total cost of \$16,646.13;
- 11) Book Detection System Maintenance Agreement (Renewal):** renew the book detection system maintenance agreement with 3M Library Systems (St. Paul, MN), a sole source vendor, for the period beginning September 1, 2013 through August 31, 2014, at a total cost of \$20,890.00;
- 12) Food Purchases (Renewal):** renew the contracts for food purchases for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$300,000.00 with the following vendors:
 - Ben E. Keith (San Antonio, TX)
 - Devin Distributing Packaging, Inc. (Palmhurst, TX)
 - La Abuela Mexican Foods, Inc. (Weslaco, TX)
 - Labatt Food Service (Harlingen, TX)
 - Sysco Central Texas, Inc. (New Braunfels, TX)
- 13) Nursing and Allied Health Supplies (Renewal):** renew the nursing and Allied Health supplies contracts for the period of April 21, 2014 through April 20, 2015, at an estimated cost of \$200,000.00 with the following vendors:
 - Bound Tree Medical, LLC. (Dublin, OH)
 - Henry Schein, Inc. (Melville, NY)
 - Interboro Packaging Corp. (Montgomery, NY)
 - Laerdal Medical Corporation (Wappingers Falls, NY)
 - Moore Medical, LLC. (Farmington, CT)
 - Pocket Nurse (Ambridge, PA)
- 14) Risk Management Service (Renewal):** renew the risk management services contract with Shepard Walton King Insurance Group (McAllen, TX) for the period beginning May 1, 2014 through April 30, 2015, at an estimated cost of \$17,200.00;

15) Sign Language Interpreter Services (Renewal): renew the contract for sign language interpreter services with Language Training Center (Indianapolis, IN) for the period beginning March 27, 2014 through March 26, 2015, at an estimated amount of \$10,000.00.

SUMMARY TOTAL:

The total for all proposal award, purchases, and renewals is \$888,613.12

The Committee asked about the proposed purchase of internet services in item 5, noting that it included double the bandwidth to the Mid Valley Campus as to the Pecan Campus or the Starr County Campus.

Ms. Alicia Gomez, Chief Information Officer, informed the Committee that this was because other campuses were served by both Time Warner Cable and AT&T, whereas the Mid Valley Campus was only served by Time Warner Cable.

Additionally, Ms. Gomez informed the Committee that the College was undergoing a review of service and infrastructure needs with an independent consultant, and expected further recommendations to ensure adequate, secure service to all STC locations. Ms. Gomez stated that Technology Resources staff would appreciate an opportunity to update the Committee when the consultant's response has been received and evaluated.

Upon a motion by Ms. Rose Benavidez and a second by Mr. Paul R. Rodriguez, the Finance and Human Resources Committee recommended Board approval of the proposal award, purchases, and renewals as presented. The motion carried.

Review and Recommend Action on Revision of Workforce Continuing Education Tuition Rate for FY 2013-2014 and FY 2014-2015

Approval of revisions to the Workforce Continuing Education Tuition Rate that were approved in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 will be requested at the February 20, 2014 Board meeting.

The Board of Trustees approved on March 26, 2013 for FY 2013-2014 and on November 26, 2013 for FY 2014-2015, a tuition rate of \$6.00 per contact hour for Workforce Continuing Education classes.

The tuition rate of \$6.00 per contact hour was charged for classes offered by the Continuing, Professional and Workforce Education Department (CPWE) and the Institute for Advanced Manufacturing (IAM). The CPWE Department and the IAM prepared a cost analysis for each class whereby the total tuition class revenue was calculated and compared to the total class cost to determine whether associated costs were fully recovered through tuition. The total tuition revenue per class was dependent on the number of students. The total costs of the class included administrative and faculty salaries

and benefits, operating, and travel. The cost analysis prepared for each class and the supporting documentation was submitted to the Business Office for review.

The associated costs of conducting a class, in some cases, was higher or lower than the total tuition revenue generated by the class. In addition to the \$6.00 per contact hour tuition rate, the CPWE Department and the IAM requested a variable tuition rate for Workforce Continuing Education classes which would be negotiated, as deemed necessary, and set to recover the associated costs of providing the classes. The negotiation would occur between the CPWE Department and/or the IAM and the organization sponsoring the students. If the students were not sponsored by an organization, the CPWE Department and/or the IAM would set the variable tuition rate, as deemed necessary, and would submit the cost analysis and supporting documentation to the Business Office for review.

The Texas Higher Education Coordinating Board (THECB) set Guidelines for Instructional Programs in Workforce Education. Per Chapter 3, Section b. 10 (5), of the THECB Guidelines, the governing board was responsible for establishing the tuition and fees for Workforce Continuing Education courses offered for Continuing Education Units (CEU). As per the THECB's staff, this responsibility implied that the rates may vary per class as the Board deems appropriate.

The revisions to the proposed Workforce Continuing Education Tuition Rate in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 were as follows:

	Board Approved FY 2013-2014	Proposed for FY 2013-2014	Proposed for FY 2014-2015
Workforce/Continuing Education Tuition per contact hour and variable tuition	6.00	6.00 or variable tuition	6.00 or variable tuition

Upon a motion by Mr. Paul R. Rodriguez and a second Ms. Rose Benavidez, the Finance and Human Resources Committee recommended Board approval of the revisions to the Workforce Continuing Education Tuition Rate that were approved in the Student Tuition and Fees Schedules for FY 2013-2014 and FY 2014-2015 as presented. The motion carried.

Update on Compensation Study of Full-Time Non-Faculty Employees

Mary Elizondo, Vice President for Finance and Administrative Services introduced Brenda Jo Balderaz, Interim Director of Human Resources, and Arely Benavidez, Director of Accountability Services, to provide an update on the Compensation Study of Full-Time Non-Faculty Employees.

The contract for the Compensation Study of Full-Time Non-Faculty Employees was awarded to Evergreen Solutions, LLC at the November 26, 2013 Board meeting.

Proposals were accepted from qualified consultants to conduct a comprehensive compensation study of all full-time non-faculty employees to develop recommendations that are internally equitable and competitive within the relevant local labor markets.

The primary objective of the compensation study was to develop recommendations for a locally relevant and competitive salary structure so that the College may attract and retain high quality personnel.

The compensation study would include a review of employee pay structure, job classifications, pay grades, position titles, job descriptions, and employee exempt and non-exempt status. The proposed deliverables also included a final pay plan and other services, such as training for staff on the methodology followed for continued use in the future and presentations of the process and results to the Board of Trustees and management.

The timeline for the compensation study was projected to be as follows:

RFP advertised	September 30, 2013, October 7, 2013
RFP due	October 21, 2013
RFP evaluation	October 22, 2013 – November 5, 2013
RFP awarded	November 26, 2013
Study Start Date	December 9, 2013
Consultants Conduct Employee Orientation and Focus Group Sessions	February 11, 2014 – February 13, 2014
Internal Classification Analysis Due Date	March 28, 2014
External Salary Survey Summary Due Date	March 28, 2014
Draft Report Due Date (Initial Cost Estimate)	May 5, 2014
Study Completion Date	May 30, 2014

A copy of the Compensation Study presentation was included in the packet for the Committee's review and information.

No action was required from the Committee. This item was presented for information and feedback to staff.

Review and Discussion on Request for Proposals for Delinquent Tax Collection Services

The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the March 28, 2011 Board meeting for the period ending April 30, 2012 with two (2) one year renewal options. At the January 31, 2012 meeting, the Board approved the first of the two (2) one-year renewal options for the period beginning May 1, 2012 through April 30, 2013. The last of the two (2) one-year renewal options for the

period of May 1, 2013 through April 30, 2014 was reviewed and approved by the Board at the January 29, 2013 meeting.

A Request for Proposal was issued to solicit delinquent tax collection services. The timeline was as follows:

- Advertisement of RFP: February 3 and 10, 2014
- Deadline for responses: February 18, 2014
- Evaluation of Responses by staff: February 19-24, 2014
- Review by Finance and Human Resources Committee: March 3, 2014
- Firm Presentations to Board of Trustees: To be determined by the Board of Trustees
- Approval by Board of Trustees: March 25, 2014

Property Tax Code Section 6.30 (c) stated that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation was set in the contract, but the total amount of compensation provided, may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Per Property Tax Code Section 33.07 (d), if a taxing unit or appraisal district provided for a penalty under this section, the collector shall deliver a notice of delinquency and of the penalty to the property owner at least 30 and not more than 60 days before July 1.

The contract with the Delinquent Tax Attorney would be for the period beginning May 1, 2014 and ending April 30, 2015, with two one year renewal options. The penalty rate to be charged on delinquent accounts would be negotiated with the attorney as part of the preparation of the contract.

In previous years, the Finance and Human Resources Committee was responsible for reviewing the responding firms' evaluations and presentations by firms as appropriate. The full Board would be invited to participate in the interviews, but only the Committee would be able to vote on the recommendation.

The Committee asked that this same procedure be used for the current evaluation and recommendation.

No action was required from the Committee. This item was presented for information and feedback to staff.

Presentation on the College's Information Security Program

Mr. Steve Bourdon, Chief Information Security Officer, presented the results of the college's annual information security program for the recently concluded calendar year of 2013 and will respond to any questions the Committee members may have on the audits

and assessments completed during the last twelve months. Mr. Bourdon also briefly reviewed the audits and assessments scheduled to occur during the 2014 calendar year.

During the 2013 calendar year, the Chief Information Security Officer oversaw one internal audit related to information technology and several voluntary assessments to evaluate the integrity of the college's network infrastructure and data security systems. The college regularly examined the integrity and security of its information systems and applied best practices to secure sensitive and confidential records and information. Mr. Bourdon coordinated closely with the Department of Technology Resources to respond to audit findings, if any, and implement any assessment recommendations.

Ms. Alicia Gomez, the Chief Information Officer overseeing the Department of Technology Resources, was also available to answer questions the Committee might have had regarding the application of information security measures to the college's information technology infrastructure as required for regulatory compliance and as directed by Mr. Bourdon's office. No such questions were asked.

Because of the concerns over the potential broadcast of security-sensitive information, Committee members were asked to consider reserving their questions for responses in Executive Session as provided by the Open Meetings Act, Sec. 551.076 that addressed deliberations regarding security audits. No such questions were asked, and no Executive Session was necessary.

A copy of the "2013 Information Security Update" presentation was included in the packet for the Committee's review and information.

No action was required from the Committee. This item was presented for information and feedback to staff.

Adjournment

There being no further business to discuss, the Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees adjourned at 6:45 p.m.

I certify that the foregoing are the true and correct minutes of the February 17th, 2014 Finance and Human Resources Committee Meeting of the South Texas College Board of Trustees.

Mr. Roy de León
Chair

Review of Current Status of Delinquent Tax Collection Services for Hidalgo County and Starr County

The Texas Property Tax Code allows for the governing body of a taxing unit to determine who will represent the unit in enforcing the collection of delinquent taxes.

Property Tax Code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes.

The attorney’s compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected.

Also, by contracting with a Delinquent Tax Attorney, additional notices of amounts of delinquent taxes are issued. The first notice of delinquency and penalty should be sent at least 30 days before July 1. Additionally, a tax lien is placed on the property, and the attorneys are qualified to file lawsuits and represent the College in litigation.

The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP, at the March 28, 2011, Board meeting for the period ending April 30, 2012 with two (2) one-year renewal options. The second of the two (2) one-year renewal options was for the period of May 1, 2013 through April 30, 2014.

Proposals for delinquent tax collection services were advertised and issued to five (5) vendors. Two (2) responses were received. One response was from Linebarger Goggan Blair & Sampson, LLP and a second response was from Perdue Brandon Fielder Collins & Mott, LLP.

Linebarger Goggan Blair & Sampson, LLP has represented STC for the past seventeen (17) years. Based on STC’s unaudited uncollected levy for both counties without adjustments, the total uncollected levy by years is as follows:

Uncollected Levy by Tax Year	Amount	Percentage of Uncollected Levy
Uncollected Levy 1996	80,940.50	1.34%
Uncollected Levy 1997	41,666.12	0.56%
Uncollected Levy 1998	95,664.54	0.69%
Uncollected Levy 1999	118,289.92	1.02%
Uncollected Levy 2000	135,723.92	1.68%
Uncollected Levy 2001	147,921.55	1.23%
Uncollected Levy 2002	331,847.21	1.36%
Uncollected Levy 2003	393,929.31	1.41%
Uncollected Levy 2004	784,795.06	1.90%

Uncollected Levy by Tax Year	Amount	Percentage of Uncollected Levy
Uncollected Levy 2005	697,841.70	1.49%
Uncollected Levy 2006	521,455.78	0.77%
Uncollected Levy 2007	645,288.26	1.55%
Uncollected Levy 2008	849,504.84	1.90%
Uncollected Levy 2009	1,123,080.09	2.00%
Uncollected Levy 2010	1,263,159.14	2.75%
Uncollected Levy 2011	1,425,827.45	3.29%
Uncollected Levy 2012	2,334,401.33	5.37%
Total	\$ 10,991,336.72	

Tax levy collection amounts and percentages with additional collections such as penalty, interest, rollbacks, and special inventory for both counties have been collected as follows:

Year	Tax Levy	Levy Collections	Penalty & Interest Rollbacks, Sp. Inv., Refunds, Modifications/ Redemptions	Total Collections	Total Perc. Collected
1996	10,221,026.74	10,140,086.24	633,163.58	10,773,249.82	105.40%
1997	10,595,844.70	10,554,178.58	610,701.14	11,164,879.72	105.37%
1998	10,957,298.19	10,861,633.65	656,258.42	11,517,892.07	105.12%
1999	11,631,658.17	11,513,368.25	233,209.13	11,746,577.38	100.99%
2000	12,520,485.15	12,384,761.23	910,289.36	13,295,050.59	106.19%
2001	13,876,362.33	13,728,440.78	783,312.59	14,511,753.37	104.58%
2002	29,296,788.89	28,964,941.68	1,453,179.27	30,418,120.95	103.83%
2003	30,555,960.99	30,162,031.68	1,402,288.14	31,564,319.82	103.30%
2004	32,889,826.04	32,105,030.98	1,425,436.86	33,530,467.84	101.95%
2005	34,396,305.61	33,698,463.91	1,311,578.47	35,010,042.38	101.78%
2006	36,865,251.03	36,343,795.25	1,499,702.12	37,843,497.37	102.65%
2007	41,565,483.91	40,920,195.65	1,601,912.16	42,522,107.81	102.30%
2008	44,674,041.63	43,824,536.79	1,124,482.12	44,949,018.91	100.62%
2009	45,192,118.31	44,069,038.22	1,338,443.00	45,407,481.22	100.48%
2010	44,837,503.61	43,574,344.47	1,012,875.51	44,587,219.98	99.44%
2011	44,198,877.14	42,773,049.69	821,184.93	43,594,234.62	98.63%
2012	44,302,675.00	41,968,273.67	708,388.26	42,676,661.93	96.33%
Total	\$498,577,507.44	\$487,586,170.72	\$17,526,405.06	\$505,112,575.79	

While the College still has uncollected levy, the College has received over 100% of the tax levy with the other additional collections such as penalty and interest for Tax Years 1996-2009, with 99.44% in Tax Year 2010, 98.63% in Tax Year 2011 and 96.33% in Tax Year 2012. Delinquent tax collections from prior years continue to increase annually.

All the above information was based on the College's internal reports and reconciliations.

**Interview of Firms for Delinquent Tax Collection Services for
Hidalgo County and Starr County**

At the February 17, 2014 Finance and Human Resources Committee meeting, the Committee requested to interview the firms that submitted proposals for Delinquent Tax Collection Services.

All Board members have been invited to the Committee meeting. This will provide the members the opportunity to participate in the interviews and the question and answer session.

The Interview Schedule and the suggested Interview Criteria are attached. Also attached is a Summary of Proposals and the Staff Evaluation form for your review and consideration.

Delinquent Tax Collection Services Interview Schedule

Board Room, Administration Building March 3, 2014	
5:30 p.m. to 5:45 p.m.	Review of Requested Delinquent Tax Collection Services and the Interview Process with the Committee
5:45 p.m. to 6:15 p.m.	Linebarger Goggan Blair & Sampson LLP Presentation and Interview
6:15 p.m. to 6:25 p.m.	Question and Answer Session
6:25 p.m. to 6:55 p.m.	Perdue Brandon Fielder Collins & Mott, LLP Presentation and Interview
6:55 p.m. to 7:05 p.m.	Question and Answer Session



Delinquent Tax Collection Services Interview Presentation and Evaluations

Firm shall be prepared to address the following:

1. Describe the primary team members who will be working on the STC accounts, the role of each team member, and the home office of each team member.
2. Describe the tax collection efforts used by your firm. Be specific on the type of communication methods and state who will be the person responsible for each effort.
 - 2a. Please include a standard timeline used for each collection effort.
 - 2b. Provide any other special collection techniques that make your efforts more effective.
3. Describe your familiarity in the bilingual communities served by STC in Hidalgo and Starr counties.
4. Provide at least three Rio Grande Valley client examples that illustrate your firm's successful delinquent tax collection performance for at least three years by year (Include amounts and collection rates calculated on base collections using the delinquent tax roll) using the dates of each year.

Example:

Tax Year	Delinquent as of		Collections as of		
	Date	Amount	Date	Amount	%
09	June 30, 2010		June 30, 2011		
10	June 30, 2011		June 30, 2012		
11	June 30, 2012		June 30, 2013		

5. Detail the reports and presentations you will provide to keep the STC Board of Trustees informed of your firm's collections procedures and outcome benchmarks for the collection of delinquent taxes for STC. Also please detail the frequency of these reports and presentation.

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 13-14-1038**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
ADDRESS	205 S Pin Oak Ave	400 N McColl Ste B
CITY	Edinburg, TX 78539	McAllen, TX 78501
PHONE	956-383-4500	956-631-4026
FAX	956-316-4935	956-994-8042
CONTACT	Lucy G. Canales	Hiram A. Gutierrez
1. Years In Business	38 years Established: 1976	44 years Established 1970
2. Type of Operation	Partnership	Limited Liability Partnership
3. Staff	Listed the following as those who would compose project team: 7 Attorneys (4 in McAllen; 3 out of the area) 1 Operations Manager 1 Collections Manager 1 Litigation Specialist 1 Auditor/Bankruptcy Manager 1 Local Network Administrator 18 Area Managers 2 Document Production 1 Post Judgment Manager 1 Data Manager 1 Disbursement Clerk 1 Data Specialist 1 Tax Warrant Manager 4 Client Services Managers 1 Litigation Manager 1 Purchasing Manager 1 Administrative Secretary 1 Courier 1 Receptionist 1 Records Clerk 1 Clerk	McAllen Office would provide services to STC. This office has 38 employees which consist of the following: 3 Attorneys 1 Office Manager 1 Litigation Manager/Communications Director 9 Legal Assistants 1 Bankruptcy Clerk 2 Field Inspectors 4 Support Staff 1 Call Center Manager 16 Call Center Personnel Indicated that staff from other offices are available as needed to assist in collections.
3. Team Members	Listed the following as key team members: Lucy G. Canales, Capital Partner and Management Committee Member Lori Grover, Capital Partner (out of area) Anthony W. Nims, Capital Partner (out of area) Diane W. Sanders, Partner (out of area) Gustavo Martinez, Partner Michael G. Cano, Attorney Kelly Rivera Salazar, Attorney Tito Salinas, Director of Operations Debbie Pequeno, Litigation Specialist Clint Brown, Collections Manager Martha Lopez, Auditor/Bankruptcy Manager Gonzalo Villagomez, Local Network Administrator	Listed the following as key team members: Hiram Gutierrez, McAllen Office Thelma Banduch, Attorney, McAllen Office Jonathan Garza, Attorney, McAllen Office Marisa Yvonne Cortez, McAllen Office Romeo Cantu, McAllen Office
4. Contracts with Taxing Jurisdictions in Texas	Indicated that they represent over 1,700 delinquent tax clients, including nine of the ten largest taxing entities in Texas.	Indicated that they currently represent more than 2,000 taxing entities throughout the Sate of Texas.

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 13-14-1038**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.												
5. Tax Collection Efforts	<p>Listed the following clients and the tax collection rates for each based on a 5-year average:</p> <p>El Paso Community College: 31.5%</p> <p>Edinburg CISD: 32.5%</p> <p>Pharr-San Juan-Alamo ISD: 33.9%</p> <p>Del Mar College: 44.1%</p>	<p>Presented a bar graph showing their collections performance on behalf of Hidalgo County compared to performance by Linebarger on behalf of STC. They showed the following collection rates for Hidalgo County:</p> <p>07-08: 35.7%</p> <p>08-09: 34.33%</p> <p>09-10: 35.21%</p> <p>10-11: 34.68%</p> <p>11-12: 33.87%</p> <p>12-13: 31.50%</p>												
6. Reports	<p>Indicated they can provide the following reports:</p> <ul style="list-style-type: none"> -Annual performance report -Annual report summarizing and documenting the July turnover and mailing -Periodic report detailing tax sale collection activities and results -Bankruptcy activity Reports -Special reports upon request 	<p>Indicated that they will provide status reports as required by the college. The status reports detail payment agreements, accounts in litigation and tax sales. They also stated that they can generate the following reports:</p> <ul style="list-style-type: none"> - Litigation Status reports - Monthly Collection Activity Reports - Annual Collection Activity Reports - Bad Address Reports - Payment Agreement Report - Payment Agreements in Default Report - Bankruptcy Reports - Descending and Alpha Order Printouts 												
7. References	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Rio Grande City CISD Ms. Thelma Ruelas Asst. Superintendent of Finance & Operations (956) 716-6711 Contract Start: June 1980</p> </td> <td style="width: 50%; vertical-align: top;"> <p>South Texas ISD Dr. Marla Guerra Superintendent (956) 565-2454 / 800-217-8839 Contract Start: January 1990</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Pharr-San Juan-Alamo ISD Ms. Janet Robles Assistant Superintendent of Finance (956) 354-2108 Contract Start: 1987</p> </td> <td style="vertical-align: top;"> <p>Mission CISD Mr. Ricardo Lopez Superintendent (956) 323-5515 Contract Start: January 209</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Edinburg CISD Dr. Rebecca Morrison Asst. Superintendent for Finance & Operations (956) 289-2300 Ext-2125 Contract Start: February 1983</p> </td> <td style="vertical-align: top;"> <p>McAllen Independent School District - 4 years Dr. James Ponce Superintendent 200 North 23rd Street McAllen, Texas 78501 (956) 618-6027</p> </td> </tr> </table>	<p>Rio Grande City CISD Ms. Thelma Ruelas Asst. Superintendent of Finance & Operations (956) 716-6711 Contract Start: June 1980</p>	<p>South Texas ISD Dr. Marla Guerra Superintendent (956) 565-2454 / 800-217-8839 Contract Start: January 1990</p>	<p>Pharr-San Juan-Alamo ISD Ms. Janet Robles Assistant Superintendent of Finance (956) 354-2108 Contract Start: 1987</p>	<p>Mission CISD Mr. Ricardo Lopez Superintendent (956) 323-5515 Contract Start: January 209</p>	<p>Edinburg CISD Dr. Rebecca Morrison Asst. Superintendent for Finance & Operations (956) 289-2300 Ext-2125 Contract Start: February 1983</p>	<p>McAllen Independent School District - 4 years Dr. James Ponce Superintendent 200 North 23rd Street McAllen, Texas 78501 (956) 618-6027</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Hidalgo County - 7 years Pablo "Paul" Villarreal, Jr. Tax Assessor Collector 2804 South Business Highway 281 Edinburg, TX 78539 (956) 318-2157</p> </td> <td style="width: 50%; vertical-align: top;"> <p>La Joya Independent School District - 5 years Dr. Alda T. Benavides Superintendent 200 West Expressway 83 La Joya, Texas 78560 (956) 580-5000</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Donna ISD - 1 year Jesus Rene Reyna Interim Superintendent 116 N. 10th Street Donna, TX 78537 (956) 464-1607</p> </td> <td style="vertical-align: top;"> <p>Hidalgo County Drainage District #1 - 7 years Pablo "Paul" Villarreal, Jr. Tax Assessor/Collector 2804 S Business Hwy 281 Edinburg, Texas 78539 (956) 318-2157</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>McAllen Independent School District - 4 years Dr. James Ponce Superintendent 200 North 23rd Street McAllen, Texas 78501 (956) 618-6027</p> </td> <td style="vertical-align: top;"> <p>City of La Joya - 2 years Mike Alaniz, City Manager City Manager PO Box H La Joya, Texas 78560 (956) 580-7001</p> </td> </tr> </table>	<p>Hidalgo County - 7 years Pablo "Paul" Villarreal, Jr. Tax Assessor Collector 2804 South Business Highway 281 Edinburg, TX 78539 (956) 318-2157</p>	<p>La Joya Independent School District - 5 years Dr. Alda T. Benavides Superintendent 200 West Expressway 83 La Joya, Texas 78560 (956) 580-5000</p>	<p>Donna ISD - 1 year Jesus Rene Reyna Interim Superintendent 116 N. 10th Street Donna, TX 78537 (956) 464-1607</p>	<p>Hidalgo County Drainage District #1 - 7 years Pablo "Paul" Villarreal, Jr. Tax Assessor/Collector 2804 S Business Hwy 281 Edinburg, Texas 78539 (956) 318-2157</p>	<p>McAllen Independent School District - 4 years Dr. James Ponce Superintendent 200 North 23rd Street McAllen, Texas 78501 (956) 618-6027</p>	<p>City of La Joya - 2 years Mike Alaniz, City Manager City Manager PO Box H La Joya, Texas 78560 (956) 580-7001</p>
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**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 13-14-1038**

VENDOR	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
8. Bilingual Collection Services	Provide bilingual collection notices and have bilingual customer services personnel. Edinburg office has 50 staff who can assist Spanish-speaking citizens. Toll free number is provided.	Indicated that their staff includes qualified bilingual staff members. Collection notices are issued in English and Spanish.
9. Fees	15% of the total tax, penalty, and interest collected by firm. Comprehensive delinquent tax bankruptcy litigation services are included.	15% of any amount of delinquent taxes, penalties and interest as authorized by Sections 33.07, 33.08 and/or 33.11 and 33.48 of the Texas Property Tax Code. This fee, which is paid to and collected by the tax collector as attorney fees, is paid entirely by the delinquent taxpayer.
10. Tax Suit Procedures	Provided detailed tax suit procedures described in writing and summarized in a flowchart.	Provided detailed litigation procedures up to sale of property.
11. Tax Collection Procedures	<p>Provided detailed tax collection procedures, which include the following:</p> <ul style="list-style-type: none"> - Send a tax collection letter to every eligible account. - Follow with second letter 60 days later if no payment is made. - Real property lawsuits are often filed simultaneously with the second mailing to ensure that the collection process maintains credibility. - Meet with taxpayers - All Edinburg office personnel are available to meet with taxpayers in person and to respond to all phone inquiries and letters from taxpayers. - Use of several national electronic database programs to increase the likelihood of finding delinquent taxpayers that move frequently. 	<p>Presented a schedule of work which includes the following activities:</p> <ul style="list-style-type: none"> - Schedule meeting with STC to discuss college's policies relating to collections, partial payment procedures, identification of accounts (pending litigation, protected by bankruptcy and requiring immediate action), tax warrants and seizure, and introduction of firm's staff - Issue of notification letters - Select accounts for immediate work, with emphasis on large and volatile accounts - Begin title work - Processing and filing with appropriate court - Turn over new accounts to call center for collection - Send out second mailing - Continue filing of lawsuits - Send out third and fourth letters - Process litigation
TOTAL EVALUATION POINTS	96.5	93
RANKING	1	2

**SOUTH TEXAS COLLEGE
DELINQUENT TAX COLLECTION SERVICES
PROJECT NO. 13-14-1038
EVALUATION FORM**

VENDOR		Linebarger Goggan Blair & Sampson, LLP.		Perdue Brandon Fielder Collins & Mott, LLP.	
STREET		205 S Pin Oak Ave		400 N McColl Ste B	
STATE/ZIP		Edinburg, TX 78539		McAllen, TX 78501	
PHONE		956-383-4500		956-631-4026	
FAX		956-316-4935		956-994-8042	
CONTACT		Lucy G. Canales		Hiram A. Gutierrez	
1	The purchase price. (up to 35 points)	35	35	35	35
		35		35	
		35		35	
		35		35	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	17	17.5	16	16
		18		16	
		18		16	
		17		16	
3	The quality of the vendor's goods or services. (up to 18 points)	17	17	17	17
		17		17	
		17		17	
		17		17	
4	The extent to which the vendor's goods or services meet the district's needs. (up to 15 points)	14	14	14	13.25
		14		13	
		14		13	
		14		13	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2
		3		2	
		3		2	
		3		2	
6	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
		5		5	
8	The experience of the firm in the area of tax collection. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
		5		5	
TOTAL EVALUATION POINTS		96.5		93.25	
RANKING		1		2	

Review and Recommend Board Approval of Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County

Approval will be requested at the March 25, 2014 Board meeting to approve a firm for the contract for delinquent tax collection services for Hidalgo and Starr Counties at a 15% fee based on the amount of delinquent tax, penalty, and interest collected for the period of May 1, 2014 through April 30, 2015.

The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP, at the March 28, 2011, Board meeting for the period ending April 30, 2012 with two (2) one-year renewal options. The second of the two (2) one-year renewal options was for the period of May 1, 2013 through April 30, 2014.

Property Tax code Section 6.30 (c) states that the governing body of a taxing unit may contract with any competent attorney to represent the unit to enforce the collection of delinquent taxes. The attorney's compensation is set in the contract, but the total amount of compensation provided may not exceed 20 percent of the amount of delinquent tax, penalty, and interest collected. The Board of Trustees previously approved a 15% penalty fee.

All Board members were invited to the Committee meeting. This provided all Board members the opportunity to participate in the interviews and the question and answer session.

It is requested that the Finance and Human Resources Committee recommend Board approval or defer the decision to the full Board on the selection of the firm to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 15% penalty fee based on the amount of delinquent tax, penalty, and interest collected. The contract period will be May 1, 2014 through April 30, 2015 with two (2) one-year options to renew.

Review and Recommend Board Approval of Resolution to Impose a 15% Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney Fees and Expenses

Approval of the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code to recover the cost of attorney fees and expenses for the collection of delinquent taxes, penalty and interest due on 2013 taxes which remain delinquent on July 1, 2014 will be requested at the March 25, 2014 Board meeting.

Board action will be necessary on the Resolution previously prepared by legal counsel to approve the 15% additional penalty for the payment of attorney fees and expenses for the collection cost of delinquent taxes for Hidalgo County and Starr County collection services. According to Section 6.30 (c), Attorneys Representing Taxing Units, of the Texas Property Tax Code, the total amount of the contracted attorney's compensation may not exceed 20% of the amount of delinquent tax, penalty, and interest collected.

The Resolution to be completed with the delinquent tax attorney firm awarded follows in the packet for your review and information.

It is requested that the Finance and Human Resources Committee recommend for Board approval at the March 25, 2014 Board meeting, the Resolution imposing a 15% penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for Board approval as presented.

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF 15% TO THE DELINQUENT 2013 DISTRICT TAXES PURSUANT TO SECTION 33.07 OF THE STATE OF TEXAS PROPERTY TAX CODE.

STATE OF TEXAS §
COUNTY OF STARR §
AND HIDALGO §
SOUTH TEXAS COLLEGE §
DISTRICT

WHEREAS, South Texas College (the “College”) has an amount of uncollected delinquent taxes due and owing the College for the tax year 2013; and

WHEREAS, pursuant to Section 33.07 of the Texas Property Code, the Board of Trustees is authorized to levy an additional penalty to recover the cost of collection of the amount of taxes, penalty, and interest due on 2013 taxes which remain delinquent on July 1, 2014; and,

WHEREAS, the College has contracted _____ for delinquent tax collection in Hidalgo County and Starr County; and

WHEREAS, both contracts provide for compensation, pursuant to Section 6.30 of the Texas Property Tax Code, at a rate of fifteen (15%) percent of collections.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE, THAT;

1. Pursuant to Section 33.07 of the Texas Property Tax Code, there is hereby levied on all 2013 delinquent taxes, the penalty of fifteen (15%) percent on the amount of taxes, penalty and interest due as of July 1, 2014, and thereafter for taxes levied for the tax year 2013. Such penalty is for the purpose of defraying costs of collection under the contract with the attorneys representing the College pursuant to the authority of Section 6.30 of the Texas Property Tax Code.

2. The Tax Assessor-Collector for the College are hereby ordered and authorized to deliver a Notice of Delinquency and Notice of Additional Penalty to the property owners who have outstanding delinquent taxes for the tax year 2013 at least thirty (30) and not more than sixty (60) days before July 1, 2014.
3. A tax lien shall be attached to the property on which the 2013 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this _____ day of _____, 2014 at a regular meeting of the Board of Trustees of South Texas College at which a quorum was present and which was held in accordance with the provisions of Texas Government Code Chapter 551.

SOUTH TEXAS COLLEGE

BY: _____
Chairman

ATTEST:

BY: _____
Secretary

Review and Recommend Action on Award of Proposals, Purchases, and Renewals

Approval of the following proposal awards, purchases, and renewals will be requested at the March 25, 2014 Board meeting as follows:

1) Security System Equipment (Award)

Award the proposal for security system equipment to Security Solutions of DFW (Dallas, TX), at a total cost of \$32,158.00.

The security system equipment will be installed at the Pecan Plaza Police Department to store the recordings from surveillance cameras.

Proposal documents were advertised and sent to fourteen (14) vendors. Four (4) responses were received and reviewed by the STC Police and Purchasing Departments.

Funds for this expenditure are budgeted in the Student Outreach budget for FY 2013-2014.

2) Travel Services (Award)

Award the proposal for travel service to Shands Brooks Travel (McAllen, TX), for the period of May 20, 2014 through May 19, 2015 with two (2) one-year annual renewal options, at a service fee of \$25.00 per airline ticket.

Proposal documents were advertised and sent to three (3) vendors. Two (2) responses were received and reviewed by the Purchasing Department.

Funds for this expenditure are budgeted in the requesting Department's travel budget for FY 2013-2014 and FY 2014-2015 pending Board approval.

3) Computers and Laptops (Purchase)

Purchase computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP (Dallas, TX), in the total amount of \$59,340.24.

All purchase requests for computers and laptops have been evaluated by Technology Resources Department and the Chief Information Officer. An itemized list with justification is included for your review and information.

The purchases can be summarized as follows:

- Staff-Use Computers
 - ⇒ 4 Computers for Distance Education – Instructional
 - ⇒ 1 Computer for Engineering Program
 - ⇒ 3 Computers for Public Relations/Marketing Office
 - ⇒ 40 Computers for Library Information Commons
 - ⇒ 2 Computers for Mid Valley Campus

- Faculty-Use Computers
 - ⇒ 1 Computer for Art Program
 - ⇒ 1 Computer for Sociology Program
 - ⇒ 2 Computers for Psychology Program
 - ⇒ 4 Computers for English Program
- Staff-Use Laptop
 - ⇒ 1 Laptop for Risk Management Office
- Faculty-Use Laptops
 - ⇒ 1 Laptop for Sociology Program
 - ⇒ 3 Laptops for Psychology Program
- Lab-Use Computers
 - ⇒ 2 Computers for Engineering Program
 - ⇒ 5 Computers for Chemistry Program
 - ⇒ 1 Computer for Distance Education-Instructional
- Training Room Computer
 - ⇒ 1 Computer for Professional Development Office
- Surveillance Camera Laptop
 - ⇒ 1 Laptop for STC Police Department

Funds for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Distance Education–Instructional, Engineering, Art, Public Relations/Marketing, Library Information Commons, Mid Valley Campus, Sociology, Psychology, English, Risk Management, Chemistry, Professional Development, and STC Police.

4) Door Hardware (Purchase)

Purchase door hardware from ADI (Houston, TX), a sole source vendor, at a total cost of \$11,551.62.

The door hardware will be installed by the Maintenance Department at the Pecan Plaza Police Department to secure doors with access control hardware.

Funds for this expenditure are budgeted in the Construction–Pecan Plaza Police Department Space Renovation budget for FY 2013-2014.

5) Furniture (Purchase)

Purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards (TASB)-Buy Board approved vendors, at a total amount of \$92,977.46.

A) Computer Comforts.....	\$7,305.69
B) ERG International.....	\$4,980.18
C) The Hon Company.....	\$696.40
D) Krueger International, Inc.....	\$11,074.00
E) SYSTEC Group, LLC.....	\$51,724.99
F) Watson Furniture Group.....	\$17,196.20

The purchases can be summarized as follows:

- Computer Comforts (Kemah, TX)
 - ⇒ Mid Valley Campus
 - 1 Podium for Instructional Technologies
 - ⇒ Nursing Allied Health Campus
 - 1 Podium for Instructional Technologies
 - ⇒ Pecan Campus
 - 1 Podium for the STC Police Department
 - 1 Podium for Professional Development
- ERG International/Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 12 Tables for Professional Development
- The Hon Company/Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 4 Bookcases for Professional Development
- Krueger International, Inc./Gateway Printing & Office (Edinburg, TX)
 - ⇒ Pecan Campus
 - 40 Chairs for Professional Development
- SYSTEC Group, LLC/Southwest Solutions Group (Pewaukee, WI)
 - ⇒ Pecan Campus
 - 25 Lockers, 1 Wall Pistol Locker, 1 Mobile Evidence Storage and 1 Mechanical Assist Mobile Storage for the STC Police Department
- Watson Furniture (Poulsbo, WA)
 - ⇒ Pecan Campus
 - 1 Dispatch console for the STC Police Department

Fund for these expenditures are budgeted in the requesting department budgets for FY 2013-2014 as follows: Instructional Tech Maintenance & Replacement, Pecan Plaza Police Department Space Renovations-FFE and Professional Development.

6) IP Phones (Purchase)

Purchase IP phones from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Services (DIR) approved vendor, at a total cost of \$19,838.25.

A total of 90 phones IP phone will be purchased, seventy-five (75) will be installed in offices throughout the College district as needed to for new employees and to replace phones that are no longer working and cannot be repaired. The remaining fifteen (15) will be installed at the Pecan Plaza Police Department as part of the renovation project.

Funds for this expenditure are budgeted in the Phones Central Office and Construction-Pecan Plaza Police Department Space Renovation budgets for FY 2013-2014.

7) Network Switches (Purchase)

Purchase network switches from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$22,506.50.

The network switches and related equipment are needed for the Pecan Plaza Police Department Renovation project.

Funds for this expenditure are budgeted in the Construction–Pecan Plaza Police Department Space Renovation-Technology budget for FY 2013-2014.

8) Participation Fee for Texas Completes Project (Purchase)

Pay the annual participation fee in the amount of \$50,000 toward the cost of the Texas Completes Project which consists of a cadre of Texas community colleges. The initial institutions in Texas Completes were South Texas College, the Lone Star College System, Alamo Colleges, Dallas Community College District, and El Paso Community College.

Austin Community College, Kilgore College, and Odessa College have joined Texas Completes, and each member institution will contribute \$50,000 annually, for a total of \$400,000, to maintain the project. This will continue through 2016 under the current MOU.

Funds for this expenditure are budgeted in the Office of Strategic Initiatives budget for FY 2013-2014.

9) Building Moving Services (Renewal)

Renew the contract for building moving services with Zuniga’s House Movers, LLC. (San Juan, TX), for the period of May 1, 2014 through April 30, 2015, at an estimated amount of \$180,000.00.

The building moving services contract is needed to move fourteen or fifteen portable buildings this coming year as necessary located at Pecan campus.

The Board awarded the contract for building moving services at the April 30, 2013 Board of Trustees meeting for one year with two (2) one-year annual renewals. The first renewal contract period is May 1, 2014 through April 30, 2015.

The vendor has complied with all the terms and conditions of the contract and services have been satisfactory.

Funds for this expenditure are budgeted in the Unexpended Plant Fund – Construction budget for FY 2013-2014.

Recommendation:

It is requested that the Finance and Human Resources Committee recommend for Board approval at the March 25, 2014 Board meeting the proposal awards, purchases, and renewals as listed below:

- 1) **Security System Equipment (Award):** award the proposal for security system equipment to Security Solutions of DFW (Dallas, TX), at a total cost of \$32,158.00;
- 2) **Travel Services(Award):** award the proposal for travel services to Shands Brooks Travel (McAllen, TX), for the period of May 20, 2014 through May 19, 2015 with two (2) one-year annual renewal options, at a service fee of \$25.00 per airline ticket;
- 3) **Computers and Laptops (Purchase):** purchase computers and laptops from the State of Texas Department of Information Resources (DIR) approved vendor, Dell Marketing, LP (Dallas, TX), in the total amount of \$59,340.24;
- 4) **Door Hardware (Purchase):** purchase door hardware from ADI (Houston, TX), a sole source vendor, at a total cost of \$11,551.62;
- 5) **Furniture (Purchase):** purchase furniture from the State of Texas Multiple Award Schedule (TXMAS) and Texas Association of School Boards (TASB)–Buyboard approved vendors, at a total amount of \$92,977.46:
 - Computer Comforts\$ 7,305.69
 - ERG International.....\$4,980.18
 - The Hon Company\$696.40
 - Krueger International, Inc.\$11,074.00
 - SYSTEC Group, LLC\$51,724.99
 - Watson Furniture Group\$17,196.20
- 6) **IP Phones (Purchase):** purchase IP phones from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Services (DIR) approved vendor, at a total cost of \$19,838.25;
- 7) **Network Switches (Purchase):** purchase network switches from Insight Public Sector (Tempe, AZ/McAllen, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total cost of \$22,506.50;
- 8) **Participation Fee for Texas Completes Project (Purchase):** Pay a participation fee in the amount of \$50,000 toward the cost of the Texas Completes Project which consists of a cadre of Texas community colleges. These colleges are the Lone Star College System, Alamo Colleges, Dallas Community College District, and El Paso Community College;
- 9) **Building Moving Services (Renewal):** renew the building moving services with Zuniga’s House Movers, LLC. (San Juan, TX), for the contract period of May 1, 2014 through April 30, 2015, at an estimated amount of \$180,000.00.

SUMMARY TOTAL:

The total for all proposal awards, purchases, and renewals is \$468,372.07

**SOUTH TEXAS COLLEGE
1. SECURITY SYSTEM EQUIPMENT
PROJECT NO. 13-14-1042**

VENDOR		Halifax Security, Inc./dba North American Video		Security Solutions of DFW		Simplex Grinnell		Superior Alarms		
ADDRESS		79A Fairway Ct		14456 Midway Rd		1200 E Hackberry Ste A		600 Ash Ave		
CITY/STATE		Lakewood, NJ 08723		Dallas, TX 75244		McAllen, TX 78501		McAllen, TX 78501		
PHONE		732-477-0686		469-621-1543		956-618-5267		956-682-6005		
FAX		732-477-0329		972-980-1410		956-686-9045		956-213-1179		
CONTACT		Suzanne Thomas		Ronald D. Ruegge		Rodney Jackson		Roger Rea		
#	Qty	Description	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	6	Avigilon 5.0-H3-D1-IR Camera	\$ 639.00	\$ 3,834.00	\$ 648.00	\$ 3,888.00	\$ 721.55	\$ 4,329.30	\$ 739.20	\$ 4,435.20
2	3	Avigilon NVR15.0TB-HD-NVR2 Servers	\$ 7,210.00	\$ 21,630.00	\$ 6,410.00	\$ 19,230.00	\$ 8,809.68	\$ 26,429.04	\$ 8,570.10	\$ 25,710.30
3	6	Enterprise HD NVMS, 8C-HD-NVMS-Ent	\$ 1,456.00	\$ 8,736.00	\$ 1,468.00	\$ 8,808.00	\$ 1,730.21	\$ 10,381.26	\$ 1,683.15	\$ 10,098.90
4	1	Shipping and Handling	\$ -	\$ -	\$ 232.00	\$ 232.00	\$ 1,208.40	\$ 1,208.40	\$ 187.00	\$ 187.00
5		Maintenance & Support Service	Serve as support for any repair/return of faulty product.		3 Years; Lifetime on Software		1 Year		1 Year Parts/Labor	
6		Product Warranty	1 Year		3 Years; Lifetime on Software		1 Year		Warranty provided by Manufacturer	
TOTAL BID AMOUNT			\$	34,200.00	\$	32,158.00	\$	42,348.00	\$	40,431.40
TOTAL RANKING POINTS			92		96		83		85	
RANKING			2		1		4		3	

****All items need to be purchased as a bundle for warranty purposes.

SOUTH TEXAS COLLEGE
1. SECURITY SYSTEM EQUIPMENT
PROJECT NO. 13-14-1042 -- EVALUATION FORM

VENDOR	Halifax Security, Inc./dba North American Video	Security Solutions of DFW	Simplex Grinnell	Superior Alarms
ADDRESS	79A Fairway Ct	14456 Midway Rd	1200 E Hackberry Ste A	600 Ash Ave
CITY/STATE	Lakewood, NJ 08723	Dallas, TX 75244	McAllen, TX 78501	McAllen, TX 78501
PHONE/FAX	732-477-0686	469-621-1543	956-618-5267	956-682-6005
FAX	732-477-0329	972-980-1410	956-686-9045	956-213-1179
CONTACT	Suzanne Thomas	Ronald D. Ruegge	Rodney Jackson	Roger Rea
1	47 47 47	50 50 50	38 38 38	40 40 40
2	8 9 10	8 9 10	8 9 10	8 9 10
3	16 17 15	16 17 15	16 17 15	16 17 15
4	16 17 17	16 17 17	16 17 17	16 17 17
5	3 3 3	3 3 3	3 3 3	3 3 3
6	0 0 0	1 1 1	0 0 0	0 0 0
TOTAL EVALUATION POINTS	92	96	83	85
RANKING	2	1	4	3

**SOUTH TEXAS COLLEGE
2. TRAVEL SERVICES
PROJECT NO. 13-14-1037**

VENDOR		Shands Brooks Travel	STA Travel, Inc.
ADDRESS		730 W Nolana Ste 100	750 State Highway 121 Ste 250
CITY/STATE		McAllen, TX 78504	Lewisville, TX 75067
PHONE		956-687-7202	972-538-8800
FAX		956-687-2210	972-315-9578
CONTACT		Debra E. Brooks	Jane Armstrong
#	DESCRIPTION	PROPOSED	PROPOSED
1	Number of Years in Business	35 years	32 years
2	Type of Operation	Individual	Corporation
3	Number of Employees	5	131
4	Annual Sales Volume	5 Million	114.7 Million
5	Is your company currently in default?	No	No
6	References	Provided	Provided
7	Certified Historically Underutilized Business	No	No
8	Normal Days and Hours of Operation	Monday-Friday 8:30 a.m. - 6:00 p.m.	Monday-Friday 7:00 a.m. - 6:00 p.m. Arizona Time
9	Do you provide emergency services? (outside of regular operating hours)	Yes	Yes
10	Do you provide group rate discounts?	Yes	No Service Fee
11	Will you accept purchase orders for services?	Yes	Yes
12	Do you provide charter services?	Yes	Yes
13	Do you provide travel orientation seminars?	Yes	Yes
14	Explain timely processing of travel arrangements	Will issue ticket followed by email or fax confirmation as soon as purchase order is received.	24 hour turnaround
15	Explain your handling of cancellations/refunds.	Refund day requested. Non-refundable cancelled with no additional fee.	Will refund STC within 30 days.
17	Online Processing of Airline Reservation		\$15.00
18	Phone Processing of Airline Reservations	\$25.00	\$30.00
19	Automobile Rental Reservation Fee	\$0.00	No charge if booked with airfare. \$10 fee if booked without airfare.
20	Hotel Reservation Fee	\$0.00	No charge if booked with airfare. \$10 fee if booked without airfare.
21	Charter Service Fee	\$0.00	\$0.00
22	Fee for Delivery of tickets to STC Purchasing Dept	\$0.00	No charge for Electronic ticket. Paper: \$15 2nd day ground, \$25 overnight
23	Emergency Service Fee	\$0.00	\$0.00
24	Group Rate Fee	\$0.00	\$0.00
Escalation			
2nd Year		0%	0%
3rd Year		0%	0%
TOTAL EVALUATION POINTS		95.66	92.33
RANKING POINTS		1	2

**SOUTH TEXAS COLLEGE
2. TRAVEL SERVICES
PROJECT NO. 13-14-1037
EVALUATION FORM**

VENDOR		Shands Brooks Travel		STA Travel, Inc.	
STREET		730 W Nolana Ste 100		750 State Highway 121 Ste 250	
STATE/ZIP		McAllen, TX 78504		Lewisville, TX 75067	
PHONE		956-687-7202		972-538-8800	
FAX		956-687-2210		972-315-9578	
CONTACT		Debra E Brooks		Jane Armstrong	
1	The purchase price. (up to 40 points)	40	40	38	38
		40		38	
		40		38	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	17	17	16	16
		17		16	
		17		16	
3	The quality of the vendor's goods or services. (up to 18 points)	17	16.66	18	17.33
		16		17	
		17		17	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	14	14	14	14
		14		14	
		14		14	
5	The vendor's past relationship with the College. (up to 3 points)	3	3	2	2
		3		2	
		3		2	
6	The impact on the ability of the College to comply with the laws relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		0		0	
		0		0	
7	The total long-term cost to the College to acquire the vendor's goods or services. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
TOTAL EVALUATION POINTS		95.66		92.33	
RANKING		1		2	

**SOUTH TEXAS COLLEGE
3. DISTRICT WIDE TECHNOLOGY REQUEST
MARCH 25, 2014**

COMPUTERS						
#	Qty	Description	Unit Price	Extension	Requesting Department	
1	3	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory No Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 681.57	\$ 2,044.71	Distance Education - Instructional - Anahid Petrosian	New systems for new Dept Staff
2	3	Computer 3010 MT, 3.2GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 688.00	\$ 2,064.00	Engineering - Enriqueta Cortez	(2) Additional systems for Physical Science student lab @ Starr (1) Replacement of 7-yr-old system for Dept Staff
3	5	Computer 3010 MT, 3.2GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, Integrated Video Card, 16X DVD+/-RW, Warranty	\$ 688.00	\$ 3,440.00	Chemistry - Enriqueta Cortez	Additional systems for Chemistry student lab @ Starr
4	1	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 758.00	Professional Development - Lee Grimes	Additional system for Dept training room
5	1	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 758.00	Art - William Buhidar	Replacement of 6-yr-old system for Dept Faculty
6	1	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 758.00	Sociology - Randy Jarvis	Replacement of 9-yr-old system for Dept Faculty
7	3	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 2,274.00	Public Relations/Marketing - Daniel Ramirez	(1) Replacement of 8-yr-old system for Dept Staff (1) Replacement of 6-yr-old system for Dept Staff (1) Replacement of 2-yr-old system for Dept Staff (Will issue the 2-yr-old system to Work Study Area)
8	2	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 1,516.00	Distance Education - Instructional - Anahid Petrosian	(1) Replacement of 6-yr-old system for Dept Staff (1) Replacement of 5-yr-old system for Distance Education Lab @ PCN
9	2	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 1,516.00	Psychology - Eric Reittinger	(1) Replacement of 7-yr-old system for Dept Faculty (1) Replacement of 6-yr-old system for Dept Faculty
10	4	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+/-RW, Warranty	\$ 758.00	\$ 3,032.00	English - Joseph Haske	Replacement of 9-yr-old systems for Dept Faculty

SOUTH TEXAS COLLEGE
3. DISTRICT WIDE TECHNOLOGY REQUEST
MARCH 25, 2014

COMPUTERS					
#	Qty	Description	Unit Price	Extension	Requesting Department
11	40	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor, 1GB Radeon Video Card, 16X DVD+-RW, Warranty	\$ 758.00	\$ 30,320.00	Library Information Commons - Cody Gregg (3) Replacement of 9-yr-old systems for Dept Staff @ MV (2) Replacement of 9-yr-old systems for Dept Staff @ Starr (3) Replacement of 8-yr-old systems for Dept Staff @ PCN (1) Replacement of 8-yr-old system for Dept Staff @ NAH (2) Replacement of 7-yr-old systems for Dept Staff @ PCN (1) Replacement of 7-yr-old system for Dept Staff @ Starr (7) Replacement of 6-yr-old systems for Dept Staff @ PCN (1) Replacement of 6-yr-old system for Dept Staff @ Starr (5) Replacement of 5-yr-old systems for Dept Staff @ PCN (4) Replacement of 4-yr-old systems for Dept Staff @ NAH (4) Replacement of 4-yr-old systems for Dept Staff @ TC (3) Replacement of 4-yr-old systems for Dept Staff @ PCN (2) Replacement of 4-yr-old systems for Dept Staff @ MV (1) Replacement of 3-yr-old system for Dept Staff @ MV (1) New system for Dept Staff @ TC
12	2	Computer 7010 MT, 3.4GHz 1600MHz, 250GB Hard Drive, 8GB Memory 19" Monitor (2), 1GB Radeon Video Card, 16X DVD+-RW, Warranty	\$ 929.74	\$ 1,859.48	Mid Valley Campus - Daniel Montez (1) Replacement of 6-yr-old system for Dept Staff (1) Replacement of 3-yr-old system for Dept Staff
		COMPUTER TOTAL		\$ 50,340.19	
LAPTOPS					
13	1	Laptop E6430 Intel Core i5-3380M, 320GB Hard Drive, Battery, 4.0GB Memory, 8X DVD+-RW, HD Graphics 4000 Video Card, Warranty	\$ 999.00	\$ 999.00	Sociology - Randy Jarvis Replacement of 5-yr-old system for Dept Faculty
14	3	Laptop E6430 Intel Core i5-3380M, 320GB Hard Drive, Battery, 4.0GB Memory, 8X DVD+-RW, HD Graphics 4000 Video Card, Warranty	\$ 1,301.72	\$ 3,905.16	Psychology - Eric Reitingger (1) Replacement of 5-yr-old system for Dept Faculty (1) Replacement of 4-yr-old system for Dept Faculty (1) Replacement of 3-yr-old system for Dept Faculty
15	1	Laptop E6530 Intel Core i5-3380M, 320GB Hard Drive, Battery, 4.0GB Memory, 8X DVD+-RW, HD Graphics 4000 Video Card, Warranty	\$ 1,395.12	\$ 1,395.12	Risk Management - Mary Elizondo New system for new Dept Staff
16	1	Laptop M6800 Intel Core i7-4600M, 500GB Hard Drive, Battery, Wireless Mini Card 4.0GB Memory, 8X DVD+-RW, NVIDIA Quadro K3100M Video Card, Warranty	\$ 2,700.77	\$ 2,700.77	STC Police - Paul Varville Replacement of 5-yr-old system for surveillance cameras
		LAPTOP TOTAL		\$ 9,000.05	
		COMPUTER/LAPTOP TOTAL		\$ 59,340.24	

**SOUTH TEXAS COLLEGE
4. DOOR HARDWARE**

NAME			ADI	
ADDRESS			7425 Pinemont Bus Ctr	
CITY/STATE/ZIP			Houston, TX 77040	
PHONE			713-861-9418	
FAX			713-861-9418	
CONTACT			A Jackson	
#	Qty	Description	Unit Price	Extension
1	18	Small Mull PRX w/3 Color Covers	\$ 66.99	\$ 1,205.82
2	1	Super B Connector Sealant/1000	\$ 43.50	\$ 43.50
3	5	4 Door Standard Metal Enclosure	\$ 1,776.99	\$ 8,884.95
4	5	12V 4.5AH SLA Battery	\$ 9.49	\$ 47.45
5	5	4A Power Supply/Charge Large Cab & XFMR	\$ 135.99	\$ 679.95
6	2	18/6 STR OAS 5C Box Gray	\$ 151.99	\$ 303.98
7	2	18/2 STR OAS 5C Box Gray	\$ 63.99	\$ 127.98
8	1	8300 Complete - 801/801A FP	\$ 257.99	\$ 257.99
TOTAL AMOUNT			\$	11,551.62

**SOUTH TEXAS COLLEGE
5. DISTRICT WIDE FURNITURE REQUEST
MARCH 25, 2014**

#	Qty	Description	Unit Price	Extension	Requesting Department
Computer Comforts, Inc. (TXMAS-4-7110130)					
1	1	IT-603036-HA-R Instructor Table 60"Wx30"Dx36"H	\$1,026.30	\$1,026.30	PCN Plaza Police Department Space Ren-FFE - Dr. Shirley A. Reed
1	1	HOU-ARM Adjustable Keyboard Arm (ADA) with 25" Platform and Wrist Pad	\$157.50	\$157.50	Podium needed for the Police Department training room
1	1	7500-800-104 Heavy Duty LCD Arm 800n Cylinder	\$296.40	\$296.40	
1	1	6153-MOUNT104 Mounting Bracket for Hideaway LCD Arms	\$23.25	\$23.25	
1	1	FLIP2820-R Flip upside Surface 28"Wx20"D	\$117.00	\$117.00	
3	3	CUTOUT-CP Custom Cutout in Table Top	\$16.50	\$49.50	
2	2	VT1 Middle Atlantic Vented Panel (one rack space)	\$23.35	\$46.70	
1	1	Factory Assembly	\$25.00	\$25.00	
1	1	Box/Pallet/Handling Charge	\$35.00	\$35.00	
1	1	Shipping	\$425.00	\$425.00	
1	1	TX MAS Fee	\$33.53	\$33.53	
2	1	IT-603036-HA-R Instructor Table 60"Wx30"Dx36"H	\$1,026.30	\$1,026.30	Inst Tech Maintenance & Replacement - Cody A Gregg
1	1	HOU-ARM Adjustable Keyboard Arm (ADA) with 25" Platform and Wrist Pad	\$157.50	\$157.50	Podiums to upgrade Audio Visual rooms at
1	1	7500-800-104 Heavy Duty LCD Arm 800n Cylinder	\$296.40	\$296.40	Mid Valley Campus and Nursing Allied Health Campus
1	1	6153-MOUNT104 Mounting Bracket for Hideaway LCD Arms	\$23.25	\$23.25	
1	1	FLIP2820-R Flip upside Surface 28"Wx20"D	\$117.00	\$117.00	
3	3	CUTOUT-CP Custom Cutout in Table Top	\$16.50	\$49.50	
2	2	VT1 Middle Atlantic Vented Panel (one rack space)	\$23.35	\$46.70	
1	1	Factory Assembly	\$25.00	\$25.00	
1	1	IT-603036-R-C Instructor Table 60"Wx30"Dx36"H	\$869.55	\$869.55	
1	1	HOU-ARM Adjustable Keyboard Arm (ADA) with 25" Platform and Wrist Pad	\$157.50	\$157.50	
1	1	FLIP2820-R Flip upside Surface 28"Wx20"D	\$117.00	\$117.00	
3	3	CUTOUT-CP Custom Cutout in Table Top	\$16.50	\$49.50	
2	2	VT1 Middle Atlantic Vented Panel (one rack space)	\$23.80	\$47.60	
1	1	RWCAS-6 Heavy Duty Locking Rubber Wheel Caster Set	\$70.50	\$70.50	
1	1	Factory Assembly	\$25.00	\$25.00	
2	2	Box/Pallet/Handling	\$35.00	\$70.00	
1	1	Shipping	\$550.00	\$550.00	
1	1	TX MAS Fee	\$56.32	\$56.32	
3	1	IT-3024-SS-CC Instructor Table 30"Wx24"Dx36"H	\$513.15	\$513.15	Professional Development - Lee H. Etheridge
1	1	FLIP2820-L Flip Up Side Surface 28"Wx20"D	\$117.00	\$117.00	Podium for the new Professional Development Training Room
1	1	FLIP2820-R Flip Up Side Surface 28"Wx20"D	\$117.00	\$117.00	
1	1	CCO-L Cable Cut-out in Wood with Grommet	\$16.50	\$16.50	
1	1	SP-LAMI Special Laminate Upcharge (single)	\$16.50	\$16.50	
1	1	RWCAS Heavy Duty Locking Rubber Wheel Caster Set	\$48.00	\$48.00	
2	2	CUTOUT-CP Custom Cutout in Table Top	\$16.50	\$33.00	
1	1	Factory Assembly	\$25.00	\$25.00	
1	1	Box/Pallet/Handling	\$35.00	\$35.00	
1	1	Shipping	\$375.00	\$375.00	
1	1	TX MAS Fee	\$19.74	\$19.74	
Computer Comforts Total				\$7,305.69	

SOUTH TEXAS COLLEGE
5. DISTRICT WIDE FURNITURE REQUEST
MARCH 25, 2014

#	Qty	Description	Unit Price	Extension	Requesting Department
ERG International/Gateway Printing & Office (TXMAS-3-7110550)					
1	12	TU-2460-2B-CAS Turner Conference Table WA Fusion Maple Black Edge	\$364.50	\$4,374.00	Professional Development - Lee H. Etheridge
1	1	Freight	\$306.18	\$306.18	Tables for the new Professional Development Training Room
2	1	Labor to receive, inspect, deliver and install	\$300.00	\$300.00	
		ERG International Total		\$4,980.18	
The Hon Company/Gateway Printing & Office (TXMAS-6-71111060-11)					
1	4	HS72ABC Brigade Bookcase 5 Shelf, Black	\$159.10	\$636.40	Professional Development - Lee H. Etheridge
2	1	Labor to receive, inspect, deliver and install	\$60.00	\$60.00	Bookcases for the new Professional Development Training Room
		The Hon Company Total		\$696.40	
Krueger International, Inc./Gateway Printing & Office (TXMAS-3-7110400)					
1	40	TPNAU Torsion Pedestal Base Chair, Armless, Uphold Seat Back	\$256.85	\$10,274.00	Professional Development - Lee H. Etheridge
2	1	Labor to receive, inspect, deliver, install & remove debris	\$800.00	\$800.00	Chairs for the new Professional Development Training Room
		Krueger International, Inc. Total		\$11,074.00	
SYSTEC Group, LLC/Southwest Solutions Group (TXMAS-7-36030-1)					
1	1	25 Single Door Patriot Duty Lockers with Drawer Base	\$33,034.61	\$33,034.61	PCN Plaza Police Department Space Ren-FFE - Dr. Shirley A. Reed
1	8	Compartment Surface Mount Wall Pistol Lockers with Master Key Locks	\$2,084.21	\$2,084.21	Duty lockers for shower/dressing room area and
1	1	Wheelhouse Mobile Evidence Storage System	\$8,123.62	\$8,123.62	mobile storage to store evidence, records, and pistols
1	1	Wheelhouse MA (Mechanical Assist) Mobile Records Storage	\$8,482.55	\$8,482.55	for the Pecan Plaza Police Department
		Southwest Solutions Group Total		\$51,724.99	
Watson Furniture Group (TXMAS-4-711070)					
1	1	QOD24 Synergy Outside Door, 24" Wide	\$98.70	\$98.70	PCN Plaza Police Department Space Ren-FFE - Dr. Shirley A. Reed
3	3	QOD36 Synergy Outside Door, 36" Wide	\$119.18	\$357.54	Dispatch console needed for the Police Department
1	1	DBCTS4224S42TR Synergy 1 Connection Top (Power Primary), Single, 42"Dx42"W, Straight Panel, 42" High, Top Half Panel, Right Hand	\$704.03	\$704.03	
1	1	DBCTS4236S42TL Synergy 1 Connection Top (Power Primary), Single, 42"Dx36"W, Straight Panel, 42" High, Top Half panel, Left Hand	\$758.63	\$758.63	
1	1	DBXTS4236S42TL Synergy 1 Extension (Power Primary), Single, 42"Dx36"W, Straight Panel, 48"High, Top Half Panel, Left Hand	\$870.98	\$870.98	
1	1	DBXTS4236S42TR Synergy 1 Extension (Power Primary), Single, 42"D x 36"W, Straight Panel, 42" High, Top Half Panel, Right Hand	\$870.98	\$870.98	
1	1	DBLPS4248S42 Synergy 1 Linear Power Primary, Single 42"Dx48"W Straight Panel	\$2,851.80	\$2,851.80	
2	2	DBPPS3030S42 Synergy 1 Power Primary, Single, 30"Dx30"W, Straight	\$3,554.25	\$7,108.50	
3	3	ZSPPEPF201526M ZO Storage Pedestal, Pencil, Box, File 28"Dx15"Wx26"H, Mobile	\$591.68	\$1,775.04	
1	1	Installation	\$1,800.00	\$1,800.00	
		Watson Furniture Group Total		\$17,196.20	
		FURNITURE TOTAL		\$92,977.46	

**SOUTH TEXAS COLLEGE
6. IP PHONES
QUOTE NO. R0059534**

NAME			Insight Public Sector	
ADDRESS			6820 S Harl Ave	
CITY/STATE/ZIP			Tempe, AZ 85283	
LOCAL ADDRESS			2712 N McColl Rd McAllen, TX 78501	
PHONE			956-465-8080	
FAX			956-687-5428	
CONTACT			Darak Weaver	
#	Qty	Description	Unit Price	Extension
1	75	7942G IP Phone w/o support	\$ 215.28	\$ 16,146.00
2	9	7942G IP Phone	\$ 217.25	\$ 1,955.25
3	9	SMARTNET 8x5xNBD	\$ 6.90	\$ 62.10
4	6	7962G IP Phone	\$ 272.25	\$ 1,633.50
5	6	SMARTNET 8x5xNBD	\$ 6.90	\$ 41.40
TOTAL AMOUNT			\$ 19,838.25	

**SOUTH TEXAS COLLEGE
7. NETWORK SWITCHES**

NAME			Insight Public Sector	
ADDRESS			6820 S Harl Ave	
CITY/STATE/ZIP			Tempe, AZ 85283	
PHONE			2712 N McColl Rd McAllen, TX 78501	
FAX			956-465-8080	
CONTACT			956-687-5428	
#	Qty	Description	Darak Weaver	
1	2	Cisco Catalyst 3850 48 Port Full PoE	\$ 7,630.00	\$ 15,260.00
2	2	SMARTNET 8x5xNBD Cisco Catalyst	\$ 579.60	\$ 1,159.20
3	4	North American AC Type A Power Cable	\$ -	\$ -
4	2	1100W AC Config 1 Secondary Pwr Supply	\$ 817.50	\$ 1,635.00
5	2	Cisco Catalyst 3850 2 x 10GE Network Module	\$ 1,362.50	\$ 2,725.00
6	2	CAT3850 Universal	\$ -	\$ -
7	2	50CM Type 1 Stacking Cable	\$ -	\$ -
8	2	Catalyst 3750X Stack Power Cable 30 CM	\$ -	\$ -
9	2	1100W AC Config 1 Power Supply	\$ -	\$ -
10	2	802.11ac Ctrir AP 4x4: 3SS w/Clean Air	\$ 822.25	\$ 1,644.50
11	2	802.11n AP Low Profile Mounting Bracket	\$ -	\$ -
12	2	Cisco 3700 Series IOS Wireless Lan Recovery	\$ -	\$ -
13	2	Ceiling Grid Clip for Aironet Aps - Flush Mt	\$ -	\$ -
14	2	Ceiling Grid Clip for Aironet Aps - Recessed	\$ -	\$ -
15	2	SMARTNET 8x5xNBD 802.11ac Ctrir AP 4x	\$ 41.40	\$ 82.80
TOTAL AMOUNT			\$ 22,506.50	

SOUTH TEXAS COLLEGE
8. PARTICIPATION FEE FOR TEXAS COMPLETES PROJECT
QUOTE NO. R0058865

NAME			Lone Star College System	
ADDRESS			5000 Research Forest Dr	
CITY/STATE/ZIP			The Woodlands, TX	
PHONE			832-813-6665	
#	Qty	Description	Unit Price	Extension
1	1	FY 2014 Participation Fee for Texas Completes Project	\$ 50,000.00	\$ 50,000.00
TOTAL AMOUNT			\$	50,000.00



P.O. Box 9701
McAllen, TX 78502-9701

Purchasing Department
3200 W. Pecan Blvd. • McAllen, TX 78501

(956) 872-4681
Fax (956) 872-4688

February 22, 2014

Zuniga's House Movers, LLC.
Attn: Mr. Hugo A. Zuniga
4307 N Veterans Blvd
San Juan, TX 78589

Dear Mr. Zuniga:

On April 30, 2013, South Texas College awarded a contract to Zuniga's House Movers, LLC. for Building Moving Services. The award allowed for two one-year renewal options on the contract if the terms and conditions remain the same. We are currently in the last few months of the first year of the contract and would like to renew for an additional one-year period. The first renewal period will be from May 1, 2014 through April 30, 2015.

We are requesting that you respond to us in writing if this would be acceptable to your company. For your convenience, we are providing a place for your signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be return via fax at (956) 872-4688 or email to Becky Cavazos at beckyc@southtexascollege.edu.

Sincerely,

Rebecca R. Cavazos
Director of Purchasing

Renewal of contract accepted through April 30, 2015 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Hugo A. Zuniga

Name Printed: Hugo A. Zuniga

Date: 2-22-2014

**Consultation with General Counsel Regarding McCall, Parkhurst, & Horton L.L.P.
Legal Opinion on the Limited Tax Refunding Bonds, Series 2007**

Mr. Jesus Ramirez, legal counsel, will review the McCall, Parkhurst, & Horton L.L.P. legal opinion on the inquiry from the Internal Revenue Service (IRS) regarding the Limited Tax Refunding Bonds, Series 2007.

This item will be discussed with the Committee in Executive Session.

No action is required from the Committee. This item is presented for information and feedback to staff.