

**South Texas College**  
**Board of Trustees**  
**Finance, Audit, and Human Resources Committee**  
**Ann Richards Administration Building Board Room**  
**Pecan Campus, McAllen, Texas**  
**Tuesday, March 10, 2020 @ 5:30 p.m.**

**Agenda**

“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.”

- I. Approval of February 11, 2020 Finance, Audit, and Human Resources Committee Minutes.....1-15
- II. Discussion and Action as Necessary on Starr County Tax Resale Private Bid and Resolution Authorizing Tax Resale Bid .....16-25
- III. Review and Action as Necessary on Award of Proposals, Purchases, and Renewals.....26-55
- IV. Review and Discussion of FY 2020 – 2021 Budget Development.....56-60
- V. Review and Recommend Action on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County .....61-69
- VI. Review and Recommend Action on Resolution to Impose an Additional Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Delinquent Tax Attorney Compensation .....70-72
- VII. Discussion and Action as Necessary on Interlocal Agreement for Policy Management Services between South Texas College and Texas Association of School Boards .....73-87
- VIII. Discussion and Action as Necessary on Potential Refunding of the Series 2014 Bonds and Series 2015 Bonds .....88

**Approval of February 11, 2020 Finance, Audit, and Human Resources Committee  
Minutes**

The Minutes for the Finance, Audit, and Human Resources Committee Meeting of February 11, 2020 are presented for Committee approval.

**South Texas College  
Board of Trustees  
Finance, Audit, and Human Resources Committee  
Ann Richards Administration Building Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, February 11, 2020 @ 5:30 p.m.**

**Minutes**

The Finance, Audit, and Human Resources Committee Meeting was held on Tuesday, February 11, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 5:35 p.m. with Mr. Roy de León presiding.

Members present: Mr. Roy de León and Mr. Rene Guajardo

Other Trustees Present: Dr. Alejo Salinas, Jr.

Members absent: Mr. Paul R. Rodriguez and Ms. Rose Benavidez

Also present: Dr. Shirley A. Reed, Mr. Jesus Ramirez, Mrs. Mary Elizondo, Dr. David Plummer, Dr. Anahid Petrosian, Mr. Matthew Hebbard, Ms. Katarina Bugariu, Mr. Jose Moroles, Mr. George McCaleb, Mr. Lucio Gonzalez, Mrs. Laura Requena, Mrs. Becky Cavazos, Lt. Ruben Suarez, and Mr. Andrew Fish.

**Approval of January 14, 2020 Finance, Audit, and Human Resources  
Committee Minutes**

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Minutes for the Finance, Audit, and Human Resources Committee Meeting of January 14, 2020 were approved as written. The motion carried.

**Review and Recommend Action on Purchases, Renewal, and Interlocal  
Agreement**

Approval of the following purchases, renewal, and interlocal agreement will be requested at the February 25, 2020 Board meeting.

The Director of Purchasing has reviewed each item, including the procurement procedures and evaluation of all responses, and recommends approval as follows:

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the purchases, renewal, and interlocal agreement will as listed below:

**A. Purchases and Renewal (A-a. Non-Instructional Items)**

- 1) **Furniture (Purchase):** purchase furniture from the National Cooperative Purchasing Alliance (NCPA), OMNIA Partners, Sourcewell, and The Interlocal Purchasing System (TIPS) purchasing cooperatives approved vendor, at a total amount of \$122,653.23.

#	Vendor	Amount
A	<b>Exemplis Corporation / Gateway Printing and Office Supply, Inc.</b> (Cypress, CA/Edinburg, TX)	\$4,976.00
B	<b>The Hon Company / Gateway Printing and Office Supply, Inc.</b> (Muscatine, IA/Edinburg, TX)	\$4,341.72
C	<b>Krueger International, Inc. / Gateway Printing and Office Supply, Inc.</b> (Green Bay, WI/Edinburg, TX)	\$99,634.16
D	<b>National Office Furniture / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$2,592.19
E	<b>Versteel / Gateway Printing and Office Supply, Inc.</b> (Jasper, IN/Edinburg, TX)	\$11,109.16
Furniture Total		\$122,653.23

- 2) **LED Lamps (Purchase):** purchase LED lamps from **Crawford Electric Supply** (Mission, TX), a Texas Association of School Boards – Buyboard approved vendor, at a total amount of \$109,950.00;
- 3) **Network Cabling Services for Building Renovation Projects (Renewal):** renew the network cabling services for building renovation projects for the period beginning March 27, 2020 through March 26, 2021 at an estimated amount of \$232,000.00. The vendors are as follows:
- **BridgeNet Communications (Donna, TX)**
  - **Telepro Communications (Mission, TX)**
- 4) **Risk Management Consultant Services (Renewal):** renew the risk management consultant services contract with **Cameron Investment Company / dba Shepard Walton King Insurance Group** (McAllen, TX), for the period beginning May 1, 2020 through April 30, 2021, at an estimated amount of \$19,500.00;

**A. Purchases and Renewal (A-b. Technology Items)**

- 5) **Datacenter Brocade Switches (Purchase):** purchase datacenter brocade switches from **Netsync Network Solutions** (Houston, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$69,237.10;
- 6) **Firewall Equipment (Purchase):** purchase firewall equipment from **SHI Government Solutions** (Austin, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$478,837.00 with an initial payment of

\$250,000.00 and four (4) annual payments of \$57,209.25. Significant savings will be realized by the college by accepting this multi-year agreement;

- 7) Network Servers (Purchase):** purchase network servers from **Dell Marketing, LP.** (Dallas, TX), a State of Texas Department of Information Resources (DIR) approved vendor, at a total amount of \$95,057.76;

**B. Interlocal Agreement**

- 8) Facility Usage Interlocal Agreement (Lease/Rental):** lease/rental facility usage interlocal agreement with the **City of Mission – Mission Event Center** (Mission, TX), for the date of June 12, 2020, at an estimated amount of \$3,375.00.

Recommend Action - The total for all purchases, renewal, and interlocal agreement was \$1,130,610.09.

The motion carried.

**Discussion and Action as Necessary on Policy #4212: Employment and Supervisory Relationship of Close Relatives**

*Policy #4212: Employment and Supervisory Relationship of Close Relatives was presented at the November 12, 2019 Finance, Audit, and Human Resources Committee meeting. Dr. Alejo Salinas, Jr. noted that he had thoughts on the proposed new policy and would like additional time to consider them. The Committee agreed that they could recommend Board approval of the policy as presented, while recognizing that the Board might make future additional revisions as the Board determines appropriate.*

While the Board approved new Policy #4212: Employment and Supervisory Relationship of Close Relatives on November 26, 2019, administration was asked to bring this policy back to the Committee for further review. The policy was presented for the Committee's review and feedback to administration. Any recommended revisions would be incorporated into a new proposal for consideration by the Board as appropriate.

*Purpose – To review Policy #4212: Employment and Supervisory Relationship of Close Relatives that focuses on the relevant issues on employment of close relatives.*

*Justification – The current policy attempts to cover two separate issues.*

1. the employment of relatives within a prohibited degree of relationship; and
2. the employment of closed relatives in positions at the College such as that one relative would supervise, directly or indirectly, another relative.

Background – South Texas College adopted Policy 4211: *Nepotism* on November 9, 1995.

On November 26, 2019, the Board of Trustees approved the deletion of Policy 4211: *Nepotism*, which addressed nepotism for employees and Board Members. Administration recommended that Policy 4211 be replaced with 2 policies addressing Board and Employees separately. The creation of the two new policies focus on the relevant issues as proposed by the Office of Human Resources. This process was undertaken with the guidance of STC Legal Counsel for personnel issues, Mr. Jose Guerrero. The Office of Human Resources created Policy #4212: *Employment and Supervisory Relationship of Close Relatives* to address the issue of nepotism as it relates to the employment of close relatives. Administration created a separate Policy #1512: *Nepotism: Public Officials* to address the legal issue of nepotism as it relates to the employment of relatives within a prohibited degree of relationship to public officials. The policy also addressed the employment of any person related to public officials when the salary, fees, or compensation of the employee is paid from public funds or fees of office. The two new policies were approved by the Board of Trustees on November 26, 2019.

Reviewers – The policy was reviewed by staff, the President's Cabinet, Planning and Development Council Staff, President's Administrative Staff, and/or by South Texas College legal counsel, Mr. Jesus Ramirez and Mr. Jose Guerrero, legal counsel for personnel issues. Enclosed Documents - The policy follows in the packet for the Committee's review and information.

At the February 11, 2020 Finance, Audit, and Human Resources Committee meeting, Dr. Alejo Salinas, Jr. noted additional concerns with the policy as proposed, and agreed to meet with administration at a later date to provide detailed feedback.

No action was taken.

### **Review and Recommend Action on Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020**

Approval of Tuition and Fees Schedule for the Regional Center for Public Safety Excellence (RCPSE) for FY 2019 - 2020 will be requested at the February 25, 2020 Board meeting.

Purpose – To add a Tuition and Fees Schedule for the RCPSE for FY 2019 – 2020 for Continuing Education Law Enforcement Courses, Simulation Training, use of Emergency Vehicle Operations Course (EVOC), Skills Pad, and Classrooms.

Justification – The new Tuition and Fees Schedule for the RCPSE for FY 2019 – 2020 would be used to offset costs and expenses related to offering Continuing Education Law Enforcement Courses, Simulation Training, use of Emergency Vehicle Operations Course (EVOC), Skills Pad, and Classrooms.

Unlike law enforcement organizations, the College does not receive funds directly from federal, state, county, or municipal governments to cover continuing education activities at the Regional Center. Tuition, fees, and state contact hour funding would be limited for the Regional Center because much of the training will be tuition free and without contact hour reimbursement. As a result, it was necessary to charge tuition and fees to offset the costs associated with personnel and equipment.

The proposed new Tuition and Fees Schedule rates were as follows:

<b>Tuition:</b>	<b>Proposed Rate</b>
Law Enforcement Courses (continuing education)	\$6.50 per contact hour, or variable tuition based on recovery of costs

<b>Fees:</b>	
• Firearms Scenario-Based Simulator Training	\$23 per student for 30 minutes
• Target Range Qualifier Simulator Training	\$18 per student for 30 minutes
• Driving Simulator Training	\$38 per student for 30 minutes
• Emergency Vehicle Operations Course (EVOC)	\$100 per agency per day or \$18 per agency per hour
• Skills Pad	\$25 per agency per hour
• Classroom w/Technology	\$114 per day beyond 3 days of consecutive usage

The proposed tuition and fees would allow the RCPSE to offer Continuing Education Law Enforcement Courses, Simulation Training, and use of the facility to the law enforcement community with sufficient revenue to offset personnel and equipment costs.

Reviewers – The new Tuition and Fees Schedule for the RCPSE for FY 2019 - 2020 was reviewed by staff, the President's Cabinet, and President's Administrative Staff.

The new Tuition and Fees Schedule for the RCPSE for FY 2019 - 2020 was provided in the packet for the Committee's information and review.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of the new Tuition and Fees Schedule for the Regional Center for Public Safety Excellence for FY 2019 - 2020 as presented. The motion carried.

### **Review and Recommend Action to Issue a Request for Proposals for a Faculty Cost and Productivity Study**

Approval to issue a Request for Proposals (RFP) to solicit a firm to conduct a Faculty Cost and Productivity Study will be requested at the February 25, 2020 Board meeting.

Purpose – Administration sought approval to solicit for proposals from qualified professional individuals and organizations for a Faculty Cost and Productivity Study. This study would analyze the College's faculty costs and productivity, identify benchmark data, obtain peer group comparisons, and identify best practices, standards, and targets. The results will be incorporated into future operations.

This study would also provide the College with an opportunity to evaluate and strengthen existing metrics and measures utilized to manage faculty costs and increase productivity.

Justification – This study would provide a comprehensive Faculty Cost and Productivity Study. The study will strengthen the College's instruction structure and will provide valuable information for financial sustainability.

Background – In recent years, the enrollment at South Texas College has leveled off and, in some years, a slight decrease has been experienced for both traditional and dual credit programs. Faculty costs, however, have increased.

Various factors may be contributing to the enrollment fluctuations including increased competition across institutional types.

It was critical that the College align resources to meet changing enrollment patterns, which would benefit students and safeguard the future financial sustainability of the College. The strategies recommended by the proposed study would be implemented based on the College's mission and composition of its faculty and student body.

The total faculty salary budget of \$50,695,485 and total faculty benefits budget of \$13,838,405, totaled \$64,533,890, which represented 36.71% of the total budget amount of \$175,780,625..

#### Scope of Work

The scope of work would consist, at a minimum, of the items listed below deemed valuable in analyzing faculty costs and productivity. The analysis would be based on traditional and dual credit academic and career technical education programs excluding Continuing, Professional, and Workforce Education.

#### Scope of Work

#### Faculty Costs (excluding Continuing, Professional, and Workforce Education)

- Analysis of Costs – Faculty
  - ⇒ Analyze and compare the number of faculty and faculty costs between full-time faculty and part-time/adjunct faculty.
  - ⇒ Analyze faculty cost per class/student/student credit hours (SCH)/contact hours(C/H).
    - Analyze costs per student taught by part-time/adjunct.
    - Analyze costs per student taught by full-time faculty.
  - ⇒ Analyze faculty release time and cost.



- ⇒ Review existing benchmarks and recommend new benchmarks as appropriate.
- ⇒ Analyze number and cost of faculty overload assignments.
- ⇒ Analyze number and cost of faculty stipend assignments and special assignments.
- ⇒ Identify measures for cost control.
- ⇒ Produce a cost efficiency model.
- ⇒ Analyze and recommend allocation of resources to areas in need of improvement.

### Productivity

- Student to Faculty Ratio Analysis
  - ⇒ Analyze and measure student credit hour (SCH) and contact hours (CH) production per faculty for optimal capacity level.
  - ⇒ Analyze and recommend alignment of workload and schedules with student demand.
- Teaching Loads Analysis
  - ⇒ Analyze and compare faculty teaching workloads by full-time faculty/overloads/part-time/adjunct assignments.
  - ⇒ analyze and compare number of classes, student enrollment, and student credit hour (SCH) between full-time faculty and part-time faculty.
  - ⇒ Analyze and recommend credit hour production targets per full-time and part-time/adjunct faculty.
  - ⇒ Analyze existing standards for teaching loads with other community college's standards.
  - ⇒ Analyze the total number of underutilized sections/courses (course enrollment) including review of course inventory.
  - ⇒ Analyze faculty workload expectations including teaching and other service assignments.
  - ⇒ Analyze and recommend benchmark for classroom size and fill rates for optimal instructional capacity.
- Release Time Analysis
  - ⇒ Analyze course release time.
  - ⇒ Analyze faculty with approved course release and teaching courses including overloads.
- Compliance to Board Policies and Procedures
  - ⇒ Review policies and procedures related to faculty assignments and make recommendations as appropriate.
  - ⇒ Analyze policies and procedures for faculty workloads and compare to peer institutions.

### Other Deliverables

- Review and provide recommendations of the College's methodology of program cost analysis.

- Review data and benchmarks with peer community colleges that have been reviewed with South Texas College.
- Recommend strategies for maximizing efficiencies, effectiveness, and allocation of instructional resources.
- Recommend benchmarks, metrics, targets, policies, and procedures derived from the analysis of the data.
- Recommend other strategies and key performance indicators to manage costs and increase productivity.

Administration recommended advertising during the month of April 2020 and presenting for the committee to recommend approval in the May 2020 Board meeting.

The proposed timeline for the Request for Proposals (RFP) was as follows:

<b>Description</b>	<b>Dates</b>
RFP advertised:	April 8, 2020 and April 15, 2020
RFP due:	May 1, 2020
RFP evaluation:	May 4, 2020 through May 7, 2020
RFP awarded:	May 26, 2020
Study start date:	June 1, 2020
Study completion date:	January 4, 2021

Funding Source – Funds for this expenditure were funded in the Academic Affairs budget for FY 2019 - FY 2020.

Enclosed Documents – Budgeted Expenditures by Classification for FY 2020 (Exhibit A) and Faculty Salary and Benefits Budget for FY 2020 (Exhibit B) were provided in the packet for the Committee's information and review.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, reviewed the Request for Proposal for a Faculty Cost and Productivity Study and responded to questions and concerns at the meeting.

Mr. Rene Guajardo asked about enrollment trends and thresholds used to maintain adequate faculty-to-student ratios. He noted that the proposed study would be very beneficial to the College, and further noted that administration and the Board should remain mindful of the human aspect of any such studies and subsequent action.

Dr. Alejo Salinas, Jr. also voiced support for the concept of the study.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board approval of to issue a Request for Proposals (RFP) to solicit a firm to conduct a Faculty Cost and Productivity Study as presented.

### **Presentation and Action as Necessary Regarding Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019**

Acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019 will be requested at the February 25, 2020 Board of Trustees meeting.

Purpose - The [Code of Criminal Procedure Article 2.131-2.138](#) requires Chief administrators of law enforcement agencies to submit the racial profiling reports to their governing body, in addition to the Texas Commission on Law Enforcement (TCOLE).

Justification - During calendar year 2019, the South Texas College Department of Public Safety conducted traffic stops within its jurisdiction in accordance with Texas Education Code section 51.203.

Background - Pursuant to Texas Occupations Code 1701.164, TCOLE is required to collect incident-based data, including racial profiling reports based upon vehicle traffic stops, in accordance with the [Code of Criminal Procedure Article 2.131-2.138](#). Chief administrators of law enforcement agencies must submit the racial profiling reports to their governing body and TCOLE.

The Code of Criminal Procedure Article 2.132 is shown below:

Title 1. Code Of Criminal Procedure, Chapter 2. General Duties Of Officers, Art. 2.132. Law Enforcement Policy On Racial Profiling.

- (7) Require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
- (A) The Texas Commission on Law Enforcement; and
  - (B) The governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Explanation of Report Statistics - Additional information on the Racial Profiling Report is as follows:

- Race or Ethnicity known prior to stop

Traffic stops are conducted when a police officer observes an infraction and pulls over the vehicle to speak with the driver. Since infractions are normally observed

when the police officer is behind the vehicle committing the infraction, the police officer is unaware of the ethnicity of the driver until the driver is approached.

The example of how to file a Racial Profiling Report on the Texas Commission on Law Enforcement (TCOLE) website shows a zero in the section to identify traffic stops in which the officer was aware of the ethnicity of the driver before the traffic stop was made. South Texas College police officers receive training in traffic stops and the racial profiling prohibition. The statistics of those who are stopped by South Texas College police documents that the ethnicity is in line with the population of the college and the Rio Grande Valley and that there is no racial profiling being conducted.

- Search Conducted

One of the traffic stops resulted in a search when the operator was observed driving left of center of roadway onto opposite direction of travel while the vehicle's tires screech and driver's door swung open at the Pecan Campus. The operator, who had been consuming alcohol, appeared tense and indicated that he was upset at his ex-wife, a South Texas College student, and was looking for her, over a change to the child support he had to pay. It was also revealed that operator had a previous arrest for assaulting a police officer. With the totality of the circumstances the operator and operator's vehicle were frisked for any weapons for the officer's safety. Operator was subsequently issued a criminal trespass warning preventing from coming onto any South Texas College properties. It was later learned the student was hiding from the operator. The operator was issued a citation for Transportation Code 521 no driver's license and Texas Transportation Code 545.056 Driving Left of Center of Roadway.

Another traffic stop resulted in a search when the operator was observed speeding on an adjacent street to the Pecan Campus. A strong odor of marijuana was emitting from the operator's vehicle. The operator admitted to possessing a small amount of cannabis inside a lunch bag on the back seat. The vehicle was searched and subsequently the operator was arrested for Health and Safety Code 481.134 Possession of Marijuana in Drug Free Zones and issued a citation for Health and Safety Code 481.125 Possession of a Drug Paraphernalia and Transportation Code 545.352 Speeding.

- Street address or approximate location of the stop

Texas state law requires police officers to take action when they observe a danger to the public. The traffic stops on city streets were conducted when the officers observed violations that were a threat to the safety of the public, including driving to endanger and proceeding through red lights when required to stop. The traffic stops are as follows:

<b>Description</b>	<b>Year 2018 Stops Conducted</b>	<b>Year 2019 Stops Conducted</b>
Stops conducted adjacent to campuses on streets paralleling the campus to address safety threats to students	90	226
Stops conducted on entering/ leaving campuses - driving infractions on college property	10	47
<b>Total</b>	<b>100</b>	<b>273</b>

In an effort to address safety concerns of moving traffic violations, South Texas College increased traffic stops during Year 2019. These traffic stops are being conducted to proactively keep students, faculty, staff, and visitors safe. Ruben Suarez, Acting Chief of Police for the Department of Public Safety, advised that most of the violators are non-students, which confirms the importance of keeping the neighborhood around campus safe. Below is a breakdown of the stops conducted by the different categories as follows:

<b>Description</b>	<b>Year 2018 Stops Conducted</b>	<b>Year 2019 Stops Conducted</b>
Red Light	30	34
Speeding	31	109
Expired License Plates	4	16
Cell Phone Prohibited	1	-
Disregard Traffic Signal	1	3
Turned Where Prohibited	4	14
Reckless Driving	1	-
Unsafe Passing	2	-
Defective Equipment	5	19
No Visible License Plate	1	-
Failure to Stop/ Stop at Sign	3	42
Unsafe Lane Change	2	4
No Class M DL/No DL	1	7
Impeding Traffic	3	-
No Turn Signal	2	2
Failure to Yield	4	1
Driving Wrong Way	1	1
Excessive Acceleration	1	-
Improper Turn	-	9
Driving on Wrong Side	-	2
Cut Corner	-	1
Passing School Bus	-	1

<b>Description</b>	<b>Year 2018 Stops Conducted</b>	<b>Year 2019 Stops Conducted</b>
Passing in No Passing Zone	-	1
Maintain Lane	-	2
Distracted Driving	-	1
Digging Out/Peeling Out	-	2
No Seat Belt		1
Verbal	3	1
<b>Total</b>	<b>100</b>	<b>273</b>

Reviewers - The Vice President for Finance and Administrative Services and the Acting Chief of Police for the Department of Public Safety reviewed the information presented.

Enclosed Documents - The South Texas College Department of Public Safety Racial Profiling Report for calendar year 2019 and the Comparative Analysis was provided in the packet for the Committee's information and review.

The state would utilize this report in any investigation of a complaint of racial profiling against a law enforcement agency. The South Texas College Department of Public Safety has received no racial profiling complaints.

South Texas College Acting Chief of Police for the Department of Public Safety, Ruben Suarez, presented this report to the Committee.

Upon a motion by Mr. Rene Guajardo and a second by Mr. Roy de León, the Finance, Audit, and Human Resources Committee recommended Board acceptance of the South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2019 as presented. The motion carried.

### **Discussion and Action as Necessary on Terra-Gen Development Company, LLC, Tax Abatement Agreements**

- A. Buenos Aires Windpower, LLC
- B. Monte Cristo Windpower, LLC
- C. La Joya Windpower, LLC
- D. West Willacy Windpower, LLC (Monte Alto)

Mary Elizondo provided an update at the meeting on the Terra-Gen Development Company, LLC, Tax Abatement Agreements and addressed questions from the Committee.

Background - On May 30, 2019, the Board of Trustees authorized an offer to Terra-Gen with the following terms:

- 50% tax abatement for each of the four projects for a period not to exceed ten years
- A lump sum payment to the College of \$30,000 per project for scholarships
- A \$10,000 Payment in Lieu of Taxation (PILOT) to the College per project for each of the ten years of the abatement period

On November 6, 2019, Terra-Gen accepted the terms as authorized by the Board on May 30, 2019. On November 26, 2019, Terra-Gen requested revisions to the Agreements that were approved by the Board of Trustees on November 26, 2019 regarding the date of payments of the scholarships as follows:

Terms	Project	Current Agreement Approved on 11/26/19	Revisions Requested by Terra-Gen
<b>Scholarship Contribution Due Date</b>		Payable at execution of the tax abatement agreement.	Payable at commencement of construction.
	a. Buenos Aires Windpower, LLC	November 26, 2019	June 30, 2021
	b. Monte Cristo Windpower, LLC	November 26, 2019	June 30, 2021
	c. La Joya Windpower, LLC	November 26, 2019	December 30, 2020
	d. West Willacy Windpower, LLC	November 26, 2019	December 30, 2020

On January 28, 2020, the Board of Trustees reviewed the requested revisions to the Agreements on the contribution to student scholarships submitted by Terra-Gen on their letter dated January 17, 2020. In that January 17<sup>th</sup> letter, Terra-Gen asked that the agreed-upon scholarship contributions of \$30,000 per project be payable upon commencement of each separate project, instead of payable upon execution of the agreements. The Board authorized Dr. Shirley A. Reed, College President, to move forward with reaching out to Terra-Gen with the options as listed below:

**Option 1** – Terra-Gen Renewables Development can accept the agreements for each of the four projects as already approved by the Board; or,

**Option 2** – Terra-Gen Renewables Development can accept the limited revision of each agreement increasing the contribution to student scholarships to \$40,000 per project, instead of \$30,000 per project, and with those contributions to be payable upon notice by the Owner of the Commencement of Construction of each project.

Dr. Reed sent a certified letter identifying these options to Mr. Milton Howard, and copied Mr. Robert Peña, on January 31, 2020. The USPS confirmed delivery to Mr. Peña's office on Tuesday, February 4, 2020. Additionally, Dr. Reed emailed a copy of this letter to Mr. Peña on Friday, January 31, 2020. Terra-Gen was advised in the letter that they had ten business days to formally respond to accept either Option 1 or Option 2, and a failure to respond would be considered a rejection of the terms of each of the four agreements. Tuesday, February 18th is the 10th business day after the letter was delivered to Mr. Peña's office, and Terra-Gen will have until 5 p.m. that day to respond to the options outlined in the letter.

Enclosed Documents – The letter sent by South Texas College to Terra-Gen Development Company on Friday, January 31, 2020, LLC follows in the packet for the Committee's information and review.

As of publication date of the Finance, Audit, and Human Resources Committee packet, administration had not received a response from Terra-Gen.

At the February 11, 2020 Finance, Audit, and Human Resources Committee meeting, Mrs. Mary Elizondo informed the Committee that she had just received the response from Terra-Gen, accepting the proposed Option #2 as outlined above.

No action was required at this time.

### **Adjournment**

There being no further business to discuss, the Finance, Audit, 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 11, 2020 Finance, Audit, and Human Resources Committee Meeting of the South Texas College Board of Trustees.

---

Mr. Roy de León



**Discussion and Action as Necessary on Starr County Tax Resale Private Bid and Resolution Authorizing Tax Resale Bid**

Approval of a Starr County Tax Resale Private Bid and the Resolution Authorizing the Tax Resale Bid has been requested and approved during the March 31, 2020, Board meeting.

Purpose – The law office of Linebarger Goggan Blair & Sampson, LLP is requesting consideration and possible action on the tax resale private bid for one (1) property in Starr County.

Justification – The Texas Property Tax Code requires approval from all taxing entities for the resale of a property for an amount that is less than the appraised value on a resale auction.

Background - On October 17, 2019, Linebarger Goggan Blair & Sampson, LLP received a Private Bid from the City of Roma for one (1) struck off property located within Starr County and it is presented for consideration.

Linebarger Goggan Blair & Sampson, LLP is submitting for the Board of Trustees' consideration the analysis of the bid received. The total amount the College will receive for this property is \$317.82.

In accordance with Texas Tax Code Sec. 34.05(i), any private bid received must have the approval of all taxing entities. As of the publication of the Finance, Audit, and Human Resources Committee packet, the private bid has been approved by Starr County and Roma ISD.

Enclosed Documents - The Resolution Authorizing the Tax Resale, a list of the bid, the legal description of the property, as well as the amount of the bid, the South Texas College amount, and the Analysis of the Bid Received follow in the packet for the Committee's information and review.

A representative from Linebarger Goggan Blair & Sampson, LLP will be present at the meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the March 31, 2020 Board meeting, the Starr County Tax Resale Private Bid and the Resolution Authorizing the Tax Resale to Linebarger Goggan Blair & Sampson, LLP as presented.

**SOUTH TEXAS COLLEGE**

**RESOLUTION NO. \_\_\_\_\_**

On the \_\_\_\_\_ day of \_\_\_\_\_, 2020 at the regularly scheduled meeting of the South Texas College School Board, a motion was duly made and seconded to resell the property described on the attached list, which was acquired by the School through previous tax foreclosure proceedings. The property was sold in accordance with Texas Tax Code Ann. §34.05.

Discussion was then conducted, and upon completion of the same the South Texas College School Board President called for a vote on the motion, and the same was passed by majority. Now therefore:

**BE IT RESOLVED** that the South Texas College School Board approved the bid received on the property described in the attached list and authorizes the South Texas College School Board President to execute the tax resale deed conveying the approved property.

SIGNED on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Paul R. Rodriguez  
Board Chairman  
South Texas College

**ATTEST:**

\_\_\_\_\_  
Mr. Roy de León  
Board Secretary



**LINEBARGER**  
ATTORNEYS AT LAW

SOUTH TEXAS COLLEGE

MARCH 10, 2020

TAX RESALE PRIVATE BID

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP  
ATTORNEYS AT LAW  
1512 S. LONE STAR WAY  
EDINBURG, TEXAS 78539  
PHONE: 956.383.4500  
FAX: 956.383.7820  
[www.lgbs.com](http://www.lgbs.com)

**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**  
**PROPERTY INFORMATION**  
**STARR COUNTY**

<b>SUIT NUMBER</b>	<b>LEGAL DESCRIPTION</b>	<b>ACCOUNT NUMBER</b>
TS-07-91	All that certain tract of land being Lot 1 and consisting of 0.16 acre, more or less, Hackberry Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 253, Official Records of Starr County, Texas; SAVE & EXCEPT however, 0.032 acre, more or less, described in Volume 606, Page 370, Deed Records of Starr County, Texas, leaving herein a residue of 0.128 acre, more or less, Starr County, Texas.	(0055742) 10150-00000-00100-000000

**PROPERTY INFORMATION**

<b>CASE No. / STYLE:</b>	TS-07-91; Roma Independent School District, South Texas College and Starr County vs Esequiel Cortez a/k/a Ezequiel Cortez, Et Al.		
<b>LEGAL DESCRIPTION:</b>	All that certain tract of land being Lot 1 and consisting of 0.16 acre, more or less, Hackberry Subdivision, a subdivision in Starr County, Texas, according to the map or plat thereof, recorded in Volume 2, Page 253, Official Records of Starr County, Texas; SAVE & EXCEPT however, 0.032 acre, more or less, described in Volume 606, Page 370, Deed Records of Starr County, Texas, leaving herein a residue of 0.128 acre, more or less, Starr County, Texas.		
<b>TAX ACCT. No.:</b>	10150-00000-00100-000000	<b>PROPERTY ADDRESS:</b>	U.S. HWY 83 Roma, TX 78584
<b>JUDGMENT DATE:</b>	August 17, 2009	<b>JUDGMENT YEARS:</b>	1993 – 1997, 1999 - 2008
<b>TAX SALE DATE:</b>	December 7, 2010	<b>SHERIFF'S DEED RECORDED DATE:</b>	March 25, 2011

**TAX/BID INFORMATION**

<b>TOTAL BID AMT:</b>		\$10,000.00	
<b>TOTAL JUDGMENT AMT:</b>	\$37,765.73	<b>APP. VALUE AT JUDGMENT:</b>	\$55,500.00
<b>Est. Costs of Sale:</b>	\$1,734.00	<b>CURRENT APP. VALUE:</b>	\$58,190.00
<b>TAXING ENTITIES:</b>	<b>JUDGMENT AMOUNT DUE:</b>	<b>PERCENTAGE TO BE RECEIVED</b>	<b>AMOUNT YOU WILL RECEIVE</b>
Roma I.S.D	\$23,567.13	62.40%	\$5,158.27
Starr County	\$12,746.55	33.75%	\$2,789.91
South Texas College	\$1,452.05	03.85%	\$317.82

**NOTE:** All resale proceeds will be distributed pursuant to TEXAS PROPERTY TAX CODE Sec. 34.06 (b-e).

# Starr CAD

## Property Search Results > 55742

Tax Year: 2019

## ROMA INDEPENDENT SCHOOL DISTRICT for Year 2019

### Property

#### Account

Property ID:	55742	Legal Description:	PT LT 1 HACKBERRY S/D#1194 (A2650-A)
Geographic ID:	10150-00000-00100-000000	Zoning:	
Type:	Real	Agent Code:	
Property Use Code:			
Property Use Description:			

#### Location

Address:	U.S. HWY 83 ROMA, TX 78584	Mapsco:	
Neighborhood:	HACKBERRY	Map ID:	
Neighborhood CD:	10150		

#### Owner

Name:	ROMA INDEPENDENT SCHOOL DISTRICT	Owner ID:	2080
Mailing Address:	TRUSTEE PO BOX 3289 ROMA, TX 78584	% Ownership:	100.0000000000%
		Exemptions:	EX

### Values

(+) Improvement Homesite Value:	+	\$0	
(+) Improvement Non-Homesite Value:	+	\$40,390	
(+) Land Homesite Value:	+	\$0	
(+) Land Non-Homesite Value:	+	\$17,800	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	\$0
(+) Timber Market Valuation:	+	\$0	\$0
<hr/>			
(=) Market Value:	=	\$58,190	

(-) Ag or Timber Use Value Reduction:	—	\$0
<hr/>		
(=) Appraised Value:	=	\$58,190
(-) HS Cap:	—	\$0
<hr/>		
(=) Assessed Value:	=	\$58,190

## Taxing Jurisdiction

Owner: ROMA INDEPENDENT SCHOOL DISTRICT

% Ownership: 100.0000000000%

Total Value: \$58,190

Entity	Description	Tax Rate	Appraised Value	Taxable
01	STARR COUNTY	0.521900	\$58,190	
01IS	XXXXXSTARR COUNTY I&S	0.000000	\$58,190	
01R	STARR COUNTY FM & FC	0.246500	\$58,190	
02	STARR COUNTY DRAINAGE DISTRICT	0.010000	\$58,190	
10	ROMA CITY	0.531372	\$58,190	
31	ROMA I.S.D.	1.561950	\$58,190	
61	STARR CO HOSP DIST	0.268163	\$58,190	
62	SO TEXAS COLLEGE	0.178000	\$58,190	
CAD	STARR COUNTY APPR DIST	0.000000	\$58,190	
Total Tax Rate:		3.317885		
				Taxes w/Current Exempt
				Taxes w/o Exemptions:

## Improvement / Building

**Improvement #1:** Misc Imp **State Code:** XV **Living Area:** 144.0 sqft **Value:** \$40,390

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
GAR	PNA-GAR	C2		1990	2544.0
OFF	PNA-OFF	C2		1990	144.0
SHED	PNA-SHED	SM+		0	544.0

## Land

#	Type	Description	Acres	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
1	HWY101C	HWY101C	0.1630	7120.00	0.00	0.00	\$17,800	\$0

## Roll Value History

Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap	Assessed
2020	N/A	N/A	N/A	N/A	N/A	N/A
2019	\$40,390	\$17,800	0	58,190	\$0	\$58,190
2018	\$37,700	\$17,800	0	55,500	\$0	\$55,500

## Deed History - (Last 3 Deed Transactions)

#	Deed Date	Type	Description	Grantor	Grantee	Volume	Page
1	3/25/2011			CORTEZ JUAN JR & ESMERALDA CORTEZ	ROMA INDEPENDENT SCHOOL DISTRICT	1304	51
2	9/18/2008	GWD	GENERAL WARRANTY DE	CORTEZ ESEQUIEL	CORTEZ JUAN JR & ESMERALDA CORTEZ	1208	812
3	9/8/2008			VELA ROBERTO & MRS	CORTEZ ESEQUIEL	0	0

## Tax Due

Property Tax Information as of 09/16/2019

Amount Due if Paid on:  ▼

Year	Taxing Jurisdiction	Taxable Value	Base Tax	Base Taxes Paid	Base Tax Due	Discount / Penalty & Interest	Attorney Fees	Amount Due
------	---------------------	---------------	----------	-----------------	--------------	-------------------------------	---------------	------------

NOTE: Penalty & Interest accrues every month on the unpaid tax and is added to the balance. Attorney fees may also increase your tax liability if not paid by July 1. If you plan to submit payment on a future date, make sure you enter the date and RECALCULATE to obtain the correct total amount due.

**Questions Please Call (956) 487-5613**

Website version: 1.2.2.31

Database last updated on: 9/15/2019 8:18 PM

© N. Harris Computer Corporation







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

Approval of the following award of proposals, purchases, and renewals will be requested at the March 31, 2020 Board meeting.

The Director of Purchasing has reviewed each item, including the procurement procedures and evaluation of all responses, and recommends approval as follows:

### **A. Award of Proposals**

#### **B. Purchases and Renewals**

##### **a. Instructional Item**

##### **b. Non-Instructional Items**

##### **c. Technology Items**

### **A. Award of Proposals**

#### **1) Asset Management, Chemical Inventory, and Inspection Software System (Award)**

Award the proposal for the asset management, chemical inventory, and inspection software system to **SafetyStratus, Inc.** (Plano, TX) (New), for the period beginning April 1, 2020 through March 31, 2021 with two one-year options to renew, at a total amount of \$20,000.00.

Purpose – Facilities Operations and Maintenance is requesting the purchase of an asset management, chemical inventory, and inspection software system for safety compliance in various areas throughout the College districts.

Justification and Benefit – The system is necessary to assist the Environmental, Health and Safety Program with the management of life safety equipment, compliance inspections, inventorying chemicals from purchase to disposal in all science laboratories, and provide access to Safety Data Sheets (SDS).

Background – Proposal documents were advertised on February 7, 2020 and February 14, 2020 and issued to five (5) vendors. Two (2) responses were received on February 25, 2020 and reviewed by Facilities Operations and Maintenance and the Purchasing Department.

Funds for this expenditure are budgeted in the Environmental budget for FY 2019 – 2020.

#### **2) Food and Related Non-Food Products (Award)**

Award the proposal for food and related non-food products for the period beginning April 27, 2020 through April 26, 2021 with two one-year options to renew, at an estimated amount of \$400,000.00, which is based on prior year history. The vendors are as follows:

- **Ben E. Keith Company** (Fort Worth, TX)
- **Devin Distributing & Packaging, Inc.** (McAllen, TX)

- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (New Braunfels, TX)

Purpose – Food Services and the Mid-Valley Childcare Center are requesting the purchase of food products and supplies for the operation of the Pecan Campus, Technology Campus, Nursing and Allied Health Campus, and Mid-Valley Campus cafeterias and the Mid-Valley Childcare Center.

Justification and Benefit – The food products are necessary for the operation of the South Texas College cafeterias. It is in the best interest of the College to have multiple vendors to be able to purchase at the lowest price to keep food cost down, to obtain the best quality products, and to ensure availability.

Background – Proposal documents were advertised on February 3, 2020 and February 10, 2020 and issued to ten (10) vendors. Four (4) responses were received on February 19, 2020 and reviewed by Food Services and the Purchasing Department.

Funds for this expenditure are budgeted in the Food Services – Auxiliary and Mid-Valley Childcare Center – Auxiliary budgets for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

## **B. Purchases and Renewals (B-a. Instructional Item)**

### **3) Instructional Trainers (Purchase)**

Purchase instructional trainers from **Technical Laboratory Systems, Inc.** (Houston, TX), a Choice Partners Cooperative approved vendor, at a total amount of \$100,200.00.

Purpose – The Heating, Ventilation, Air Conditioning, and Refrigeration Program is requesting to purchase six (6) instructional trainers for student instruction at the Technology (2), Mid-Valley (2), and Starr County (2) campuses. They will provide students with an understanding of heating and cooling systems.

Justification and Benefit – The trainers provide a variety of skills ranging from simple concepts to advanced troubleshooting and servicing techniques. This equipment will aid in the delivery of the courses and support the students in completing their degree.

Funds for this expenditure are budgeted in the Carl Perkins grant budget for FY 2019 – 2020.

## **B. Purchases and Renewals (B-b. Non – Instructional Items)**

### **4) Building Moving Services (Renewal)**

Renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2020 through April 30, 2021, at an estimated amount of \$50,000.00.

Purpose – Facilities Planning and Construction is requesting building moving services for the relocation of portable buildings throughout the College district as needed.

Justification and Benefit – It is necessary to move portable buildings to accommodate enrollment needs at various campuses.

Background – The Board awarded the contract for building moving services at the April 23, 2019 Board of Trustees meeting for a one-year period with two one-year annual renewals. The first renewal period begins May 1, 2020 and ends April 30, 2021.

Award	Board Meeting Date	Original Term	Renewal Term
Original	4/23/19	5/1/19 – 4/30/20	2 – one-year options
1 <sup>st</sup> Renewal	3/31/20		5/1/20 – 4/30/21

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 Construction – Portable Building Relocation and Moving Services budgets for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

#### **5) Engineering Services – Geotechnical and Materials Testing (Renewal)**

Renew the engineering services – geotechnical and materials testing contracts, for the period beginning May 22, 2020 through May 21, 2021 with the following vendors:

- a. **Millennium Engineers Group, Inc.** (Pharr, TX)
- b. **Raba Kistner, Inc.** (McAllen, TX)
- c. **Terracon Consultants, Inc.** (Pharr, TX)

Purpose – Facilities Planning and Construction is requesting to renew the engineering services – geotechnical and materials testing contracts for district wide projects.

Justification and Benefit – The services will include some of the following tests: soil conditions for proper foundation design, select fill dirt for proper compaction, concrete samples for concrete pours, sub-grades, caliche base and asphalt parking areas, structural steel reinforcing, steel welding, floors for levelness, fireproof materials, environmental conditions including air quality, and identifying asbestos type materials.

Background – The Board awarded the contract for engineering services – geotechnical and materials testing at the May 29, 2018 Board of Trustees meeting for a one-year period with two one-year annual renewals. The last renewal period begins May 22, 2020 and ends May 21, 2021.



Award	Board Meeting Date	Original Term	Renewal Term
Original	5/29/18	5/22/18 – 5/21/19	2 – one-year options
1 <sup>st</sup> Renewal	4/23/19		5/22/19 – 5/21/20
2 <sup>nd</sup> Renewal	3/31/20		5/22/20 – 5/21/21

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

Funds for this expenditure are budgeted in various Construction budgets for FY 2019 – 2020 and FY 2020 – 2021 pending Board approval of the budget.

## **B. Purchases and Renewals (B-c. Technology Items)**

### **6) Computers, Laptops, Monitors, and Printers (Purchase)**

Purchase of computers, laptops, monitors, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC** (McAllen, TX), at a total amount of \$113,530.00.

All purchase requests for computers, laptops, monitors, and printers have been evaluated by the Information Technology and the Chief Information Officer. Information Technology does not have refurbished systems available for new hires. Instructional and/or business need must be clearly identified/justified for any equipment that is outside standard configuration or does not replace existing office systems. (Ex. mobile devices)

An itemized list with justification is included for your review and information.

Information Technology used the following criteria when recommending the purchase of technology:

- Systems being requested meet the South Texas College standard configuration
- The new systems will replace an older model (5+ years and out of warranty)
- Software requirements exceed the system capacity

The purchases can be summarized as follows:

- Student Computers  
⇒ 87 Computers for Learning Commons & Open Labs
- Faculty Computer  
⇒ 1 Computer for Music Program
- Staff Computers  
⇒ 1 Computer for Division of Finance & Administrative Services  
⇒ 2 Computers for Public Relations/Marketing Department

- Student Laptops
  - ⇒ 12 Laptops for Engineering Program
- Staff Laptops
  - ⇒ 4 Laptops for Judicial Affairs Department
- Faculty Laptops
  - ⇒ 1 Laptop for Political Science Program
  - ⇒ 1 Laptop for Social Work Program
  - ⇒ 3 Laptops for Psychological Science Program
  - ⇒ 4 Laptops for Automotive Technology Program
- Student Lab Printers
  - ⇒ 8 Printers for Computer Science Program
- Staff Monitors
  - ⇒ 22 Monitors for Centers for Learning Excellence

Funds for these expenditures are budgeted in the requesting department budgets FY 2019 – 2020 follows: Learning Commons & Open Labs, Music Program, Finance & Administrative Services, Public Relations and Marketing, Engineering Program, Judicial Affairs, Political Science Program, Social Work Program, Psychological Science Program, Automotive Technology Program, Computer Science Program, and Centers for Learning Excellence.

#### **7) Adobe License Subscription Agreement (Renewal/Purchase)**

Renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) and/or Texas Association of School Boards – Buyboard approved vendor, for the period beginning April 4, 2020 through April 3, 2021, at an estimated amount of \$84,000.00.

Purpose – Various South Texas College instructional programs and departments are requesting to renew existing licenses and purchase new licenses of a non-perpetual license with a one-year software assurance that includes upgrades for the currently used Adobe software that will be expiring soon. The software is used throughout the district by faculty, staff, and students. Therefore, the renewal is required to remain in compliance.

Justification and Benefit – These licenses are used for student instruction by faculty in the Art Program, Architectural and Engineering Design Technology (AEDT) Program, by the students in the AEDT Program labs for assignments, the Center for Learning Excellence, student labs, and staff in the Public Relations and Marketing, Client Services, Vice President for Finance and Administrative Services, Division of Nursing and Allied Health, Purchasing Department, Financial Aid Office, Institute for Advance Manufacturing, and various other instructional programs and departments.

Funds for this expenditure are budgeted in the various requesting program and department budgets for FY 2019 – 2020.

**Recommendation:**

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the March 31, 2020 Board meeting the award of proposals, purchases, and renewals as listed below:

**A. Award of Proposals**

**B. Purchases and Renewals**

**a. Instructional Item**

**b. Non-Instructional Items**

**c. Technology Items**

**A. Award of Proposals**

**1) Asset Management, Chemical Inventory, and Inspection Software System (Award):** award the proposal for the asset management, chemical inventory, and inspection software system to **SafetyStratus, Inc.** (Plano, TX) (New), for the period beginning April 1, 2020 through March 31, 2021 with two one-year options to renew, at an estimated amount of \$20,000.00;

**2) Food and Related Non-Food Products (Award):** award the proposal for food and related non-food products for the period beginning April 27, 2020 through April 26, 2021 with two one-year options to renew, at an estimated amount of \$400,000.00, which is based on prior year history. The vendors are as follows:

- **Ben E. Keith Company** (Fort Worth, TX)
- **Devin Distributing & Packaging, Inc.** (McAllen, TX)
- **Labatt Food Service** (Harlingen, TX)
- **Sysco Central Texas, Inc.** (Brownsville TX)

**B. Purchases and Renewals (B-a. Instructional Item)**

**3) Instructional Trainers (Purchase):** purchase instructional trainers from **Technical Laboratory Systems, Inc.** (Houston, TX), a Choice Partners Cooperative approved vendor, at a total amount of \$100,200.00;

**B. Purchases and Renewal (B-b. Non-Instructional Items)**

**4) Building Moving Services (Renewal):** renew the building moving services contract with **Zuniga's House Mover, LLC.** (San Juan, TX), for the period beginning May 1, 2020 through April 30, 2021, at an estimated amount of \$50,000.00;

**5) Engineering Services – Geotechnical and Materials Testing (Renewal):** renew the engineering services – geotechnical and materials testing contracts, for the period beginning May 22, 2020 through May 21, 2021 with the following vendors:

- a. **Millennium Engineers Groups, Inc.** (Pharr, TX)
- b. **Raba Kistner, Inc.** (McAllen, TX)
- c. **Terracon Consultants, Inc.** (Pharr, TX)



**B. Purchases and Renewal (B-c. Technology Items)**

- 6) Computers, Laptops, Monitors, and Printers (Purchase):** purchase computers, laptops, monitors, and printers from the State of Texas Department of Information Resources (DIR) approved vendors **Dell Marketing, LP.** (Dallas, TX), **Apple, Inc.** (Dallas, TX), and **CRC** (McAllen, TX), at a total amount of \$113,530.00;
- 7) Adobe License Subscription Agreement (Renewal/Purchase):** renew/purchase the Adobe license subscription agreement with **Software House International (SHI) Government Solutions, Inc.** (Austin, TX), a State of Texas Department of Information Resources (DIR) and/or Texas Association of School Boards – Buyboard approved vendor, for the period beginning April 4, 2020 through April 3, 2021, at an estimated amount of \$84,000.00;

Recommend Action - The total for all award of proposals, purchases, and renewals is \$767,730.00.

**SOUTH TEXAS COLLEGE**  
**1. ASSET MANAGEMENT, CHEMICAL INVENTORY, AND INSPECTION SOFTWARE SYSTEM**  
**PROJECT NO. 19-20-1045**

<b>NAME</b>		Risk & Safety Solutions	SafetyStratus, Inc.
<b>ADDRESS</b>		202 Cousteau Pl Ste 205	7924 Preston Rd Ste 350
<b>CITY/STATE/ZIP</b>		Davis, CA 95618	Plano, TX 75024
<b>PHONE</b>		530-752-6687	607-280-6047
<b>CONTACT</b>		Diana Cox	Aditya Avadhanula
<b>#</b>	<b>Description</b>	<b>Proposed</b>	<b>Proposed</b>
1	Asset Management System	\$7,000.00 / Per Year	\$5,000.00 / Per Year
2	Chemical Inventory System	\$8,000.00 / Per Year	\$10,000.00 / Per Year
3	Inspection Management System	\$7,000.00 / Per Year	\$5,000.00 / Per Year
4	Implementation Fee	\$10,000.00 / One Time Fee	\$ -
5	Yearly Maintenance & Support	Included in Annual Subscription	The license fee above includes yearly maintenance and support.
6	Optional: Label Printing	N/A	\$0.00
7	Other Fees	For any custom development a Statement of Work will be developed, with estimates for both parties to agree to before development begins. The rate will be reduced from \$150/hour for this bid only. Custom work is at the discretion of RSS.	
<b>ESCALATION</b>			
2nd Year		5%	0%
3rd Year		5%	0%
<b>TOTAL AMOUNT PROPOSED</b>		\$ 32,000.00	\$ 20,000.00
<b>TOTAL EVALUATION POINTS</b>		78.72	91.15
<b>RANKING</b>		2	1

**SOUTH TEXAS COLLEGE**

**1. ASSET MANAGEMENT, CHEMICAL INVENTORY, AND INSPECTION SOFTWARE SYSTEM  
PROJECT NO. 19-20-1045 -- EVALUATION SUMMARY**

VENDOR		Risk & Safety Solutions		SafetyStratus, Inc	
ADDRESS		202 Cousteau Pl Ste 205		7924 Preston Rd Ste 350	
CITY/STATE/ZIP		Davis, CA 95618		Plano, TX 75024	
PHONE		530-752-6687		607-280-6047	
CONTACT		Diana Cox		Aditya Avadhanula	
1	The purchase price. (up to 40 points)	30.24	30.24	40	40
		30.24		40	
		30.24		40	
		30.24		40	
		30.24		40	
		30.24		40	
2	The reputation of the vendor and the vendor's goods or services. (up to 18 points)	15	15.41	15	15.58
		17		17	
		15		15	
		16		16	
		14.5		14.5	
		15		16	
3	The quality of the vendor's goods or services. (up to 18 points)	14	14.91	17	15.75
		16		17	
		15		15	
		16		16	
		14.5		14.5	
		14		15	
4	The extent to which the vendor's goods or services meet the College's needs. (up to 15 points)	13	13	14	13.16
		14		13	
		12		12	
		14		14	
		13		13	
		12		13	
5	The vendor's past relationship with the College. (up to 3 points)	2	2	2	2
		2		2	
		2		2	
		2		2	
		2		2	
		2		2	
6	The impact on the ability of the College to comply with laws and rules relating to Historically Underutilized Businesses. (up to 1 point)	0	0	0	0
		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)	3	3.16	5	4.66
		4		5	
		3		5	
		3		5	
		3		4	
		3		4	
TOTAL EVALUATION POINTS		78.72		91.15	
RANKING		2		1	

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

<b>VENDOR</b>				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
<b>ADDRESS</b>				7600 Will Rogers Blvd	P O Box 3928	902 N Expway 77	1260 Schwab Rd
<b>CITY/STATE/ZIP</b>				Fort Worth, TX 76140	McAllen, TX 78502	Harlingen, TX 78550	New Braunfels, TX 78132
<b>PHONE</b>				817-759-6817	281-865-5616	956-428-0722	830-730-1209
<b>FAX</b>				817-759-6876	956-424-7055	956-428-9016	855-656-4432
<b>CONTACT</b>				Sheila Thornburg	Sandra Salinas	Jesse Camacho	Stephen Gaidusek
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
<b>FREEZER</b>							
1	Bacon 14/18 Layout	15#	50 CS	\$51.89		\$38.63	\$69.95
2	Bacon Sliced Random Ends & Pcs	10#	78 CS	\$23.29		\$18.10	\$65.90
3	Bagel - Blueberry - Sliced	72 / 4 oz		\$26.88			\$34.70
4	Bagel - Cinn-Raisin - Sliced	60 / 4 oz		\$26.88			\$33.98
5	Bagel - Plain Sliced	60 / 4 oz		\$24.97			\$28.22
6	Beef - Cfs - Fritter Chicken Fried Steak	40 / 4 oz	20 CS	\$36.09		\$40.42	\$60.89
7	Beef Barbacoa Precooked	2 / 5 lb		\$107.97 - 4/5 lb			\$78.75
8	Beef Ground 80/20	10#	66 CS	\$31.60 - 8/10 lb 2.62 lb		\$25.30	\$3.76 / lb
9	Beef Ground Patty 3/1 80/20 Seasoned	45 / 5.33 oz	253 CS	\$33.84 - 30/5.33oz		\$50.92	\$78.24
10	Bread Bun - Hamburger 4" Seedless	8/12 ct		\$10.70 - 5/12 ct			\$33.95
11	Bread Ciabatta Square	8/ 6 ct	46 CS	\$32.97 - 64/4 oz		\$22.52	\$21.92
12	Bread Loaf - Honey Wheat Nugget	8 / 25 oz	45 CS	\$24.59		\$24.36	\$24.69
13	Bread Loaf - Wheat Pillow		12 CS	\$22.98			\$34.96
14	Bread Roll - Whole Grain 1 oz	144 / 1 oz	12 CS	\$41.28 - 16/15 ct		\$33.46	\$25.84
15	Breadsticks Garlic	168 / 6"	60 CS	24.99 - 175/1oz		\$25.74	\$23.15
16	Bread Loaf - Italian	8 / 18 oz	86 CS	\$24.59		\$23.89	\$23.43
17	Burritos Bf, Bn, Red Sauce	72 / 4 oz	45 CS	\$39.89		\$41.79	\$37.79
18	Chicken Brst Filet Breaded Raw-Cfc	40 / 4 oz	71 CS	\$39.69		\$39.77	\$36.63
19	Chicken Leg-Quarter	4 / 10#	40 CS	\$21.00		\$19.60	\$30.65
20	Chicken Tenderloin Fritters	10#	300 CS	\$23.89		\$26.34	\$25.89
21	Chicken Thigh Bnls Skls Rndm	4 / 10#	46 CS	\$52.44		\$50.80	\$46.20
22	Chix Brst Rndm B/S S/L	4 / 10#	30 CS	\$52.00		\$38.80	\$81.00
23	Chorizo Laxson	2 / 5#	55 CS	\$26.28 - Pork 13095 only		\$26.86	\$26.16
24	Ckn Breast B/L Skin On 6-7oz DI	32 / 6 oz	190 CS	Market			\$55.30
25	Ckn Breast B/L S/L 5 Oz SI	32 / 5 oz	137 CS	\$27.54		\$23.11	\$29.63
26	Cookie Dough Chocolate Chunk	220 / 1.5 oz	48 CS	\$55.09 - 100/1.5 oz		\$72.95	\$54.25
27	Cookie Dough Oatmeal Raisin	220 / 1.5 oz	16 CS	\$48.49		\$70.82	\$54.25
28	Cookie Dough White Ch. Macadamia	220 / 1.5 oz	33 CS	\$61.48		\$86.97	\$65.40
29	Corn Cob Gr A	96 / 3"	25 CS	\$26.19		\$22.29	\$30.88
30	Corn Dog All Meat Honey Batter	72 / 4 oz	55 CS	\$40.56		\$46.82	\$36.94
31	Corn Whl Kernel	1 / 20#		\$18.80			\$22.68
32	Croissant Marg Round 2oz	72 / 2 oz	31 CS	\$25.14		\$35.48	\$23.80
33	Croissant Marg Round 5" - 3 Oz	80 / 2.2 oz	30 CS	\$31.97			\$29.91
34	Danish Assorted Mini	5 / 10 ea	50 CS	\$23.27		\$23.81	\$22.60
35	Dessert Cheesecake Assort 14 Ct	4 / 30 oz					\$44.74
36	Dessert Chocolate Cake Sara Lee 14 Ct	4 / 45 oz		\$55.57			\$52.20
37	Donuts Assorted Mini	4 / 60 ct		\$53.28			\$37.74
38	Egg Patty lqf 1.75 Oz	144 / 1.75 oz	25	\$35.47 scrambled / \$38.09 fried		\$39.05	\$38.88
39	FISH - SWAIL 3-5 Oz	15#	35 CS	\$42.98		\$34.42	\$58.90
40	FISH - TILAPIA 5-7 Oz	10#	180 CS	\$27.00		\$32.65	\$36.10
41	Green Beans Whole lqf Nwp	12 / 2 lb	48 CS	\$27.79		\$27.06	\$32.85
42	Hot Dogs Turkey 8 X 1	8 x 1	20	\$17.48		\$17.30	\$18.36
43	Hushpuppy Jalapeño	2 / 5#	10	\$18.18		\$20.49	\$17.92
44	Kolache - Pork	60 / 3 oz		\$36.59 - 10/4oz			\$40.38
45	Muffin - Banana	48 / 3.6 oz		\$44.67 - 96/2.13 oz			\$54.60
46	Muffin - Blueberry	48 / 3.6 oz		\$44.13 - 96/2.13 oz			\$54.60
47	Muffin - Chocolate Chip	48 / 3.6 oz		\$44.67 - 96/2.13 oz			\$54.60

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
48	Onion Rings Beer Battered	4 / 2.5#	50	\$45.18 - 6/2.5 lb		\$28.98	\$26.92
49	Orange Juice 3+1 Concentrate	12 / 32 oz	10	\$46.88		\$40.05	\$72.98
50	Pea Green Gr. A	1 / 20#		\$20.00			\$35.90
51	Pizza Cheese Ready 16"	12 / 16"		\$58.88 - 9ct			\$61.65
52	Pizza Pepperoni Slices- Arrezzio	25#		\$56.67 - 98/4.48			\$89.30
53	Pork Butt Boneless			\$1.41 - approx 60 lb			\$1.65/ lb
54	Potato - Sweet Fry Wave	5 / 3#	26	\$32.09		\$32.64	\$28.75
55	Potato Ff Str 3/8" Ultimate Crisp	6 / 5#	175	\$39.89		\$31.03	\$34.60
56	Potatoes Mashed Red Skins	6 / 4#	116	\$38.79		\$39.13	\$37.57
57	Puff Pastry			\$33.82 - 10x15 20/12oz			\$34.73
58	Sausage Crumbles - Small			\$29.58			\$30.83
59	Sausage Links .08 Oz	200 / .8 oz	41 CS	\$32.97		\$27.45	\$29.76
60	Sausage Patties Cooked Frozen	106 / 1.5 oz	22 CS	\$29.38 - 132/1.5oz		\$28.00	\$27.10
61	Turkey Burger - Fire Roasted	30 / 5.3 oz	25 CS	\$25.94			\$25.98
62	Vegetable Patty - Garden Burger	48 / 3.4 oz		\$55.89			\$67.09
DRY STORAGE							
65	Artichoke Heart Quarter	3 kilos		\$50.68 - 6/3kg			\$48.93
66	Bacon Bits - Imitation	10#		\$49.47 - 20lb			\$40.20
67	BBQ Sauce	4 / 1 gal	6	\$18.67		\$35.46	\$37.40
68	Beans Garbanzo	6 / #10		\$27.77			\$27.53
69	Beans Pinto Dried Prewash	1 / 50#		\$42.47			\$44.50
70	Bread Crumbs - Japanese	25#		\$20.97			\$20.65
71	Cereal Cocoa Munchies	4 / 35 oz		\$37.77 - 4/48oz			\$45.92
72	Cereal Corn Flakes Bulk	4 / 35 oz		\$25.47 - 4/26oz			\$21.20
73	Cereal Crisp Rice Bulk	4 / 35 oz		\$24.37 - 4/32			\$21.20
74	Cereal, Frosted Flakes	4 / 28 oz		\$33.99 - 4/45oz			\$21.20
75	Cereal, Honey & Nut Tasteos	4 / 28 oz		\$47.87 - 4/44oz			\$21.20
76	Chicharrones, Crackling	12 / 10 oz		\$49.48 - 15/10oz			
77	Cracker Saltine Prem	500 / 2 pk	2	\$12.87		\$15.75	\$11.95
78	Cranberry Dried		2	\$16.79		\$19.33	\$18.89
79	Crouton Cheese Grlc Hmsty	10 / 1#	20	\$21.67 - 4/2.5 lb		\$23.66	\$45.39
80	Crystal Lite - Lemonade Ind Pouch	4 / 30 ct	2	\$29.37		\$30.08	\$26.48
81	Crystal Lite - Peach Ind Pouch	4 / 30 ct	2				\$26.48
82	Dressing - Tartar Sauce	1 gal	15	\$14.65		\$11.22	\$9.99 / gal
83	Dressing Caesar Creamy - Marzetti	1 gal	20	\$15.86			\$13.48 / gal
84	Dressing Ital Golden	1 gal	2	\$11.90			\$9.69 / gal
85	Dressing Mix Italian	12 / 7.6	2	\$44.19 - 12/9.2oz		\$53.24	\$44.26
86	Dressing Mix Ranch	18 / 3.2 oz	6	\$26.28		\$36.43	\$29.64
87	Dressing Raspberry Vinaigrette	1 gal	6	\$28.79 - 2/1 gal		\$11.75	\$12.28 / gal
88	Drink-Crystal Lite-Lemonade	24 / 16 oz	35 CS	\$14.98 - 24/12			\$31.98
89	Drink-Crystal Lite-Raspberry Ice	24 / 16 oz	35 CS	Special Order			\$31.98
90	Drink-Crystal Lite-Straw-Kiwi	24 / 16 oz	35 CS	Special Order			\$31.98
91	Drink-I.B.C. Black Cherry		20	Special Order		\$17.52	\$16.92
92	Drink-I.B.C. Cheri Limeade		20	Special Order			\$16.92
93	Drink-I.B.C. Cream Soda		20	\$16.77		\$17.52	\$16.92
94	Drink-I.B.C. Root beer		35	\$16.77		\$17.77	\$16.92
95	Drink-Soda A & W Root Beer	24 / 12 oz	5 CS	\$10.19		\$10.74	\$10.84
96	Drink-Soda Coke	24 / 12 oz	30 CS	\$14.98		\$15.47	\$15.22
97	Drink-Soda Diet Coke	24 / 12 oz	15 CS	\$14.98		\$15.47	\$15.22
98	Drink-Soda Diet Pepsi	24 / 12 oz	20 CS	\$14.87		\$12.19	\$13.60
99	Drink-Soda Dr. Pepper	24 / 12 oz	20 CS	\$14.98		\$14.95	\$15.36
100	Drink-Soda Mountain Dew		10 CS	\$11.87		\$12.19	\$13.60

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
101	Drink-Soda Pepsi	24 / 12 oz	30 CS	\$11.87		\$12.19	\$13.60
102	Drink-Soda Seven Up	24 / 12 oz	20 CS	\$10.19		\$10.74	\$10.84
103	Drink-Soda Sunk/M.Md	24 / 12 oz	10 CS	\$8.74		\$10.74	\$10.84
104	Drink-V8 Juice-Bry Bry Blend	12 / 16 oz	95	\$11.58			\$13.36
105	Drink-V8 Juice-Straw-Kiwi	12 / 16 oz	95	\$11.58			\$13.36
106	Drink-V8 Juice-Tropical Blend Splash	12 / 16 oz	95	Special Order			\$13.36
107	Drink-V8 Vegetable Plastic Btl	24 / 12 oz	15	\$26.79			\$27.50
108	Gravy Mix Chkn Rstd	6 / 14 oz		\$22.79			\$25.43
109	Gravy Mix Cntry Style	6 / 1.5#	19	\$18.79		\$19.98	\$17.72
110	Green Beans - Veri-Green Cut	6/ #10	5	\$32.70		\$30.49	\$26.64
111	Honey-Youngblood	4 lb	10	\$17.60 - 5 lb		\$24.08	\$16.85 / 5 lbs
112	Hot Dog Buns	144 / 1.5	10	\$12.89 - 72 ct		\$32.85	\$13.24
113	Jelly Assorted 100 Grape / 100 Straw	200 / 1/2 oz	5	\$14.98		\$12.25	\$12.95
114	Jelly Grape	200 / 1/2 oz	5	\$10.07		\$11.69	\$11.14
115	Jelly Grape Concord For PB&J		5	\$13.79			\$57.29
116	Jelly Strawberry	200 / 1/2 oz	5	\$13.29		\$13.06	\$16.20
117	Juice Lemon Plas	4 / 1 gal	13	\$37.68		\$41.32	\$27.16
118	Ketchup Dispenser Pack	3 / 1.5 gal	36 CS	\$31.37		\$21.70	\$20.30
119	Ketchup Packet	1000	1	\$25.88			\$36.49
120	Lemonade Drink-Mix	12 / 2 gal		\$32.38			\$16.75
121	Margarine Liquid	2 / 2.25 gal		\$34.19			\$37.44
122	Mayo Dispenser Pack	2 / 1.5 gal	16 CS	\$51.29		\$52.59	\$38.12
123	Mayo Packet	200 / 12g	38 CS	\$18.77		\$17.07	\$16.63
124	Mayonnaise Heavy Duty	4 / 1 gal	45 CS	\$28.99		\$29.90	\$27.42
125	Mustard	gal		\$11.99 - 4 / 1 gal			\$5.54 / gal
126	Mustard Dispenser	2 / 1.5 gal		\$25.48			\$19.22
127	Mustard Packet	500 / 5.5 gm		\$13.09			\$6.75
128	Nuts - Sunflower Seed			\$17.49 - 3/2 lb			\$22.36
129	Oatmeal-Rolled Oats	42 oz		\$41.19 - 25 lb			\$40.70
130	Oil Can - High Heat Canola	6 / 17 oz		\$29.39			\$28.39
131	Oil Olive Blend 75/25 Colavita	6 / 1 gal	24	\$54.17		\$67.33	\$63.96
132	Oil Olive Xvrgn Italian	1 gal	17	\$21.80		\$26.12	\$28.08 / gal
133	Olive Kalamata Pitted	2 kilo		\$17.60			\$55.65
134	Olives Black Ripe Sliced	1 # 10		\$7.98			\$46.15
135	Packets Pepper		7	\$20.77		\$12.37	\$26.53
136	Packets Salt			\$7.22			\$11.89
137	Pancake Mix		5	\$31.97		\$25.91	\$24.99
138	Pasta - Angel Hair			\$19.97			\$17.30
139	Pasta - Cavatappi	20#	25	\$20.38		\$22.14	\$21.48
140	Pasta Penne Rigate 2/10#	2 / 10#	15	\$20.38		\$21.95	\$17.30
141	Pasta Spaghetti	2 / 10#	10	\$17.13		\$17.10	\$17.30
142	Peanut Butter	5#	15	\$14.80		\$9.36	\$10.33 / 5 lbs
143	Pepper Chipotle Hot	24 / 7 oz	2 CS	\$19.98		\$36.58	\$31.46
144	Pepper Jalapenos Pouch Pak	6 / 100 oz	22 CS	\$25.09		\$26.29	\$34.65
145	Pepperoncini Greek	4 / 1 gal		\$24.59			\$33.32
146	Peppers Fire Roasted Red Bells	6 / #10		\$34.88 - 6/3 kgs			\$76.68
147	Raisin-Seedless	15 oz		\$58.77 - 24/15			\$66.15
148	Rice Parboiled Perfect	1 / 50#	12	\$20.48		\$20.72	\$28.80
149	Salt Kosher	1 / 3 lb	81	\$24.97 - 12/3 lb		\$2.40	\$1.94 / 3 lbs
150	Sauce - Cheddar Cheese Gehl	6 / #10	48	\$40.18		\$33.80	\$38.89
151	Sauce Chili-Hot Dog	6 / 10#	16	\$56.59		\$54.67	\$28.80
152	Sauce Sweet & Sour	1 gal	5	\$17.88		\$17.59	\$17.76 / gal

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
153	Shortening Fry Liq Creamy	1 / 35#	161 CS	\$21.49		\$25.86	\$25.74
154	Spice Cumin Ground	16 oz		\$9.98			\$4.44 / 14 oz
155	Spice Fajita Seasoning			\$27.97			\$66.26
156	Spice Garlic Granulated	6.5#		\$30.47			\$89.14
157	Spice Garlic Powder	1.25 lb		\$13.67 - 21 oz			\$13.22 / 21 oz
158	Spice Oregano Leaf Wh	1 lb		\$25.39 - 24 oz			\$26.30 / 1.5 lbs
159	Spice Paprika	5 lbs		\$24.77			\$38.42 / 5.25 lbs
160	Spice Parsley Flake	10 oz		\$13.57			\$12.36 / 10 oz
161	Spice Peeper White	18 oz		\$20.68 - 16 oz			\$21.68 / 18 oz
162	Spice Pepper Black Grnd	4.25#		\$39.29 - 5 lb			\$38.79 / 5 LB
163	Spice Pepper Cayenne	16 oz		\$8.67 - 14 oz			\$7.84 / 14 oz
164	Spice Pepper Red Crushed			\$9.47 - 13 oz			\$8.36 / 13 oz
165	Spice Seasoned Salt	25#		\$60.17			\$136.00
166	Sugar - Confectioner 6x	25#		\$33.89 - 24/1 lb			\$24.76
167	Sugar - Equal - Indulge Sub Packet	2000 / indiv		\$21.98			\$27.65
168	Sugar - Packet	2000 / 1 / 10 oz		\$13.65			\$13.96
169	Sugar - Splenda - Yellow Sub			\$23.68			\$31.76
170	Sugar - Sweet & Low			\$15.19			\$28.98
171	Sugar Brown Light			\$22.78			\$23.74
172	Syrup Pancake & Waffle	4 / 1 gal		\$29.97			\$23.80
173	Tea - Instant W/ Lemon & Sugar	12 / 2 gal		\$46.48 - 24/12 oz			\$46.24
174	Tea - Raspberry Ice			\$23.29			\$48.56
175	Tea - Tender Leaf Tea Bag			\$30.07 - 96/1 oz			\$33.92
176	Tomato Diced Fire Roasted	6 / #10		\$35.97			\$39.44
177	Tomato Diced in Jce 1/4 In Casa Solano	6 / #10		\$21.89			\$27.93
178	Tomato Paste-Heinz	6 / #10		\$39.19			\$35.46
179	Tomato Sauce Fcy Cal	6 / #10		\$21.69			\$25.18
180	Tomato Whl Pld In Juice Xstd	6 / #10		\$20.27			\$25.59
181	Tuna Chunk Light in H2o	6 / #5	132	\$58.98		\$9.91	\$78.04
182	Water Bottled Spring 16.9 Oz	32 / 35 / 16.9 oz	775 CS	\$5.99 - 40/16.9 oz		\$3.79	\$7.74
183	Water Bottled Spring-Liter	18 / 1 LTR	415 CS	\$12.09			\$11.69
<b>COFFEE SUPPLIES</b>							
185	Cappuccino - Cocoa Mix Supreme	6 / 2 lb		\$44.26			
186	Coffee Cappuccino French Vanilla	6 / 2 lb	60 CS	\$44.86		\$44.14	\$48.96
187	Coffee Ground French Roast	92 / 2.5 oz		\$41.86			\$121.40
188	Cup Foam 12 Oz Thin Wall Prntd	10 / 100 ct		\$45.38 - 50/20 ct	\$41.09		\$43.89
189	Cup Foam Trophy 16 Oz	15 / 50 ct		\$45.47	\$44.78		\$54.76
190	Filters	500		\$14.88			\$5.24 / 500 ct
191	Lids Plastic Dome Gourmet Wht 12 & 16 Oz			\$62.57 - 20/50 ct	\$21.05		\$32.40
<b>PAPER &amp; PLASTIC</b>							
192	Bag Plastic T-Sak	1000 / 11*6	6	\$45.27 - 1/1000 ct	\$12.97	\$25.43	\$22.85
193	Box-Sandwich Lunch Box 9x6x3	250	2	\$63.29 - 400 ct	\$52.65		\$79.00
194	Container Hinged Clear 1 Comp 8"	200	20	\$49.27	\$36.36	\$50.29	\$30.46
195	Container Hinged Clear 6" 1 Comp	500	5	\$53.80	\$40.45	\$37.31	\$39.32
196	Container Hinged Foam 5.75x5.75x3 1 Comp	500	24	\$53.57	\$18.87	\$19.87	\$22.89
197	Container Pie Wdg	2 / 125	2	\$67.40	\$82.85		\$158.14
198	Container Plast Hng Clear 1 Comp	250 / 9.5*9*2.7	20	\$62.38 - 8 7/8 x 9 3/8 2/100	\$48.73	\$59.41	\$40.13
199	Container Plast Hng Clear 3 Comp	200 / 9*9*3	8	\$62.38 - 8.5 x 9.4 3/200	\$48.73	\$59.41	\$40.13
200	Container Styro Hng White 3 Comp 9x9x3	150	85	\$16.87	\$13.85	\$16.83	\$16.93
201	Cup Foam Styro 10 Oz	1000	10	\$28.27	\$25.00	\$28.56	\$25.83
202	Cup Food Container Squat 16 Oz	1 / 500 ct	12	\$31.57	\$27.42	\$31.58	\$26.25
203	Cup Food Container Squat 8 Oz	20 / 50 ct	12	\$34.68	\$43.52	\$43.85	\$37.30

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
204	Cup Plastic Clear Pet 12 Oz (Fruit)			\$31.99 - 12-14 9/60	\$39.37		\$58.98
205	Cup Plastic Clear Pet 20 Oz	10 / 50 ct		\$74.29	\$52.49		\$68.70
206	Cup Plastic Translucent 10 Oz	25 / 100		\$80.69	\$65.78		\$71.00
207	Cup Plastic Translucent 16 Oz	960 / 16 oz		\$47.89 - 20/50 ct	\$39.33		\$44.24
208	Cup Squat 9 Oz	1000		\$42.07 - 25/20	\$36.80		\$55.73
209	CUP-SOUFFLE PLAS PORTION TRANS 1 Oz			\$18.48	\$16.42		\$40.77
210	CUP-SOUFFLE PLAS PORTION TRANS 2 Oz	10 / 250 ct		\$26.38	\$19.64		\$24.06
211	Cup-Souffle Plastic Lids For 2 Oz	24 / 100 ct		\$24.68 - 20/125	\$20.55		\$22.12
212	Film Pvc Roll 2000 Ft	1/18 in	40	\$24.58	\$9.33	\$14.92	\$15.56
213	Foil Almn Roll Hvy Duty 18x500	18" / 500'		\$36.87	\$16.09		\$17.33
214	Foil Sheets 12x10.75 Silver	6 / 500		\$110.98			\$74.20
215	Fuel Canned Ht Sterno W/Wick	24 / 6 hr		\$40.48			\$53.70
216	Glove Latex Pwd Free Lg	4 / 100 ct		\$27.83	\$34.67		\$40.44
217	Gloves - Royal, Poly Lg Embossed	10 / 100		\$45.88	\$33.47		\$13.50
218	Hairnet Beard Protector	1 / 100		\$5.38	\$20.00		
219	Hairnet Large Size Dk Brown	144 ct		\$16.87	\$8.78		\$10.32 / 144 ct
220	Kit Cutlery Hvy K, F, S, Sp, Hvy Wt	250 / cs		\$24.57	\$12.65		\$14.46
221	Lid Food Container Squat 8 Oz & 16 Oz	10 / 100 ct		\$33.88 - 5/100 ct	\$23.50		\$24.53
222	Lid For 12 Oz Pet Cup (Fruit)			\$33.08 -	\$29.38		\$81.60
223	Napkin - Expressnap Brown	6000		\$57.97			\$39.56
224	NAPKIN - North River - 9x12 LOWFOLD	8000		\$37.77 - 12/85 ct	\$20.83		\$33.48
225	Napkin - Tork Xpressnap Wht	6000		\$53.77	\$23.07		\$59.24
226	Pan Liner Bag 1/2 Hotel Pan	250 / 24x17"		\$35.58	\$13.61		\$9.92
227	Pan Liner Bag 1/3 Hotel Pan	250 / 18x14"		\$50.09	\$9.43		\$37.34
228	PAN LINER SHEETS 16.38x24.38	1000 CT		\$43.49	\$28.38		\$38.96
229	Pizza Box Corrugated	50		Special Order			\$19.25
230	Plastic Ware - Fork Hvy	1000		\$27.67			\$22.98
231	Plastic Ware - Fork	1000		\$21.98	\$5.97		\$7.03
232	Plastic Ware - Knife	1000		\$21.98	\$5.97		\$10.03
233	Plastic Ware - Soup Spoon	1000		\$22.67	\$5.97		\$10.03
234	Plastic Ware - Fork - Reflections	600		\$44.29			\$45.62
235	Plastic Ware - Knife Hvy	1000		\$27.67			\$22.98
236	Plastic Ware - Soup Spoon	1000		\$21.98	\$5.97		Duplicate
237	Plate Foam 9" Laminated White	500 / cs		\$24.18	\$31.66		\$26.98
238	Plate Foam 9" Non-Laminate White	500		\$19.19	\$14.43		\$15.08
239	Plate Foam Black 7"	900		\$63.59	\$61.68		\$22.52
240	Plate Plastic Black 9"	400		\$102.37			\$158.36
241	Skewers 4.5-5"	1 / 1000		\$62.88 - 5 / 500			\$54.16
242	Stirrer Plas Strpd 5 1/4	10 / 1000		\$18.67	\$16.50		\$15.80
243	Straws 7.75 Jumbo Clr Uw	24 / 500		\$14.88	\$33.25		\$65.70
244	Thermal Register Paper	50 rolls		\$65 to \$102 need size			\$94.99
245	Toothpick Frills 4"	1 / 1000		\$26.27	\$39.85		\$3.20 / 1000 ct
246	Toothpick Wood Round	24 / 800		\$15.80	\$17.27		\$15.96
247	Tong Utility Stainless	1		\$4.00			\$2.89
248	Tongs 9" Black Disposable			\$8.38	\$30.99		\$20.22
249	Towelette Moist	1000		\$10.87			\$14.19
250	Tray Food 1 Lb	4 / 250 ct		\$23.27	\$15.50		\$25.89
251	Tray Food 3 Lbs	2 / 250		\$20.17	\$13.46		\$20.24
252	Tray Plastic Round 12"	36		\$63.69	\$29.84		\$67.54
253	Tray Plastic Round 16"	36		\$89.41	\$48.22		\$94.67
254	Wrap Doilie Deli 5.5x5.5	1 / 1000		\$5.50			\$21.80
255	Wrap Foil Paper Ins 10.5x13 "Q-Taco"			\$87.67/ 500ct - \$18.60	\$85.16		\$46.90



**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
256	Wrap Foil Paper Ins 12x12 "Tacos"	1000		\$86.89 - 4/500 ct	\$64.78		\$28.35
257	Wrap Foil Paper Ins 14x16 "Burgers"			\$101.77	\$59.09		\$66.38
<b>DISHROOM</b>							
259	Detergent - Sink Kitter Pink	4 / 1 gal		\$22.40	\$17.23		\$41.49
260	Ecolab - Detergent - Solid Power	4 / 9#		Ecolab pricing			\$102.62
261	Ecolab - Rinse Aid - Solid Brilliance	2 / 2.5#		Ecolab pricing			\$163.25
262	Grill Brick 3.5 Inch	1		\$17.77	\$16.10		\$25.86
263	Lime-Away	4 / 1 gal		\$48.69	\$22.23		\$51.17
264	Scour Pad-Hvy Dty-Grn Nylon	1 / 10 ct		\$7.79 - 15 ct	\$4.34		\$15.79
265	Stainless Steel Sponge	1 / 12 ct		\$16.23	\$16.84		\$15.56 / 12 ct
266	Water Softening Salt	1 / 50#		\$7.78			\$8.94
<b>WALK IN COOLER</b>							
267	Alfredo Sauce Pouch Pack	4 / 96 oz		\$76.17 - 6/64 oz			\$74.79
268	Basil Pesto Sauce	1 / 30 oz		\$45.00			\$43.30
269	Butter Spread Portions	900 / 5 GR		\$30.78 - 720/5			\$42.88
270	Buttermilk	1 qt		\$5.00 - 1/5 gal			\$2.92 / .5 gal
271	Cheese - Extra Melt Amer Loaf	6 / 5#	20 CS	\$88.87		\$66.25	\$89.90
272	Cheese American 160 Slice	4 / 5#	30 CS	\$50.68		\$43.49	\$50.78
273	Cheese American 160 Slice	5#	55	\$14.26		\$11.00	\$12.70 / 5 lbs
274	Cheese Chdr & Jack Shredded	5#	82	\$30.27		\$13.57	\$16.00 / 5 lbs
275	Cheese Cream Portions	100 / 1 oz	6	\$20.39		\$19.93	\$24.94
276	Cheese Cream Whipped Spread	4 / 3 lbs	5	Special Order		\$31.31	\$54.90
277	Cheese Feta Crumbles	4 / 2.5 lbs	8	\$33.09		\$32.20	\$37.15
278	Cheese Mozz Shredded	5#	10	\$15.00		\$13.57	\$16.03 / 5 lbs
279	Cheese Parmesan-Grated	5#	5	\$22.00		\$22.76	\$23.80 / 5 lbs
280	Cheese Parmesan-Shredded	5#	25	\$87.88		\$22.64	\$23.30 / 5 lbs
281	Cheese Queso Fresco	5#	5	\$26.98		\$20.45	\$18.99 / 5 lbs
282	Cheese Sliced - Cheddar 120 Sli	5#	5	\$28.28 - 6/1.5 lb		\$17.06	\$44.48
283	Cheese Sliced - Pepper Jack 120 Sli	5#	51	\$51.38 - 12/1 lb		\$18.19	\$18.00 / 5 lbs
284	CHEESE SWISS SLICES 160 Ct	5#	24	\$14.00		\$21.05	\$13.83 / 5 lbs
285	Cream Heavy 38%	1 qt	30	\$57.49		\$4.78	\$4.29 / 32 oz
286	Creamer French Vanilla	288 / 5 oz	46	\$19.88		\$20.96	\$14.78
287	Creamers Non-Dairy	400 3/8 oz	55	\$7.19		\$10.69	\$15.36
288	Egg Hard Boiled Whl Peel Pellow	8 / 24 ct	6	\$31.97 - 12/12		\$38.39 / 20lbs	\$33.52
289	Eggs Grade Aa X-Large	15 DZ	361 CS	\$29.88 - on weekly quote		\$21.36	\$25.98
290	Eggs Grade A Medium	15 DZ		\$22.78 - on weekly quote			\$19.64
291	Ham Black Forest	2 / 8.75#	20 CS	\$4.07/lb		\$3.97 / lb	\$3.68/lb
292	Unsalted Butter Blocks	30#		\$104.38 - 36 / 1 lb			\$81.60
293	Margarine Blocks	30#		\$25.47			\$27.43
294	Milk Chocolate Pint	12 / 16 oz	160 CS	\$19.29		\$10.96	\$18.90
295	Milk Skim	50 / .5 pint		\$9.47 - 25/5			\$8.20
296	Milk Whole	4 / 1 gal	35	\$21.77		\$16.53	\$21.32
297	Orange Juice 16 Oz	12 / 16 oz	216	\$15.17		\$11.38	\$17.65
298	Pickle Dill Relish	1 gal	2	\$7.50		\$6.34	\$6.98 / gal
299	Pickle Dill Slices Kk	5 gal	12	\$26.38		\$18.15	\$29.67
300	Pickle Spears 220-260	5 gal		\$30.78			\$31.92
301	Pickle Sweet Relish	1 gal	2	\$7.98		\$7.86	\$7.89/ gal
302	Potato Diced Brkfst Fresh Xi	2 / 10#	85 CS	\$18.28		\$19.22	\$17.92
303	Salad Macaroni - Org Recipe	10#		\$24.80 - 12 lbs			\$19.60
304	Salad Potato Hmsty	10#		\$21.87 - 12 lbs			\$39.65
305	Soup Base Chicken Real	1 / 25#	6	\$46.59		\$69.90	\$60.39
306	Soup Base Vegetable	6 / 1#	6	\$34.17		\$44.16	\$28.62

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
307	Tomato Sundried Julianne	5 lbs		\$20.88			\$30.79
308	Tortilla Flour Raw - 7 Inch			\$18.37			\$35.60
309	Turkey Brst Msqt Smkd	2/7/2008	65 CS	\$43.29 - 6/2 lbs		\$4.23 / lb	\$4.82 / lb
310	Turkey Combo Pack, Sal, Ham, Bol	12 / 1 #	10 CS	\$32.67		\$41.86	\$35.24
311	Yogurt Blueberry	12 / 6 oz	30	\$9.89		\$9.97	\$8.48
312	Yogurt Cherry Van	12 / 6 oz	30	\$9.89		\$9.97	\$8.48
313	Yogurt Peach Light	12 / 6 oz	30	\$9.89		\$9.97	\$8.48
314	Yogurt Raspberry	12 / 6 oz	30	\$9.89		\$9.97	\$8.48
315	Yogurt Strawberry		30	\$9.89		\$9.97	\$7.49
316	Yogurt Strawberry Banana	12 / 6 oz	30	\$9.89		\$9.97	\$8.48
<b>PRODUCE ORDER</b>							
318	Apple Granny Smith	10 lbs		Market			Market
319	Apple Red	5#		Market			Market
320	Apple Slices			Market			Market
321	Asparagus	11 / 1#		Market			Market
322	Avocado 12 Ct	12 ct		Market			Market
323	Avocado 48 Ct	LUG		Market			Market
324	Banana Quad Pack	10 lbs		Market			Market
325	Bananas	40#		Market			Market
326	Basil Bulk 1lb	1 lb		Market			Market
327	Beets			Market			Market
328	Broccoli, Crown	20 lbs		Market			Market
329	Broccoli, Florets	3#		Market			Market
330	Cabbage Green	50#		Market			Market
331	Cabbage Green Sack	50#		Market			Market
332	Cabbage Red	2 ct		Market			Market
333	Cantaloupe	3 ct		Market			Market
334	Cantaloupe 12ct	4 ct		Market			Market
335	Carrot Mini	5 lbs		Market			Market
336	Carrot Shredded	5 lbs		Market			Market
337	Carrot Stick Brick Pak	5 lbs		Market			Market
338	Cauliflower Fresh 12ct	3 ct		Market			Market
339	Celery	6 ct		Market			Market
340	Celery Sticks Brick Pack	5 lbs		Market			Market
341	Cilantro	5 ct		Market			Market
342	Cucumber Select	5 lbs		Market			Market
343	Eggplant			Market			Market
344	Garlic Whole Peeled 5#	5 lbs		Market			Market
345	Ginger Root	1 lb		Market			Market
346	Grapes Red Seedless	5 / 3 lbs		Market			Market
347	Grapes Red Seedless	2 ct		Market			Market
348	Grapes White Seedless	2 ct		Market			Market
349	Honeydew	2 ct		Market			Market
350	Honeydew Melons 8-9 Ct	4 / 2 ct		Market			Market
351	Lemons 40lbs	40 lbs		Market			Market
352	Lemons 5lbs	5 lbs	40	Market		\$5.65	Market
353	Lett Salad Mix/Color	5 lbs		Market			Market
354	Lett Salad Mix/Color Sep	5 lbs		Market			Market
355	Lettuce Chop Romaine	6 / 2#	90 CS	Market		\$20.38	Market
356	Lettuce Fine Shred	1 / 5 lbs		Market			Market
357	Mango Slices In Syrup	SYSCO		Market			Market
358	Mushroom Sliced	10 lbs		Market			Market

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
359	Mushroom Whole	10 lbs		Market			Market
360	Onion Green Medium	12 ct		Market			Market
361	Onion Jumbo Yellow Us#1	1 / 50 lbs		Market			Market
362	Onion Red Jumbo 13lb	13 lbs		Market			Market
363	Onion White	1 / 50 lbs		Market			Market
364	Orange Fancy	5#		Market			Market
365	Pepper Bell Green Medium	5 / 5 lbs		Market			Market
366	Pepper Bell Grn Choice	5 lbs		Market			Market
367	Pepper Bell Red Choice	5 / 5 lbs		Market			Market
368	Pepper Bell Red Choice	1 / 5 lbs		Market			Market
369	Pineapple 5-8 Ct	8-May		Market			Market
370	Potato Red B Small 4 Oz	50 lbs		Market			Market
371	Serrano Peppers	30#		Market			Market
372	Serrano Peppers	5#		Market			Market
373	Shallots 5 Lb	5 lbs		Market			Market
374	Sliced Tomatoes Dq	5 lbs		Market			Market
375	Spring Mix	3 lbs		Market			Market
376	Squash Yellow Medium	5 lbs		Market			Market
377	Strawberries	1 lbs		Market			Market
378	Sweet Potato			Market			Market
379	Tomato Cherry 12 Pint	6 pints		Market			Market
380	Tomato Cooker	25 lb	126 CS	Market		\$21.48	Market
381	Watermelon 2 Ct	2 ct		Market			Market
382	Zucchini Medium	5 lb		Market			Market
SNACKS & CHIPS							
383	Bar Fiber One - Oats & Chocolate	1.4 oz	10	\$7.67 - 12 ct			\$74.42
384	Bar Granola Choco Chip Chewy	12 / 10 ct	5	\$6.79		\$32.67	\$27.94
385	Bar Nutragrain Strawberry	48 / 1.3 oz		\$26.27			\$26.48
386	Candy - Mint, Crème De Menthe	1 / 120 ct		\$72.09			\$67.25
387	Candy - Skittles Original	1 / 36 ct		\$28.09			\$9.90 / case
388	Candy - Starburst Orig Fruit Chew	1 / 36 ct		\$28.09			\$9.90 / case
389	Candy Bar - 3 Musketeers	1 / 36 ct	8	\$28.09		\$27.41	\$26.93 / 36 ct
390	Candy Bar - Kit Kat	1 / 36 ct	16	\$28.09		\$28.79	\$28.94 / 36 ct
391	Candy Bar - Almond Joy Bar 1.61 Oz	1 / 36 ct	6	\$28.09		\$28.79	
392	Candy Bar - Butterfinger 656843	1 / 36 ct	4	\$27.97		\$27.00	
393	Candy Bar - Crunch Bar	1 / 36 ct	11	\$25.28			\$26.10 / 36 ct
394	Candy Bar - Hershey's	1 / 36 ct	8	\$28.09		\$28.79	\$28.94 / 36 ct
395	Candy Bar - Hershey's Almond	1 / 36 ct	8	\$28.09		\$28.79	\$28.94 / 36 ct
396	Candy Bar - M&M Peanut 1.74 Oz	1 / 48 ct	16	\$37.47		\$38.38	\$35.37 / 48 ct
397	Candy Bar - M&M Plain 1.69 Oz	1 / 48 ct	3	\$28.09		\$28.79	\$26.93 / 36 ct
398	Candy Bar - Milky Way	1 / 36 ct	12	\$28.09		\$28.79	\$26.93 / 36 ct
399	Candy Bar - Snickers	48 ct	12	\$32.16		\$38.38	\$35.37 / 48 ct
400	Candy Bar - Twix Caramel 1.6 Oz	1 / 36 ct	8	\$28.09		\$28.79	\$26.93 / 36 ct
401	Chex Mix - Honey Nut	60 / 1.75 oz		Special Order			\$26.25
402	Chips - BAKED - SOUR CR & ONION	64 / 1.13	15	\$32.57		\$32.69	\$31.23
403	Chips - CHEETOS HOT	64 / 2 oz	181	\$32.57		\$33.37	\$31.23
404	Chips - CHEETOS REGULAR	64 / 2 oz	15	\$32.57		\$33.37	\$31.23
405	Chips - CORN TWIST HNY BBQ	64 / 2 oz		\$32.57			
406	Chips - DORITOS COOL RANCH LSS	64 / 1.75 oz	10	\$32.57		\$33.37	\$31.23
407	Chips - DORITOS NACHO FLAVOR	64 / 1.75 oz	16	\$32.57		\$32.62	\$31.23
408	Chips - FRITOS	64 / 2 oz	10	\$32.57		\$33.37	\$31.23
409	Chips - Funyuns, Snacks, Onion Bg	64 / 1.25 oz	27	\$31.78		\$32.07	\$31.23

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
410	Chips - Pita Parmesan Garlic Herb	24 / 1.5 oz	6	\$13.69			\$13.65
411	Chips - Potato Chip, Classic	64 / 1.5 oz	5	\$32.57		\$33.37	\$31.23
412	Chips - Potato Chip, Kcm Bbq Lss	64 / 1.5 oz	23	\$32.57		\$33.37	\$31.23
413	Chips - Potato Kettle Salt/Vinegar	60 /1.5 oz	20	\$32.57 - 64/1.37 oz		\$31.85	\$28.92
414	Chips - Potato Kettle Crk Pep/Sea S	60 / 1.5 oz	20	\$32.57 - 64/1.37 oz			\$36.52
415	Chips - Potato Kettle Jal/Habnro	60 / 1.5 oz	20	\$32.57 - 64/1.37 oz			\$27.92
416	Chips - Potato Kettle Voodoo	60 / 1.5 oz	20	Special Order			\$27.92
417	Chips - Potato Kettle Wasabi/Ginger	60 /1.5 oz	20	Special Order			
418	Chips - Potato Lattice Aged Cheddar/Ppr	64 / 1.375 oz	20	\$32.57			\$30.50
419	Chips - Potato Limon	64 / 1.375 oz	20	\$32.57 - 64/1.25 oz			\$31.23
420	Chips - Pretzel, Tiny Twist 34049	64 / 2 oz	9	\$32.57		\$32.73	\$31.23
421	Chips - Ruffles Queso	64 / 1.5 oz		\$32.57			\$31.23
422	Chips - SUN-CHIPS GARDEN SALSA		15	\$32.57		\$37.96	\$31.23
423	Chips - SUN-CHIPS ORIGINAL	64 /1.5 oz	15	\$32.57		\$32.71	\$31.23
424	Chips - Wheat Thins Veggie	60 /1.75		\$24.28			
425	Corn Nuts,Ranch	144 / 1.4 oz		Special Order			
426	Granola Bar, Fruit & Nut	128 / 1.2 oz		\$39.39 - 120 / .89			\$56.99
427	Granola Bar, Variety Low Fat	120 / 1 oz					\$31.48
428	Granola Bar Oats N Honey 1.5oz	6 / 18 ct		\$27.98 - 120/.95			\$32.69
429	Gum, Doublemint S706739	40 / 5 stick	28				
430	Gum, Spearmint S706705	40 / 5 stick	27				
431	Hummus - Classic	12 / 4.56 oz		\$22.89			\$22.64
432	Hummus - Red Pepper	12 / 4.56 oz	12	\$22.89		\$22.59	\$22.64
433	Peanuts, Lightly Salted	144 / 2 oz		\$25.88 - 48/1.75			\$26.12
434	Peanuts, Trail Mix, Spicy Nuts & Cajunstx	72 / 2 oz		\$45.98			\$45.89
435	Pop-Tart, Frosted Strawberry	12 / 6 pk / 2 ct	30	\$45.78		\$44.67	\$41.14
SPECIALTY ITEMS							
436	Almonds - Raw Sliced	5#		\$57.39 - 3/2 lbs			\$51.60
437	Apple Cider	4 / 1 gal		\$31.47			\$31.39
438	Bamboo Shoots	6 #10		\$19.48			\$23.60
439	Beverage - Grape Shasta	24 / 12 oz		\$16.28			
440	Beverage - Seven Up	24 / 12 oz		\$10.19			Duplicate
441	Beverage A & W	24 / 12 oz		\$10.19			Duplicate
442	Beverage- Fruit Punch Hawaiian						
443	Beverage- Sunkist Orange			\$10.19			Duplicate
444	Chef Hats	12		\$13.29			\$7.20
445	Coffee Cups-Tall Brt Wht 8.5 Oz	36		Special Order			\$20.28
446	Container Styro Hng White 1 Comp 9x9			\$16.87			Duplicate
447	Doilies 12"	500		\$50.28 - 1000 ct			\$39.89
448	Mittens Oven	2 Pair		\$9.95 - 400° to 450°			\$22.40
449	Pasta - Angel Hair			\$19.97			Duplicate
450	Pasta - Lasagna Sheets			\$15.97			\$19.96
451	Pasta - Bow Tie Tricolor			\$24.09			\$16.34
452	Pineapple, Chunks Nat Juice	6 / #10		\$37.19			\$39.60
453	Popcorn Kit- W/Oil/Seasoning	36 / 8 oz		\$25.87			\$24.94
454	Sauce- Hoisin Sauce	1 #5 can		\$7.28			\$6.30 / 5 lbs
455	Sauce- Oyster Sauce	1 #5 can		\$25.07 - 6/5 lb			\$6.42 / 5 lbs
456	Sauce- Soy Sauce	1 gal		\$6.70			\$9.98 / gal
457	Sauce- Sweet & Sour	1 gal		\$17.88			Duplicate
458	Spice - Lemon Pepper	28 oz		\$12.69			\$11.27 / 28 oz
459	Spice Basil Leaves Sweet			\$6.17 - 1/5 oz			\$32.60
460	Spice Bay Leaves Wh			\$11.78 - 1 lb			\$49.16

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
461	Spice Cumin Ground			\$22.57 - 4.5 lb			\$57.54
462	Spice Dry Mustard	1#		\$9.07			\$6.69 / 1 lb
463	Spice Fennel	14 oz		\$11.39			\$10.10 / 14 oz
464	Spice Garlic Powder			\$10.17			Duplicate
465	Spice Garlic Salt	40 oz		\$5.88 - 38 oz			\$9.45 / 41.25 oz
466	Spice Ground Thyme	11 oz		\$11.88			\$10.52 / 11 oz
467	Spice Old Bay Seasoning	1#		\$6.88			\$9.78 / 24 oz
468	Spice Onion Powder	20 oz		\$7.99			\$7.10 / 20 oz
469	Spice Onion Salt	36 oz		\$8.09			\$7.19 / 36 oz
470	Spice Powdered Ginger			\$5.87 - 12.5 oz			\$70.20
471	Spice Tarragon Leaves Whl	3.5 oz		\$11.39			\$10.10 / 3.5 oz
472	Spice White Pepper			\$83.48			Duplicate
473	Sugar - Bulk	25#		\$17.98			\$18.92
474	Tomatillos Whole	6# / 10		\$26.87			\$25.48
475	Tomato Diced W/ Green Chiles - Rotel	12 / 28 oz		\$31.98			\$31.79
476	Tortilla Chips - Rudy	3 / 2 lbs		\$14.28 - 4/2.5 Keith			\$8.89
477	Towelette Moist	10 / 100 ea		\$26.27			Duplicate
478	Wine Marsala	1 gal		\$7.95			\$7.90 / gal
479	Bacon Precooked Hrtly Smkd	3 / 100		\$60.87 thick / \$40.78 thin			\$45.12
480	Beef Stew Meat 135a 1x1	4 / 10#		\$49.08 - 2/5 lb			\$36.88
481	Biscuits - Lonestar	3" / 72-2 oz		\$26.18 - 75/2.85			\$13.24
482	Bread French Batard	24 / 8.75 oz		\$31.99 - 24.8.8			\$32.06
483	Bread Loaf 9 Grain Thick Sl	6 - 38 oz		\$28.09			\$27.30
484	Brownie lced lw	24 / 2.5 oz		\$18.17 - 30/3 oz			\$17.59
485	Chicken Brst Filet Breaded Raw-Starr	10# / 4 oz					Duplicate
486	Chicken Nuggets Tempura			\$21.57			\$24.30
487	Chicken Taquitos	150 / 1.5 oz		\$74.47 - 341/.75			\$56.48
488	Cinnamon Roll 1.5 Oz For Caterings	240 / 1.25 oz		\$51.97 - 200/1.5			\$33.92
489	Cinnamon Roll lw	48 / 4 oz		\$23.48 - 24/3.88			\$35.89
490	Croissant Marg Round	48 / 3 oz		\$37.19			Duplicate
491	Dessert - Apple Pie Lattice	6/8 SLICE		\$41.17 - 6/38 oz			\$39.78
492	Dessert - Apple Pie Pre Slc	46 / 46 oz		\$44.77 - 6/34 oz			\$31.36
493	Dessert - Brownie Dbl Chc Frst 1/2 Sheet	4 / 80 oz		\$84.77			\$76.98
494	Dessert - Cheesecake Plain 14 Ct 8"	4 / 14 ct		\$75.77 - 4/9"			\$43.27
495	Dessert - Chocolate Cake Sara Lee	4 / 9"		\$48.78 - 4/53 oz			\$54.25
496	Dessert - Mini Cheesecake Royal Assort	105 / 1.25		\$79.18			\$73.69
497	Dessert - Pecan Pie Pre Slice	6/8 SLICE		\$53.67			\$48.83
498	Dessert - Pumpkin Pie Pre Slice	6/8 SLICE		\$40.07			\$39.45
499	Fish - Breaded Pollock Pub	10#		\$38.09			\$33.98
500	FISH - TILAPIA 3-5 Oz	10#		\$26.88			\$35.35
501	Fish Catfish Fil 3-5 Oz	15#		\$78.99			\$95.40
502	Fish Pollock Brd Sqr Raw 4.3 Oz	14#		\$50.58			\$33.16
503	Fish Salmon Atlantic 8 Oz Portions	8 lb		\$93.87 - 10 lbs			\$95.85
504	Gordita 4.25"	6 / 12 ct		\$20.57 - 4"			\$20.64
505	Hush Puppies	2 / 5 lb		\$16.98			\$20.27
506	Juice Apple Carton	70 / 6 oz	34	\$17.67		\$14.12	\$14.65
507	Juice Orange Carton	70 / 6 oz					\$15.88
508	Meatballs	1 / 2 oz		\$44.47 - 320/.5 10 lbs			\$49.40
509	Muffin - Mini - Banana Nut	108 / 9 oz		\$39.38 - 162/.9 oz			\$39.12
510	Muffin - Mini - Blueberry	108 / 9 oz		\$23.79			\$39.12
511	Muffin - Mini - Chocolate Chunk	108 / 9 oz		Special Order			\$39.12
512	Muffin - Mini - Lemon Poppyseed	108 / 9 oz		\$39.38 - 3 / 54 ct			

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
513	Muffin Variety Pack 1w	96 / 2.25 oz		\$67.08			\$62.04
514	Okra	20#		\$19.59			\$36.84
515	Pancakes	144 / 1.2 oz		\$25.27			\$24.35
516	Pizza Sausage Crumbles	4 / 5#		\$29.58 - 2/5 lbs			Duplicate
517	Pork Butt Bnls 1/4" 6-9# Ea	4 / 2 pz		\$1.57			Duplicate
518	Sausage Sweet Italian	2 / 5 lb		\$46.88 - 2/6 lbs			\$38.98
519	Shrimp 21-25 Count - Hndbrd Btfly	4 / 3 lb		\$84.98			\$71.86
520	Spinach Chopped	12 / 3 lb		\$33.97			\$36.80
521	Strawberry Sli 4x1	6.5#		\$13.32			\$13.84 / 6.5 lbs
522	Topping Whp'd Non-Dry	12 / 16 oz		\$43.87			\$42.80
523	Tortilla Chips - Triangle	144 / 1.4 oz		Special Order			Duplicate
524	Tortilla Wrap Jalapeño Cheese	6 - 12 ct		\$27.38			\$43.93
525	Waffle Square Ht&Srv 4"			\$23.07			\$24.24
526	Apple Red Fancy 72 Ct	10 lb		Market			Market
527	Apple Red Us Fcy 10 Lb	10 lb		Market			Duplicate
528	Apple Red Us Fcy 5 lb	5 lbs		Market			Duplicate
529	Apples Red 163-175	40#		Market			Market
530	Cheese Cheddar Smoked Loaf	2 / 2.25		\$36.68			\$57.79
531	Cheese Cubes (Hav, Goud, Munst)	3 / 5 lb		\$62.88			\$61.90
532	Cheese Cubs (Ched, Swis,Pepjck)	3 / 5 lb		\$59.29			\$57.98
533	Cheese Loaf Pepper Jack Loaf	5#		\$18.70			\$32.97
534	Cheese Ricotta	4 / 5#		\$32.88			\$34.68
535	Cheese String Mozzarella 1w	168 / 1 oz		\$41.78			\$42.50
536	Chile Paste - Ancho	1 lb		\$8.28 - 14.4 oz			\$6.97 / 16 oz
537	Chile Paste - Guajillo	1 lb		Special Order			
538	Chile Paste - Pasilla	1 lb		Special Order			
539	Cole Slaw Kit/Dressing	2.5 lbs					
540	Horseradish	32 OZ		\$6.79			\$5.36 / 32 oz
541	Juice Sunny D	24 / 6.75		Special Order			
542	Orange 88ct Fancy	40 lbs		Market			Market
543	Oranges 138 Ct Fcy	40#		Market			Market
544	Pico De Gallo	5 lb		\$14.69			\$20.34
545	Spinach Baby	1 / 4#		Market			Market
546	Chef Hat Beanie			\$8.17			Duplicate
547	Hamburger Buns 4.5" Prem Ss	20 / bag		\$8.07			Duplicate
548	Hot Dog Buns	12 / bag		\$14.07 - 6/12 ct			Duplicate
549	Wheat Bread Loaf	Loaf		\$16.37 - 8/24 oz			\$15.40
550	White Bread Loaf	Loaf		\$14.38 - 8/24 oz			\$13.60
551	Tortilla Flour 7" Raw Ready To Cook	25 ea		\$18.37			\$35.60
552	Orange Juice Pints	1 pt	216			\$11.38	\$1.49 / 15.2 oz
553	Milk 1% Homogenized	1 gal	167	\$19.78 - 4/1 gal		\$16.72 / 4 gal	\$4.72 / gal
554	Milk 2% Homogenized	1 gal	89	\$20.48		\$15.64 / 4 gal	\$21.96
555	Container, Med Hing 3-Comp Wh	8 X 7 X 3	73	\$17.79 - 8.85x3 2/100 ct		\$16.97	\$16.62
556	Cream Heavy 40% Esl Stabilized	12 / 32oz	45	\$48.77		\$7.30	\$49.02
557	Potato Fry 3/8	6 / 5 lb	120	\$22.79		\$30.63	\$29.60
558	Stratos Bf 3/1 80/20 Seas D	5.33 oz	253	\$52.69 - 45 / 5.33 oz		\$50.92	
559	Bean Black	10#		\$15.27 - 20 lb			\$25.36
560	Bean Lentil Dry	20#		\$13.07			\$18.79
561	Brownie Chocolate Chip-Pecans			\$64.99			\$35.46
562	Corn Meal	50#		\$9.88 - 25 lbs			\$10.74
563	Corn Tortilla 6" - Frzn			\$22.57			\$27.06
564	Crab Meat Claw Past.	1#		\$10.70			\$9.90 / 1 lb

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
565	Crab Meat Lump Past	1#		\$18.96			\$20.04 / 1 lb
566	Flour Masa Corn Tortillas	50#		\$25.99			\$18.25
567	Fried Okra - Fm	20 #		\$25.19			\$19.76
568	Meatballs Beef/Pork	1 oz		\$39.87			\$39.98
569	Pineapple Rings In Juice	6 / #10		\$37.68			\$45.58
570	Shrimp Grn Headless 26-30	5#		\$38.75			\$46.09 / 5 lbs
571	Shrimp Grn Headless 31-35	5#		\$37.74			\$39.72 / 5 lbs
572	Spice Turmeric			\$11.27			\$10.98 / lbs
573	Spice Black Cardamon			Special Order			
574	Spice Coriander			\$9.69			\$9.42 / 14 oz
575	Spice Curry			\$11.68			\$11.36 / 1 lb
576	Spice Garam Masala			Special Order			\$95.40
577	Spice Saffron			\$58.49			\$76.70
578	Spice Star Anise			\$20.19			\$58.85
579	Sugar Granulated Xtra Fine	25#		\$17.98			\$18.90
580	Vinegar Balsamic	1 gal		\$26.29 - 5 ltr			\$8.96 / gal
581	Aluminum Scoop - 12oz	ea		\$6.47			
582	Black Short Sleeve Cook Shirt W/ Snaps S, M, L, XL, 2XL, 3XL	ea		Special Order			
583	Bun Pan - Full Size Aluminum	ea		\$20.37 / \$5.28			
584	Bun Pan - Half Size Aluminum	ea		\$30.27 / \$9.00			
585	Chef Hat - 9" White Paper Vented Chef Hat	ea					Duplicate
586	Disher With Black Handle - 1 Oz	ea		\$9.20			\$12.98
587	Disher With Blue Handle - 2 Oz	ea		\$8.90			\$8.79
588	Disher With Gray Handle - 4 Oz	ea		\$8.90			\$12.99
589	Disher With Ivory Handle - 3 1/4 Oz	ea		\$8.90			\$12.98
590	Disher With White Handle - 5 1/3 Oz	ea		\$8.90			\$12.95
591	Fry Pan - 10" Natural Finish	ea		\$31.37			
592	Fry Pan - 10" Non-Stick Aluminum	ea		\$22.59			\$27.76
593	Fry Pan - 12" Natural Finish	ea					
594	Fry Pan - 12" Non-Stick Aluminum	ea		\$32.98			
595	Fry Pan - 7-1/2" Non-Stick Aluminum	ea		\$13.79			\$22.24
596	Fry Pan - 8" Natural Finish	ea		\$13.79			
597	Ladle - 2 Oz. Solid Stainless	ea		\$2.97 - 11 1/4 handle			\$3.99
598	Ladle - 4 Oz. Solid Stainless	ea		\$4.53 - 12.5" handle			\$4.43
599	Ladle - 8 Oz. Solid Stainless	ea		\$5.18 - 12.75" handle			\$5.89
600	Lid - 1/3 Size Clear Plastic Solid Cover	ea		\$5.88			
601	Lid - Full Size Clear Plastic Solid Cover	ea		\$10.97			
602	Lid - Half Size Clear Plastic Solid Cover	ea		\$7.47			
603	Serving Spoon - 13" Slotted Spoon W/ Black Handle	ea		\$13.88			
604	Serving Spoon - 13" Solid Spoon W/ Black Handle	ea		\$2.88			
605	Steam Table Pan 2" 1/2 Size	ea		\$12.88 - 2.5"			\$33.60
606	Steam Table Pan 2" 1/3 Size	ea		\$8.79			
607	Steam Table Pan 2" Full Size	ea		\$19.98			\$42.12
608	Steam Table Pan 4" 1/2 Size	ea		\$12.18			
609	Steam Table Pan 4" 1/3 Size	ea		\$11.99			\$178.34
610	Steam Table Pan 4" Full Size	ea		\$15.79			\$38.30
611	Steam Table Pan Cover - Plastic - 1/2 Size	ea		\$6.88			\$21.97
612	Steam Table Pan Cover - Plastic - 1/3 Size	ea		Special Order			\$86.15
613	Steam Table Pan Cover - Plastic - Full Size	ea		\$10.97			\$34.20
614	Thermometer - 50F to 550F Dial Pocket	ea		\$6.98			\$11.33
615	Thermometer -0F to 220F Dial Pocket	ea		\$5.98			\$11.33

**SOUTH TEXAS COLLEGE**  
**2. FOOD AND RELATED NON FOOD PRODUCTS**  
**PROJECT NO. 19-20-1044**

VENDOR				Ben E. Keith Company	Devin Distributing & Packaging, Inc.	Labatt Food Service	Sysco Central Texas, Inc.
#	Description	Pack	Est Qty Per YR	Unit Price	Unit Price	Unit Price	Unit Price
<b>ESCALATION</b>							
2nd Year				1%	5% if necessary if not 0%	Annual price increased are based on the consumer price index. Price may change weekly on commodity items or due to market conditions.	4%
3rd Year				1%	5% if necessary if not 0%		4%



**SOUTH TEXAS COLLEGE**  
**3. INSTRUCTIONAL TRAINERS**

<b>NAME</b>			Technical Laboratory Systems, Inc.	
<b>ADDRESS</b>			P O Box 218609	
<b>CITY/STATE/ZIP</b>			Houston, TX 77218	
<b>PHONE</b>			800-445-1088	
<b>FAX</b>			2581-391-1113	
<b>CONTACT</b>			Mike Sudduth	
<b>#</b>	<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extension</b>
1	6	iConnect Training Residential Air Conditioning Training Unit with iManifold Kit, Custom Duct Work and TV Display Included. P/N TU-206C	\$ 15,400.00	\$ 92,400.00
2	6	Shipping and Handling	\$ 1,300.00	\$ 7,800.00
<b>TOTAL AMOUNT</b>			\$ 100,200.00	



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

January 14, 2020

Zuñiga's House Mover, LLC  
Attn: Hugo A. Zuñiga, Managing Member  
4307 N. Veterans Blvd.  
San Juan, Texas 78589

Dear Mr. Zuñiga:

On April 23, 2019, South Texas College awarded a contract to Zuñiga's House Mover, 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, 2020 through April 30, 2021.

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 signature approval at the bottom of the letter. If in acceptance of this extension, you may sign where indicated. The letter may be returned via fax at (956) 872-4688 or email to Becky Cavazos at [beckyc@southtexascollege.edu](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through April 30, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature: Hugo A. Zuñiga

Name Printed: Hugo A. Zuñiga

Date: Feb - 4 - 2020



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 21, 2020

Millennium Engineering Group, Inc.  
Attn: Mr. Raul Palma  
5804 North Gumwood Avenue  
Pharr, TX 78577

Dear Mr. Palma:

On May 29, 2018, South Texas College awarded a contract to Millennium Engineering Group, Inc. for Engineering Services-Geotechnical and Materials Testing. 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 second year of the contract and would like to renew for an additional one-year period. The last renewal period will begin from May 22, 2020 through May 21, 2021.

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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through May 21, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Raul Palma

Date: 3/4/20



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 21, 2020

Raba Kistner, Inc.  
Attn: Mr. William L. Raba  
800 E. Hackberry  
McAllen, TX 78501

Dear Mr. William:

On May 29, 2018, South Texas College awarded a contract to Raba-Kistner, Inc. for Engineering Services-Geotechnical and Materials Testing. 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 second year of the contract and would like to renew for an additional one-year period. The last renewal period will begin from May 22, 2020 through May 21, 2021.

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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through May 21, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

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

Name Printed: Katrin Leonard, P.E.

Date: Feb. 24, 2020



Purchasing and Distribution Services  
3201 W. Pecan Blvd., McAllen, TX 78501

t (956) 872-4681  
f (956) 872-4688

P.O. Box 9701, McAllen, TX 78502-9701  
[www.SouthTexasCollege.edu](http://www.SouthTexasCollege.edu)

February 21, 2020

Terracon Consultants, Inc.  
Attn: Mr. Jorge A. Flores, P.G.  
1506 Mid Cities Drive  
Pharr, TX 78577

Dear Mr. Flores:

On May 29, 2018, South Texas College awarded a contract to Terracon Consultants, Inc. for Engineering Services-Geotechnical and Materials Testing. 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 second year of the contract and would like to renew for an additional one-year period. The last renewal period will begin from May 22, 2020 through May 21, 2021.

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](mailto:beckyc@southtexascollege.edu).

Sincerely,

Rebecca R. Cavazos  
Director of Purchasing

Renewal of contract accepted through May 21, 2021 with no change in terms and conditions as per the South Texas College bid previously submitted.

Authorized Signature:

Name Printed: Jorge A. Flores, Principal

Date: 2/21/2020

**SOUTH TEXAS COLLEGE**  
**6. DISTRICT WIDE TECHNOLOGY REQUEST**  
**MARCH 31, 2020**

#	Qty	Description	Unit Price	Extension	Requesting Department
<b>COMPUTERS</b>					
1	77	Computer 3070 MT BTX, i5-9500 Processor, 500GB Hard Drive, 8GB Memory	\$705.00	\$ 54,285.00	Learning Commons and Open Labs - Lelia Salinas
		Intel Integrated Graphics, 22" Monitors, Warranty			Replacement of out of warranty systems for student lab
2	1	Computer 3070 MT BTX, i5-9500 Processor, 500GB Hard Drive, 8GB Memory	\$705.00	\$ 705.00	Finance & Administrative Services - Maria Elizondo
		Intel Integrated Graphics, 22" Monitors, Warranty			New system for department staff
3	10	Apple 21.5 iMac with Retina 4K Display, 8th Generation Intel Core i5,	\$1,868.00	\$ 18,680.00	Learning Commons and Open Labs - Lelia Salinas
		4GB Memory, 16GB Hard Drive, Mouse and Keyboard, Apple Care Warranty			Replacement of out of warranty systems for student lab
4	1	Apple 21.5 iMac with Retina 4K Display, 8th Generation Intel Core i5,	\$1,498.00	\$ 1,498.00	Music Program - William Buhider
		4GB Memory, 16GB Hard Drive, Mouse and Keyboard, Apple Care Warranty			Replacement of out of warranty system for dept faculty
5	2	Computer 3630 Tower CTO Base, Intel Core i7-9700, 32GB Memory,	\$1,358.04	\$ 2,716.08	Public Relations and Marketing - Daniel Ramirez
		512 GB Hard Drive, Mouse and Keyboard,			Replacement of non-working systems for dept staff
		<b>COMPUTER TOTAL</b>		<b>\$77,884.08</b>	
<b>LAPTOPS</b>					
6	1	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$813.10	\$ 813.10	Political Science Program - Robert Ballinger
		Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty			New system for department faculty
7	1	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$813.10	\$ 813.10	Social Work Program - Rolando Longoria
		Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty			New system for department faculty
8	3	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$813.10	\$ 2,439.30	Psychological Science Program - Carlo Gonzalez
		Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty			Replacement of out of warranty systems for dept faculty
9	4	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$813.10	\$ 3,252.40	Judicial Affairs Program - Karey Barnes
		Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty			New systems for department staff

**SOUTH TEXAS COLLEGE**  
**6. DISTRICT WIDE TECHNOLOGY REQUEST**  
**MARCH 31, 2020**

#	Qty	Description	Unit Price	Extension	Requesting Department
10	12	Laptop Latitude 5400 CTO Base, Intel Core i5-8265U, 256GB Hard Drive	\$813.10	\$ 9,757.20	Engineering Program - Ravindra Nandigam
		Battery, 8GB Memory, Intel UHD 620 Graphics, Warranty			New systems for student lab
11	3	Laptop Latitude 5300 2-in-1 BTX, Intel Core i5-8365U, 256GB Hard Drive	\$1,175.51	\$ 3,526.53	Automotive Technology Program - Roy Trevino
		Battery, 8GB Memory, Active Pen, Power Companion, Warranty			New systems for department faculty
12	1	Laptop Latitude 5300 2-in-1 BTX, Intel Core i5-8365U, 256GB Hard Drive	\$1,175.51	\$ 1,175.51	Automotive Technology Program - Roy Trevino
		Battery, 8GB Memory, Active Pen, Power Companion, Warranty			New system for department faculty
		<b>LAPTOP TOTAL</b>		<b>\$ 21,777.14</b>	
<b>MONITORS</b>					
13	10	Dell 24" Ultra Sharp Monitor - U2419H	\$232.49	\$ 2,324.90	Centers for Learning Excellence - Lynell Williams
		3 Years Advanced Exchange Service			New monitors for department staff
14	12	Dell 22" Ultra Sharp Monitor - P2219H	\$149.99	\$ 1,799.88	Centers for Learning Excellence - Lynell Williams
		3 Years Advanced Exchange Service			New monitors for department staff
		<b>MONITOR TOTAL</b>		<b>\$ 4,124.78</b>	
<b>PRINTERS</b>					
15	8	HP LaserJet Printer Enterprise M608N	\$ 1,218.00	\$ 9,744.00	Computer Science Program - Saeed Molki
		HP 3 Year Warranty 4hr 9x5 HW Support			New systems for student labs
		<b>PRINTER TOTAL</b>		<b>\$ 9,744.00</b>	
		<b>COMPUTER/LAPTOP/MONITOR/PRINTER TOTAL</b>		<b>\$113,530.00</b>	

**SOUTH TEXAS COLLEGE**  
**7. ADOBE LICENSE SUBSCRIPTION AGREEMENT**

<b>NAME</b>			Software House International (SHI) Government Solutions, Inc.	
<b>ADDRESS</b>			1301 So Mo-Pac Expway Ste 375	
<b>CITY/STATE/ZIP</b>			Austin, TX 78746	
<b>PHONE</b>			512-732-0232	
<b>CONTACT</b>			Michael Lipere	
#	Qty	Description	Unit Price	Extension
1	17	Adobe Creative Cloud for Enterprise - All Apps - Enterprise Licensing Subscription Renewal (monthly) - 1 Named User - Academic - Value Incentive Plan - Level 4 (100+) - Win, Mac - Multi North American Language. Adobe Part# - 65271418BB04A12	\$ 323.10	\$ 5,492.70
2	74	Adobe Creative Cloud for Teams - Team Licensing Subscription Renewal (monthly) - 1 Named User - Academic - Value Incentive Plan - Level 4 (100+) - Win, Mac - Multi North American Language. Adobe Part# 65272480BB04A12	\$ 248.40	\$ 18,381.60
3	287	Adobe Creative Cloud for Enterprise - All Apps - Enterprise Licensing Subscription Renewal (monthly) - 1 Device - Academic - Value Incentive Plan - Level 4 (100+) - Shared Device Education License Lab and Classroom - Win, Mac - Multi North American Language. Adobe Part# 65297198BB04A12	\$ 198.40	\$ 56,940.80
4	2	Adobe Acrobat Pro DC for Teams - Team Licensing Subscription Renewal (monthly) - 1 Named User - Academic - Value Incentive Plan - Level 4 (100+) - Win, Mac - Multi North American Language. Adobe Part# 65297993BB04A12	\$ 118.80	\$ 237.60
5	1	New Adobe Licenses (as needed)	\$ 2,947.30	\$ 2,947.30
<b>TOTAL AMOUNT</b>			\$ 84,000.00	



### **Review and Discussion of FY 2020 – 2021 Budget Development**

Mary Elizondo, Vice President for Finance and Administrative Services, will present on the FY 2020 – 2021 Budget Development for your review and discussion.

**Purpose** – As part of the budget planning process, the College is evaluating the revenue and expenditure budget considerations influencing the preparation of the FY 2020 – 2021 budget.

**Justification** – The budget planning process is an integral part of strategic planning that is preceded by sound planning and effectively aligns the budget with the College's programs and activities. The revenue and expenditure budget development considerations effect the projected available resources, determine the planned expenditures, and have a direct impact on the budget allocations for the FY 2020 – 2021 budget.


**Background** – The College's annual budget cycle includes the budget planning process that consists of projecting revenues and expenditures based on historical trend and assumptions for the upcoming fiscal year. The revenue and expenditure budget development considerations are used as the basis for the upcoming fiscal year assumptions and are a fundamental component of developing a proposed balanced budget. The proposed balanced budget is reviewed by staff, the President's Cabinet, and the Finance, Audit, and Human Resources Committee before it is presented for approval by the Board of Trustees at the annual Budget Hearing.

**Reviewers** –The FY 2020 – 2021 Budget Development has been reviewed by the Budget Committee and by the President's Cabinet.

**Enclosed Documents** – The FY 2020 – 2021 Budget Development PowerPoint Presentation follows in the packet for the Committee's review and information.

Mrs. Mary Elizondo, Vice President for Finance and Administrative Services, will present the FY 2020 – 2021 Budget Development at the March 10, 2020 Finance, Audit, and Human Resources Committee meeting and will address any questions by the committee.

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



SOUTH TEXAS  
COLLEGE

# FY 2020-2021 Budget Development

MARCH 10, 2020

MARIA G. ELIZONDO, MBA, CPA, CFE, CGMA  
VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

1

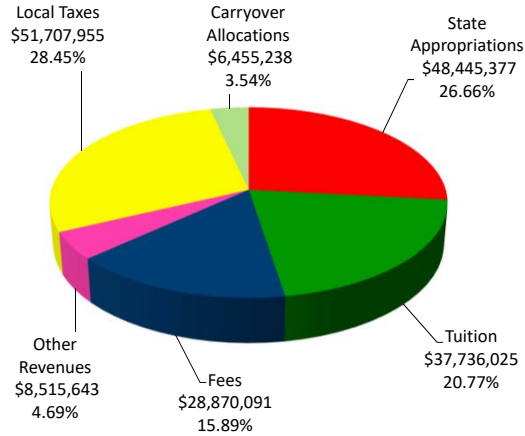
FY 2021 Revenues and Expenditures Categories	
Revenue	Expenditures
• Tuition and Fees	• Salaries
• State Appropriations (Contact Hours and On-Behalf Contributions)	• Benefits
• Property Taxes	• Operating
• Other Revenue	• Travel
• Carryover Revenue	• Capital
	• Transfers
	• Reserves

2

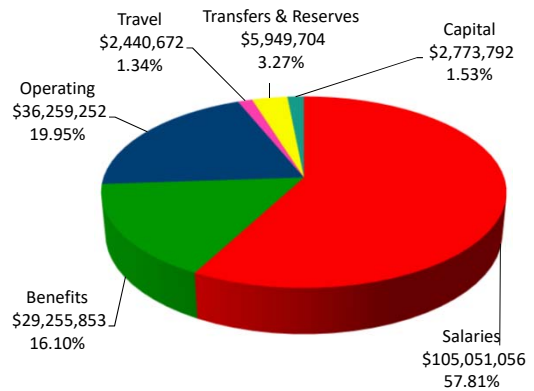
## FY 2020 Budgeted Revenues and Expenditures

Total Budget: \$181,730,329

### Revenues

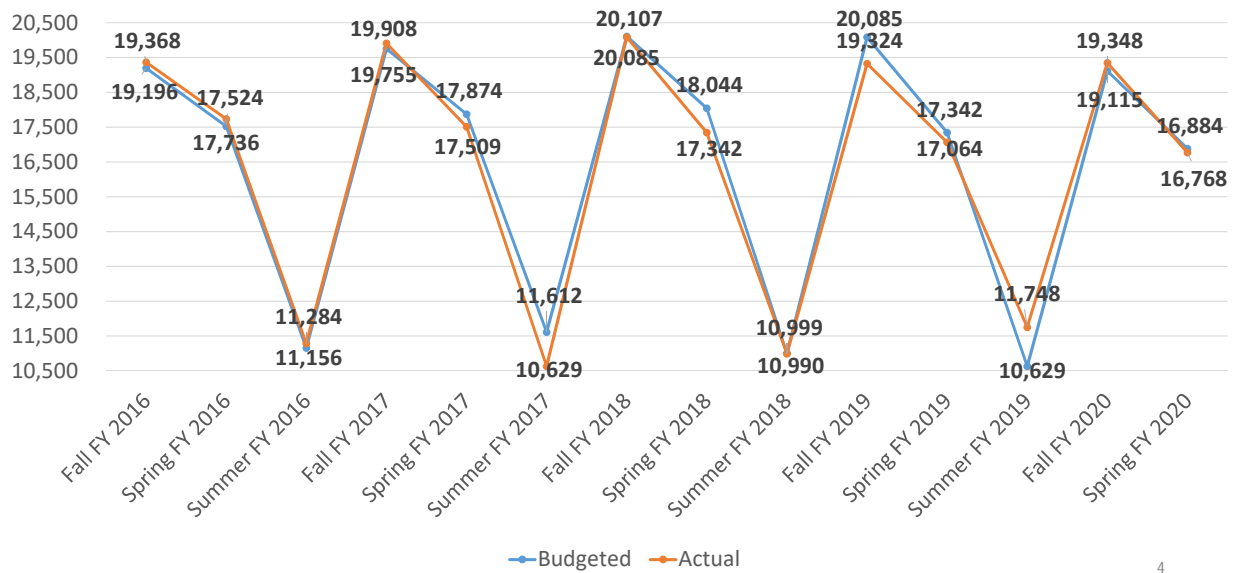


### Expenditures



3

## Traditional Enrollment History – All Terms



4

## Enrollment Reduction Effect on FY 2021 Tuition and Fees

Revenue Source	1.5% Traditional Enrollment Reduction	2.0% Traditional Enrollment Reduction
Tuition	\$(514,419)	\$(683,131)
Fees	(750,926)	(901,860)
Total	\$(1,265,345)	\$(1,584,991)

5

## Revenues and Expenditures Considerations

Revenues	Expenditures
<ul style="list-style-type: none"> <li>Traditional tuition and fees</li> </ul>	<ul style="list-style-type: none"> <li>Increase in operating expenditures for IT maintenance, temporary agency staff, and other costs</li> </ul>
<ul style="list-style-type: none"> <li>Dual Credit tuition and fees</li> </ul>	<ul style="list-style-type: none"> <li>Salary increases</li> </ul>
<ul style="list-style-type: none"> <li>Decrease in traditional student enrollment</li> </ul>	<ul style="list-style-type: none"> <li>New positions</li> </ul>
<ul style="list-style-type: none"> <li>HEGI Appropriation (employee insurance)</li> </ul>	<ul style="list-style-type: none"> <li>Salary adjustments</li> </ul>
<ul style="list-style-type: none"> <li>Flat State Contact Hour Appropriation (second year of biennium)</li> </ul>	<ul style="list-style-type: none"> <li>Position compensation review adjustments</li> </ul>
<ul style="list-style-type: none"> <li>Property Taxes stable</li> </ul>	<ul style="list-style-type: none"> <li>Investments and Initiatives</li> </ul>
<ul style="list-style-type: none"> <li>Carryover Revenue</li> </ul>	

6

## Future Budgets

It is critical that the College considers changing revenue patterns to safeguard the future financial sustainability of the College.

Additional Considerations:

- Enrollment patterns
- Tuition and fees pricing and revenue
- State appropriations and property taxes revenue
- Balanced budget - revenues equal expenditures

7



# THANK YOU

Questions?



8

### **Review and Recommend Action on Firm for Delinquent Tax Collection Services for Hidalgo County and Starr County**

Approval to award a contract for delinquent tax collection services for Hidalgo and Starr Counties at a 13.5% fee based on the amount of delinquent tax, penalty, and interest collected for the period of May 1, 2020 through April 30, 2021, with two (2) one-year renewal options, contingent on all terms and conditions remaining the same, to **Perdue Brandon Fielder Collins & Mott, LLP**. (Edinburg, TX) (New) will be requested at the March 31, 2020 Board meeting.

Purpose – The delinquent tax collection services contract with Linebarger Goggan Blair & Sampson, LLP expires on April 30, 2020. Approval to approve a firm for the contract for delinquent tax collection services is needed in order to provide collection services for delinquent property taxes that are owed to the College.

Justification - 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 percent penalty fee.

Background - The contract for delinquent tax collection services was awarded to Linebarger Goggan Blair & Sampson, LLP at the January 31, 2017 Board meeting for the period ending April 30, 2018 with two (2) one-year renewal options. At the January 30, 2018 meeting, the Board approved the first of the two (2) one-year renewal options for the period beginning May 1, 2018 through April 30, 2019. The last of the two (2) one-year renewal options for the period of May 1, 2019 through April 30, 2020 was reviewed and approved by the Board at the January 29, 2019 meeting.

A request for proposals for delinquent tax collection services was advertised February 3, 2020 and February 10, 2020, and two (2) requests for proposals were emailed to delinquent tax collection firms.

On February 21, 2020, the College received responses from Linebarger Goggan Blair & Sampson, LLP. and Perdue Brandon Fielder Collins & Mott, LLP.

In February 2014, the Finance, Audit, and Human Resources Committee reviewed the responding firms' evaluations and presentations from each firm. All Board Members were invited to attend the Committee Meeting to review the presentations, but only the Committee voted on the recommendation.

Funding Source – The delinquent tax collection services fee of 13.5 percent is paid to the delinquent tax attorney from the delinquent tax collection revenues from Hidalgo County and Starr County.

Enclosed Documents - A Proposal Summary and Evaluation prepared by staff, a Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year, and a Summary Total Tax Levy Uncollected follows in the packet for the Committee's information and review.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval, at the March 31, 2020 Board meeting, the selection of Perdue Brandon Fielder Collins & Mott, LLP. to provide services for delinquent tax collection services for Hidalgo County and Starr County at a 13.5% fee based on the amount of delinquent tax, penalty, and interest collected. The contract period will be May 1, 2020 through April 30, 2021 with two (2) one-year options to renew, contingent on all terms and conditions remaining the same.

**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 19-20-1043**

<b>VENDOR</b>	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
<b>ADDRESS</b>	1512 S Lone Star Way	2805 Fountain Plaza Blvd Ste B
<b>CITY/STATE/ZIP</b>	Edinburg, TX 78539	Edinburg, TX 78539
<b>PHONE</b>	956-383-4500	956-631-4026
<b>FAX</b>	956-383-7820	956-289-1023
<b>CONTACT</b>	Lucy G. Canales	Hiram Gutierrez
<b>1. Years In Business</b>	44 years; Established: 1976	50 years; Established: 1970
<b>2. Type of Operation</b>	Limited Liability Partnership	Limited Liability Partnership
<b>3. Staff</b>	<p>Listed the following as those who would comprise the project team:</p> <ul style="list-style-type: none"> <li>8 Attorneys (5 local; 3 out of the area)</li> <li>1 Operations Manager</li> <li>1 Auditor/Litigation/Bankruptcy Coordinator</li> <li>1 Local Network Administrator</li> <li>1 Tax Warrant Manager</li> <li>24 Area managers (Senior, Area, and Assistant)</li> <li>1 Post Judgment Manager</li> <li>1 Tax Sale Manager</li> <li>1 Tax Resale Manager</li> <li>1 Data Specialist</li> <li>2 District Court Manager</li> <li>2 Document Production</li> <li>2 Payment Clerk</li> <li>1 Courier</li> <li>3 Client Services Managers</li> <li>1 Assistant Office Manager</li> <li>1 Purchasing Manager</li> <li>1 Administrative Secretary</li> <li>1 Receptionist</li> <li>1 File Clerk</li> </ul> <p>Number of full-time attorneys employed: 130 Number of full-time employees excluding attorneys: 1,848</p>	<p>Listed the following as those who would comprise the project team:</p> <ul style="list-style-type: none"> <li>6 Attorneys (2 local; 4 out of the area)</li> <li>1 Chief Financial Officer</li> <li>1 Office Manager, Client Service</li> <li>1 Suit Prep Supervisor</li> <li>1 Call Center Supervisor</li> <li>1 Director of Computer and Information Services</li> <li>1 Director of Communications, Tax Sale Web Content</li> <li>Legal Support Staff</li> <li>IT Staff</li> <li>Data Transfers &amp; Reconciling</li> <li>Mailing and Invoicing</li> <li>Call Center/Skip Tracing</li> </ul> <p>Number of full-time attorneys employed: 53 Number of full-time employees excluding attorneys: 372</p>
<b>4. Key Team Members</b>	<p>Listed the following as key team members:</p> <ul style="list-style-type: none"> <li>Lucy G. Canales, Capital Partner and Management Committee Member</li> <li>Michael G. Cano, Partner</li> <li>Kelly Rivera Salazar, Partner</li> <li>Jaime "Jimmy" Eduardo Gonzalez, Attorney</li> <li>John David Franz, Local Counsel</li> <li>Diane W. Sanders, Partner (out of area)</li> <li>Anthony W. Nims, Capital Partner (out of area)</li> <li>Lori Gruver, Capital Partner and Chief Compliance Officer (out of area)</li> <li>Tito Salinas, Director of Operations</li> <li>Martha Lopez, Auditor/Bankruptcy Manager</li> <li>Gonzalo Villagomez, Local Network Administrator</li> <li>Elvira Hernandez, Assistant Office Manager</li> <li>Anissa L. de la Garza, Data Specialist</li> </ul>	<p>Listed the following as key team members:</p> <ul style="list-style-type: none"> <li>Hiram Gutierrez, Partner, Project Manager</li> <li>Thelma Banduch, Partner, Contract Oversight</li> <li>John Banks, Partner, Bankruptcy and Complex Litigation</li> <li>Michael J. Darlow, Partner, Perdue Brandon Executive Committee Chairperson</li> <li>Carl Sandin, Partner, Complex Title and Research</li> <li>Donald Roseman, Partner, Administration</li> <li>Mark Common, Chief Financial Officer</li> <li>Marisa Cortez, Edinburg Office Manager, Client Services</li> <li>Rachel Salinas, Suit Prep Supervisor</li> <li>Veronica Mendoza, Call Center Supervisor</li> <li>Mitch Shadix, Director of Computer and Information Services</li> <li>Amanda Ritchey, Director of Communications, Tax Sale Web Content</li> </ul>
<b>5. Contracts with Taxing Jurisdictions in Texas</b>	Indicated that they represent over 1,772 delinquent tax clients, including 451 school districts in Texas.	Indicated that they represent over 1,606 delinquent tax clients, including 346 school districts in Texas.



**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 19-20-1043**

<b>VENDOR</b>	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
<b>6. Tax Collection Efforts</b>	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on a the last 3-year average for the following clients: Del Mar College: 50.8% and 21.4% El Paso Community College: 27.6% and 194.5% Pharr-San Juan-Alamo ISD- Hidalgo County: 45.2% and 0.4%	Listed the delinquent taxes rate collected after adjustments (Base, P & I) and litigation rate collected on a the last 3-year average for the following clients: Alvin ISD: 73.8% and 68.1% Ford Bend ISD: 61.0% and 33.4% Garland ISD: 49.4% and 28.1%
<b>7. Reports</b>	Indicated they can provide the following reports: -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 -Quarterly and yearly reports -Work with STC to design any other reports deemed necessary (Title Repot and Legislative Report)	Indicated they can provide the following reports: -Litigation Reports -Bankruptcy Reports/Pending Bankruptcy Report -Collection Report (Monthly/Annual) -Client Analysis/Inventory Report -Property Analysis Report -Top Account Reports -Bad Address Report -Installment Agreement Report (Default) -Descending and Alpha Order Tax Rolls -Progress Reports -Customizable Client Reports
<b>8. References</b>	El Paso Community College Dr. William Serrata President Contract Period: 1986 - Present	La Joya ISD Dr. Gisela Saenz Superintendent of Schools Contract Period: 2017 - Present
	Del Mar College Kevin Kieschnick Nueces County Tax Assessor-Collector Contract Period: 1985 - Present	Weslaco ISD Dr. Priscilla Canales Superintendent of Schools Contract Period: 2015 - Present
	Mission ISD Ms. Rumalda Ruiz Asst Superintendent for Finance (956) 323-5515 Contract Started: 2009 - Present	City of Weslaco David Suarez Mayor Contract Period: 2015 - Present
<b>9. Bilingual Collection Services</b>	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 (800) 414-3961	Employs a diverse group of collection professionals, including qualified multilingual staff members. Many of our staff speak Spanish and are available to assist taxpayers. Also utilize a language line that provided translation services in virtually any language. Toll free number is (877) 631-4026
<b>10. Fees</b>	15% of the total tax, penalty, and interest collected by firm. The fee includes all mailings, title and address research, publication costs associated with our collection program and comprehensive delinquent tax litigation. It also includes unlimited legal advice in response to telephone or letter inquiries, attendance at official meetings, and appearances at other, non-litigation functions where our presence is requested or required. Provide comprehensive delinquent tax bankruptcy litigation services are included.	Proposed fee for delinquent tax attorney services is 13.5%.  Page 29 - These mailings are at no cost to STC Page 61 and 70 - Provides representation in all tax collection lawsuits at no additional cost to STC. Rather, we only are paid if we collect our fee through the bankruptcy court. Page 32 - When suit is filed, all title research charges are collected from the delinquent taxpayer as authorized by law.
<b>11. Tax Suit Procedures</b>	Provided detailed tax suit procedures described in writing and summarized in a flowchart.	Provided detailed tax suit procedures described in writing and summarized in a flowchart.

**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 19-20-1043**

<b>VENDOR</b>	Linebarger Goggan Blair & Sampson, LLP.	Perdue Brandon Fielder Collins & Mott, LLP.
<b>12. Tax Collection Procedures</b>	<p>Provided detailed tax collection procedures, which include the following:</p> <ul style="list-style-type: none"> <li>- Send a tax collection letter to every eligible account.</li> <li>- Follow with second letter 60 days later if no payment is made.</li> <li>- Real property lawsuits are often filed simultaneously with the second mailing to ensure that the collection process maintains credibility.</li> <li>- 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.</li> <li>- Use of several national electronic database programs to increase the likelihood of finding delinquent taxpayers that move frequently.</li> </ul>	<p>Provided detailed tax collection procedures, which included the following:</p> <ul style="list-style-type: none"> <li>- Send a professional, polite letter reminding the property owner of the delinquency and giving the owner the opportunity to contact us.</li> <li>-Meet with taxpayers - attorneys and assigned staff can schedule meetings to meet with taxpayers. Employ a diverse group of collection professionals, including qualified multilingual staff members to provide taxpayers with information needed to determine course of action based on their individual situation.</li> <li>-Use of several national electronic database programs to find the current address of the owners and after correcting the their records, they forward changes and resource information to the tax office and to the appraisal district.</li> </ul>
<b>TOTAL EVALUATION POINTS</b>	91.32	93.82
<b>RANKING</b>	2	1

**SOUTH TEXAS COLLEGE  
DELINQUENT TAX COLLECTION SERVICES  
PROJECT NO. 19-20-1043  
EVALUATION SUMMARY**

VENDOR		Linebarger Goggan Blair & Sampson, LLP.		Perdue Brandon Fielder Collins & Mott, LLP.	
STREET		1512 S Lone Star Way		2805 Fountain Plaza Blvd Ste B	
CITY/STATE/ZIP		Edinburg, TX 78539		Edinburg, TX 78539	
PHONE		956-383-4500		956-631-4026	
FAX		956-383-7820		956-289-1023	
CONTACT		Lucy G. Canales		Hiram Gutierrez	
1	The purchase price. (up to 35 points)	31.5	31.5	35	35
		31.5		35	
		31.5		35	
2	The reputation of the vendor and the vendor's goods and/or services. (up to 18 points)	17	17.33	16	16.66
		17		17	
		18		17	
3	The quality of the vendor's goods and/or services. (up to 18 points)	14	15.66	18	17
		17		16	
		16		17	
4	The extent to which the goods and/or services meet the District's needs. (up to 15 points)	13.5	13.83	12.5	13.16
		14		14	
		14		13	
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 laws and rules 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	
8	The experience of the firm in the area of tax collection. (up to 5 points)	5	5	5	5
		5		5	
		5		5	
TOTAL EVALUATION POINTS		91.32		93.82	
RANKING		2		1	

**South Texas College**  
**Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year**  
**Not Including Penalty, Interest, and Other Collections<sup>1</sup>**  
**Hidalgo County and Starr County**  
As of Each Fiscal Year End

<b>Hidalgo County</b>					
<b>Fiscal Year</b>	<b>Total Cumulative Delinquent Tax Levy (Adjusted)</b>	<b>Delinquent Tax Levy Collected for Current and Prior Years</b>	<b>% Delinquent Tax Levy Collected</b>	<b>Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End</b>	<b>% Delinquent Tax Levy Uncollected</b>
8/31/2003	3,615,648.58	1,166,448.10	32.26%	2,449,200.48	67.74%
8/31/2004	5,091,331.97	1,751,912.15	34.41%	3,339,419.82	65.59%
8/31/2005	5,978,239.23	2,085,693.50	34.89%	3,892,545.73	65.11%
8/31/2006	6,746,745.98	2,358,746.57	34.96%	4,387,999.41	65.04%
8/31/2007	7,224,499.45	2,769,522.98	38.34%	4,454,976.47	61.66%
8/31/2008	7,129,924.85	2,420,602.01	33.95%	4,709,322.84	66.05%
8/31/2009	7,556,574.12	2,498,540.41	33.06%	5,058,033.71	66.94%
8/31/2010	8,258,756.74	2,729,121.63	33.05%	5,529,635.11	66.95%
8/31/2011	8,530,967.53	2,523,445.77	29.58%	6,007,521.76	70.42%
8/31/2012	8,752,982.60	2,582,406.29	29.50%	6,170,576.31	70.50%
8/31/2013	8,447,972.68	2,451,424.36	29.02%	5,996,548.32	70.98%
8/31/2014	8,177,151.97	2,332,595.47	28.53%	5,844,556.50	71.47%
8/31/2015	7,962,716.58	2,398,069.32	30.12%	5,564,647.26	69.88%
8/31/2016	8,126,450.21	2,363,719.49	29.09%	5,762,730.72	70.91%
8/31/2017	8,425,936.98	2,438,224.01	28.94%	5,987,712.97	71.06%
8/31/2018	8,862,522.79	2,687,463.75	30.32%	6,175,059.04	69.68%
08/31/2019	8,823,166.91	2,566,786.26	29.09%	6,256,380.65	70.91%
02/29/2020	9,656,548.85	1,089,322.64	11.28%	8,567,226.21	88.72%

<b>Starr County</b>					
<b>Fiscal Year</b>	<b>Total Cumulative Delinquent Tax Levy (Adjusted)</b>	<b>Delinquent Tax Levy Collected for Current and Prior Years</b>	<b>% Delinquent Tax Levy Collected</b>	<b>Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End</b>	<b>% Delinquent Tax Levy Uncollected</b>
8/31/2003	667,348.56	83,672.46	12.54%	583,676.10	87.46%
8/31/2004	957,436.55	128,665.07	13.44%	828,771.48	86.56%
8/31/2005	1,249,563.04	217,103.60	17.37%	1,032,459.44	82.63%
8/31/2006	1,355,472.42	189,483.47	13.98%	1,165,988.95	86.02%
8/31/2007	1,518,552.99	195,526.47	12.88%	1,323,026.52	87.12%
8/31/2008	1,655,912.68	173,773.17	10.49%	1,482,139.51	89.51%
8/31/2009	1,816,829.44	218,163.48	12.01%	1,598,665.96	87.99%
8/31/2010	1,979,486.75	185,900.69	9.39%	1,793,586.06	90.61%
8/31/2011	2,180,147.10	210,889.63	9.67%	1,969,257.47	90.33%
8/31/2012	2,320,220.72	206,007.67	8.88%	2,114,213.05	91.12%
8/31/2013	2,466,505.02	179,535.66	7.28%	2,286,969.36	92.72%
8/31/2014	2,707,453.40	233,429.98	8.62%	2,474,023.42	91.38%
8/31/2015	2,837,289.99	214,046.85	7.54%	2,623,243.14	92.46%
8/31/2016	3,077,455.22	222,939.72	7.24%	2,854,515.50	92.76%
8/31/2017	3,394,185.81	355,066.15	10.46%	3,039,119.66	89.54%
8/31/2018	3,549,970.60	364,080.40	10.26%	3,185,890.20	89.74%
8/31/2019	3,678,411.18	371,847.37	10.11%	3,306,563.81	89.89%
2/29/2020	4,065,701.56	148,169.00	3.64%	3,917,532.56	96.36%

<sup>1</sup> Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

**South Texas College**  
**Summary of Cumulative Delinquent Tax Levy Collections by Fiscal Year**  
**Not Including Penalty, Interest, and Other Collections <sup>1</sup>**  
As of Each Fiscal Year End

**Hidalgo and Starr County - Combined**

<b>Fiscal Year</b>	<b>Total Cumulative Delinquent Tax Levy (Adjusted)</b>	<b>Delinquent Tax Levy Collected for Current and Prior Years</b>	<b>% Delinquent Tax Levy Collected</b>	<b>Cumulative Delinquent Tax Levy Uncollected at Fiscal Year End</b>	<b>% Delinquent Tax Levy Uncollected</b>
8/31/2003	4,282,997.14	1,250,120.56	29.19%	3,032,876.58	70.81%
8/31/2004	6,048,768.52	1,880,577.22	31.09%	4,168,191.30	68.91%
8/31/2005	7,227,802.27	2,302,797.10	31.86%	4,925,005.17	68.14%
8/31/2006	8,102,218.40	2,548,230.04	31.45%	5,553,988.36	68.55%
8/31/2007	8,743,052.44	2,965,049.45	33.91%	5,778,002.99	66.09%
8/31/2008	8,785,837.53	2,594,375.18	29.53%	6,191,462.35	70.47%
8/31/2009	9,373,403.56	2,716,703.89	28.98%	6,656,699.67	71.02%
8/31/2010	10,238,243.49	2,915,022.32	28.47%	7,323,221.17	71.53%
8/31/2011	10,711,114.63	2,734,335.40	25.53%	7,976,779.23	74.47%
8/31/2012	11,073,203.32	2,788,413.96	25.18%	8,284,789.36	74.82%
8/31/2013	10,914,477.70	2,630,960.02	24.11%	8,283,517.68	75.89%
8/31/2014	10,884,605.37	2,566,025.45	23.57%	8,318,579.92	76.43%
8/31/2015	10,800,006.57	2,612,116.17	24.19%	8,187,890.40	75.81%
8/31/2016	11,203,905.43	2,586,659.21	23.09%	8,617,246.22	76.91%
8/31/2017	11,820,122.79	2,793,290.16	23.63%	9,026,832.63	76.37%
8/31/2018	12,412,493.39	3,051,544.15	24.58%	9,360,949.24	75.42%
8/31/2019	12,501,578.09	2,938,633.63	23.51%	9,562,944.46	76.49%
2/29/2020	13,722,250.41	1,237,491.64	9.02%	12,484,758.77	90.97%

<sup>1</sup> Not including penalty and interest and other collections such as special inventory, refunds, and redemptions

**South Texas College**  
**Summary of Total Tax Levy Uncollected**  
**Not Including Penalty, Interest, and Other Collections**  
**By Tax Year for Hidalgo County and Starr County**  
As of February 29, 2020

Tax Year	Adjusted Tax Levy	Tax Levy Collections Without Penalty and Interest	Tax Levy Uncollected	Percentage of Uncollected Levy	Penalty, Interest, and Other Collections	Tax Levy Collected Including Penalty, Interest, and Other Collections	% Collected Including Penalty, Interest, and Other Collections
1996	10,212,826.98	10,159,353.92	(53,473.06)	-0.52%	621,839.02	10,781,192.94	105.57%
1997	10,582,213.29	10,532,829.70	(49,383.59)	-0.47%	649,242.94	11,182,072.64	105.67%
1998	10,943,869.37	10,886,394.53	(57,474.84)	-0.53%	727,134.82	11,613,529.35	106.12%
1999	11,621,209.45	11,550,675.80	(70,533.65)	-0.61%	435,610.36	11,986,286.16	103.14%
2000	12,507,152.37	12,426,108.01	(81,044.36)	-0.65%	899,289.55	13,325,397.56	106.54%
2001	13,857,436.88	13,771,776.62	(85,660.26)	-0.62%	819,292.34	14,591,068.96	105.29%
2002	29,269,426.06	29,069,352.11	(200,073.95)	-0.68%	1,523,872.03	30,593,224.14	104.52%
2003	30,510,721.22	30,304,204.26	(206,516.96)	-0.68%	1,495,944.25	31,800,148.51	104.23%
2004	32,853,284.05	32,618,206.90	(235,077.15)	-0.72%	1,743,851.36	34,362,058.26	104.59%
2005	34,332,681.55	34,074,036.97	(258,644.58)	-0.75%	1,638,880.36	35,712,917.33	104.02%
2006	36,816,331.52	36,537,538.02	(278,793.50)	-0.76%	1,790,019.11	38,327,557.13	104.10%
2007	41,511,056.10	41,192,482.86	(318,573.24)	-0.77%	2,499,600.65	43,692,083.51	105.25%
2008	44,612,521.36	44,255,768.12	(356,753.24)	-0.80%	2,751,675.18	47,007,443.30	105.37%
2009	45,080,898.81	44,671,320.29	(409,578.52)	-0.91%	1,793,715.73	46,465,036.02	103.07%
2010	44,731,808.62	44,296,742.68	(435,065.94)	-0.97%	1,318,127.59	45,614,870.27	101.97%
2011	44,087,001.54	43,534,574.46	(552,427.08)	-1.25%	1,159,300.27	44,693,874.73	101.38%
2012	44,207,263.49	43,677,597.75	(529,665.74)	-1.20%	1,089,771.58	44,767,369.33	101.27%
2013	45,122,664.86	44,435,449.36	(687,215.50)	-1.52%	1,140,005.65	45,575,455.01	101.00%
2014	56,766,925.50	55,899,125.88	(867,799.62)	-1.53%	1,970,771.56	57,869,897.44	101.94%
2015	60,462,108.24	59,374,711.62	(1,087,396.62)	-1.80%	1,534,989.21	60,909,700.83	100.74%
2016	63,189,881.69	61,798,977.50	(1,390,904.19)	-2.20%	1,194,047.89	62,993,025.39	99.69%
2017	67,089,491.98	65,407,712.16	(1,681,779.82)	-2.51%	1,672,984.94	67,080,697.10	99.99%
2018	67,390,418.57	64,799,495.21	(2,590,923.36)	-3.84%	1,032,938.62	65,832,433.83	97.69%
<b>Delinquent Subtotal</b>	857,759,193.50	845,274,434.73	(12,484,758.77)	-1.46%	\$ 31,502,905.01	\$ 876,777,339.75	102.22%
2019*	68,722,111.38	60,244,399.29	8,477,712.09	12.34%	658,060.94	60,902,460.23	88.62%
<b>Total</b>	<b>\$ 926,481,304.88</b>	<b>\$ 905,518,834.02</b>	<b>\$ (4,007,046.68)</b>	<b>-0.43%</b>	<b>\$ 63,663,870.97</b>	<b>\$ 1,814,457,139.72</b>	<b>195.84%</b>

\* The Tax Levy Uncollected for Levy 2019 will become delinquent 7/1/2020-unaudited

**Review and Recommend Action on Resolution to Impose an Additional Penalty for Collection of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Delinquent Tax Attorney Compensation**

Approval of the Resolution to impose an additional penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for delinquent tax attorney compensation will be requested at the March 31, 2020 Board meeting.

Purpose – A resolution authorizing the College to levy a penalty to the delinquent 2019 district taxes is needed in order to recover the cost of delinquent tax attorney fees and expenses for the collection of delinquent taxes, penalty, and interest, which will remain delinquent on July 1, 2020.

Justification – Board action will be necessary on the Resolution previously prepared by legal counsel to approve the penalty for the attorney compensation 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.

Background – The Resolution to impose an additional penalty for the collection of delinquent taxes outstanding through tax year 2018 was approved by the Board on January 29, 2019.

Enclosed Documents – The Resolution to be completed with the delinquent tax attorney firm awarded for the collection of Delinquent Taxes follows in the packet for your review and information.

It is requested that the Finance, Audit, and Human Resources Committee recommend for Board approval at the March 31, 2019 Board meeting, the Resolution to impose an additional penalty for collection of delinquent taxes as authorized under Section 33.07 of the Texas Property Tax Code for attorney compensation for Board approval as presented.

## RESOLUTION

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF SOUTH TEXAS COLLEGE LEVYING AN ADDITIONAL PENALTY OF \_\_\_\_% TO THE DELINQUENT 2019 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 2019; 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 2019 taxes which remain delinquent on July 1, 2020; 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 \_\_\_\_\_ 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 2018 delinquent taxes, the penalty of \_\_\_\_\_ percent on the amount of taxes, penalty and interest due as of July 1, 2020, and thereafter for taxes levied for the tax year 2019. 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 2019 at least thirty (30) and not more than sixty (60) days before July 1, 2020.
3. A tax lien shall be attached to the property on which the 2019 tax is imposed to secure payment of the penalty herein adopted and levied.

CONSIDERED, PASSED, APPROVED AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2020 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

**Discussion and Action as Necessary on Interlocal Agreement for Policy Management Services between South Texas College and Texas Association of School Boards**

Approval on interlocal agreement for policy management services between South Texas College and Texas Association of School Boards will be requested at the March 31, 2020 Board meeting.

Mary Elizondo, Vice President for Finance and Administrative Services, will present on entering into an interlocal agreement with the Texas Association of School Boards (TASB) for policy management services to maintain a legally sound policy manual for the College.

Purpose –The College has maintained a Board Policy Manual since its inception and is considering entering into an interlocal agreement with TASB policy management services to produce a comprehensive and current policy manual that will include legal and local provisions and updates for the College.

Justification – The College administration proposes entering into an interlocal agreement with TASB to provide policy manual maintenance and update services. TASB policy services' mission is to assist members with timely, expert, and economical development and updating of Board Policy. TASB is a voluntary, non-profit, statewide educational association that provides legal expertise and comprehensive policy development and maintenance responsive to the needs of Texas community colleges and school districts.

College administration proposes entering into an interlocal agreement with TASB due to the various benefits including, but not limited to, the following:

- Continuous Monitoring of Legal Landscape
  - ⇒ TASB initiates semiannual updates and ensures policies follow the latest compliance requirements from state and federal law regulations, SACSCOC requirements, the Texas Higher Education Board, Attorney General Opinions, and Case Laws.
  - ⇒ TASB continually monitors changes in the legal landscape and prepares recommended revisions to the policy manual when changes are warranted, eliminating inefficient and outdated policies.
- Policy Development and Management
  - ⇒ The goal of localizing a college's policy manual is to produce a comprehensive, current, and legally sound policy manual for use by the board and administration.
  - ⇒ TASB has in-house attorneys dedicated to policy development for community colleges.
  - ⇒ TASB converts the policies to a standard template.
  - ⇒ TASB prepares both legal and local policies. Legal policies include all applicable laws, and local policies include requirements specific to the College, as requested.
  - ⇒ TASB maintains local board policy manuals under Community College Services.
  - ⇒ Updates are uniquely tailored to the individual college.
  - ⇒ Assists in completing college-initiated policy development initiatives.

- ⇒ Quick and easy access to board policy manual published on the Policy On-Line tool.
- Development of Local and Legal policies
  - ⇒ TASB divide policies into legal policies, which summarize the law on a topic, and local policies, which outline local board mandates regarding governance issues.
  - ⇒ TASB prepares local policies that are unique and consistent with College practices. This provides the college the opportunity to incorporate provisions that are in accordance with the College mission, vision, and Board of Trustee's preferences.
- Legal Policies contain citations to the statutes, rules, and case law governing a particular topic. They are compiled by TASB Community College Services to provide the legal framework for key areas of the college operations. (Appendix A)
- Local Policies are needed in several specific circumstances, such as to respond to a legal requirement to adopt a policy, reduce potential legal risk by mandating consistent practices across the college or clarify administrative authority for managing college operations.
- Streamline of Policy Management Process
  - ⇒ Professional resources to supplement staff working on the policy management process.
  - ⇒ Policy review cycle and timely updates.
  - ⇒ Staff solely designated to maintain, manage, track and keep abreast of all the changes made to federal and state regulations.
  - ⇒ Reduction in the timeframe for completing updates and revisions.
  - ⇒ Proactive preparation of policy manual updates.
  - ⇒ Conversion of all policies to a standardize policy template with consistent well define language.

Background – TASB is a voluntary, non-profit, statewide educational association. TASB was established in 1949 with two main goals:

- To share information through publications and training to help Texas board members serve their communities more effectively.
- To speak with a unified voice to decision-makers to chart the best future for Texas public schools.

TASB represents the largest group of publicly elected officials in the state that serves more than 5.4 million Texas students. TASB members include the following:

- 1,025 Texas school districts (TASB provides 99% of ISD a customized policy manual services)
- 20 regional education service centers
- 50 community colleges

- 19 central appraisal districts
- 133 shared service arrangements

Thirty-five out of fifty or 70% of Texas Community Colleges have their policy manual maintained by TASB. (Appendix B) The College staff contacted five (5) Community Colleges currently utilizing TASB's Policy Management Services to request information regarding their experience in implementing and maintaining such services. The comments received were highly favorable in every regard.

Each Texas Legislative session results in house and senate bills that require new or revised policies. After each legislative session, TASB prepares new and revised policies as applicable and provides them to each community college using their services. In addition, to the Texas Legislature, Congress, the U.S. Department of Education, the Texas Higher Education Coordinating Board, and the courts may issue decisions that impact Board policies.

TASB provides a policy development process that is consistent to guarantee the College's policy manual stays updated consistent with college practices.

TASB policy consultants are policy experts with access to attorneys that are assigned to a college to provide individualized service-based on the unique characteristics of each college. The consultant will:

- Answer policy questions;
- Consult via telephone and e-mail;
- Provide sample policies;
- Draft policy language and revisions that meet legal requirements and local needs while ensuring internal consistency within the manual; and
- Prepares drafts for presentation to the board.

A policy consultant with access to attorneys that are assigned to each college to provide individualized services can help identify areas of concern the administration might not have considered, point out inconsistencies or redundancies with other policies in the manual, and help administrators determine what should be addressed by board policy, and the appropriate code for each new policy.

Entering into an interlocal agreement with TASB will provide the College with an opportunity to strengthen the current policy management process. The policy manual under TASB will continue to adhere to the College's vision, mission, and core values for the continued commitment of excellence.

Funding Source – Funds for this expenditure are funded in the Accountability, Risk, and Compliance budget for FY 2019 – FY 2020.

Reviewers –The TASB Policy Management Services have been reviewed by the President's Administrative Staff and by the President's Cabinet.

Enclosed Documents – A PowerPoint Presentation and the TASB Legal Policies on Student Rights and Responsibilities Student Expression and Freedom From Discrimination, Harassment, and Retaliation follow in the packet for your review and information.

Dr. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the March 10, 2020 Finance, Audit and Human Resources Committee meeting to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee make a recommendation to the full Board at the March 31, 2020 Board meeting on the interlocal agreement for policy management services between South Texas College and Texas Association of School Boards as presented.




**SOUTH TEXAS COLLEGE**

# Policy Management Services

**Office of the President**  
Dr. Shirley Reed, M.B.A., Ed.D

**Division of Finance and Administrative Services**  
Mary Elizondo, MBA, CPA, CGMA, CFE, Vice President for Finance and Administrative Services

March 10, 2020



**SOUTH TEXAS COLLEGE**

The College has maintained a Board Policy Manual since its inception and is proposing to contract with the Texas Association of School Boards (TASB) to produce a comprehensive and current policy manual that will include legal and local provisions and updates for the College.

Texas Association of School Boards (TASB)

- The College administration proposes contracting with TASB to provide policy manual maintenance and update services.
- The mission of TASB Community College Services is to assist members with timely, expert, and economical development and updating of Board Policies.

**SOUTH TEXAS COLLEGE**

2



## About TASB

TASB is a voluntary, nonprofit, statewide educational association established in 1949 with two main goals:

- To share information through publications and training to help Texas board members serve their communities more effectively.
- To speak with a unified voice to decision-makers to chart the best future for Texas public schools.

TASB represents the largest group of publicly elected officials in Texas. Members include:

- 1,025 Texas school districts (TASB provides 99% of ISDs a customized policy manual services)
- 20 regional education service centers
- 50 community colleges
- 19 central appraisal districts
- 133 shared service arrangements

## Expertise:



TASB Community College Services assist with the maintenance of policy manuals for Community Colleges.



TASB provides legal expertise related to College policies.



TASB's goal is to produce a comprehensive, current, and legally sound policy manual.



A policy expert is assigned to the College to provide individualized services.



3

## TASB Policy Manual Statistics

# 50

All 50 Community College are members of TASB.

# 35

35 (70%) have their policy manual maintained by TASB.

### Community colleges with policy manuals maintained by TASB:

- |   |                                    |
|---|------------------------------------|
| • Alvin Community College                         | • Odessa College                   |
| • <b>Austin Community College</b>                 | • Panola College                   |
| • Blinn College                                   | • Paris Junior College             |
| • Brazosport College                              | • Ranger College                   |
| • Coastal Bend College                            | • <b>San Jacinto College</b>       |
| • College of the Mainland                         | • Southwest Texas Junior College   |
| • Collin College                                  | • <b>Tarrant County College</b>    |
| • <b>Dallas County Community College District</b> | • Temple College                   |
| • Frank Phillips College                          | • Texarkana College                |
| • Galveston College                               | • Texas Southmost College District |
| • Grayson College                                 | • Trinity Valley Community College |
| • Hill College                                    | • Tyler Junior College             |
| • <b>Houston Community College System</b>         | • Vernon College                   |
| • Laredo College                                  | • Victoria College                 |
| • Lee College                                     | • Weatherford College              |
| • Midland College                                 | • Western Texas College            |
| • North Central Texas College                     | • Wharton County Junior College    |
| • Northeast Texas Community College               |                                    |



4

## Benefits of Partnering with TASB



### Monitoring and Updating

- TASB monitors changes in the legal landscape and prepares recommended revisions to the policy manual.
- TASB initiates semiannual updates and ensures policies follow the latest compliance with state and federal regulations SACSCOC requirements, the Texas Higher Education Board, Attorney General Opinions, and Case Laws.
- Each Texas Legislative session results in house and senate bills that require new or revised policies TASB prepares new and revised policies as applicable.



### Policy Development and Management

- The goal is to produce a comprehensive, current, and legally sound policy manual for use by the board and administration.
- TASB has in-house attorneys dedicated to policy development.
- TASB converts the policies to a standard template.
- Updates are uniquely tailored to the individual college.



### Development of Local and Legal policies

- TASB prepares both local and legal policies.
- TASB prepares local policies that are unique and consistent with College practices.



5

## Benefits of Partnering with TASB (continued)



### Legal Policies

- Legal Policies** contain citations to the statutes, rules, and case law governing a particular topic. They are compiled by TASB Community College Services to provide the legal framework for key areas of the college operations.



### Local Policies

- Local Policies** are needed in several specific circumstances, such as to respond to a legal requirement to adopt a policy, reduce potential legal risk by mandating consistent practices across the college or clarify administrative authority for managing college operations. Local policies may contain exhibits to assist in explanation of the policy.



### Streamline of Policy Management Process

- Professional resources** to supplement staff working on the policy management process.
- Policy review cycle** and timely updates.
- Staff solely designated to maintain, manage, track and keep abreast of all the changes made to federal and state regulations.
- Reduction in the timeframe** for completing updates and revisions.
- Proactive preparation** of policy manual updates.
- Conversion of all policies to a **standardize policy template** with consistent well define language.



6



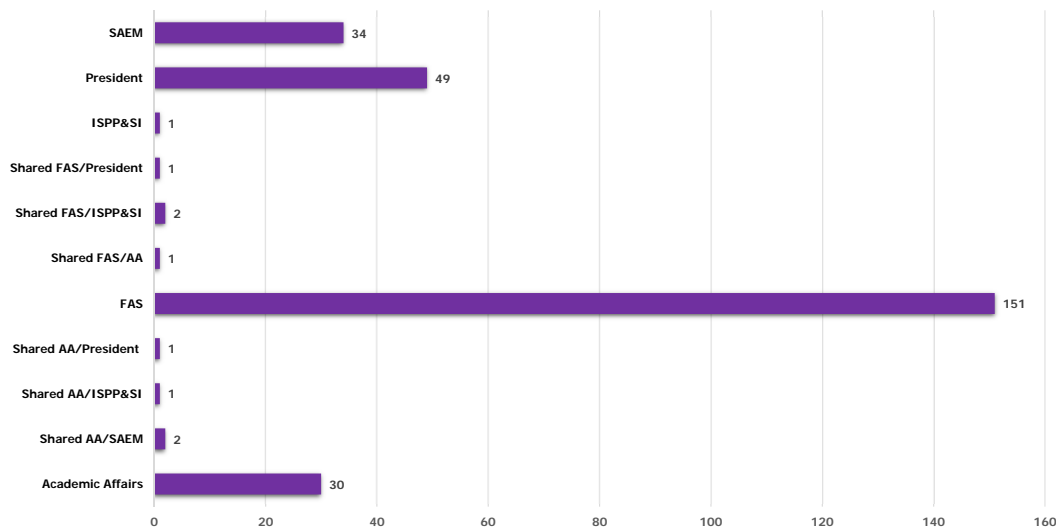
## Benefits of Partnering with TASB (continued)

- **TASB policy consultants** are assigned to a college to provide individualized service-based on the unique characteristics of each college. The services include:
  - Answer policy questions;
  - Consult via telephone and e-mail;
  - Provide sample policies;
  - Draft policy language and revisions that meet legal requirements and local needs while ensuring internal consistency within the manual; and
  - Prepares drafts for presentation to the board.
  - Point out inconsistencies or redundancies with other policies in the manual, and help administrators determine what should be addressed by board policy, and the appropriate code for each new policy.



7

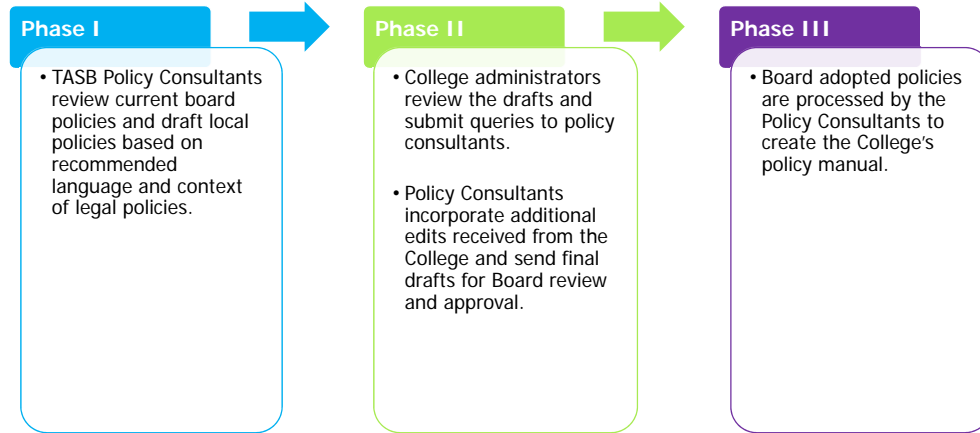
## College Policies Per Division



8

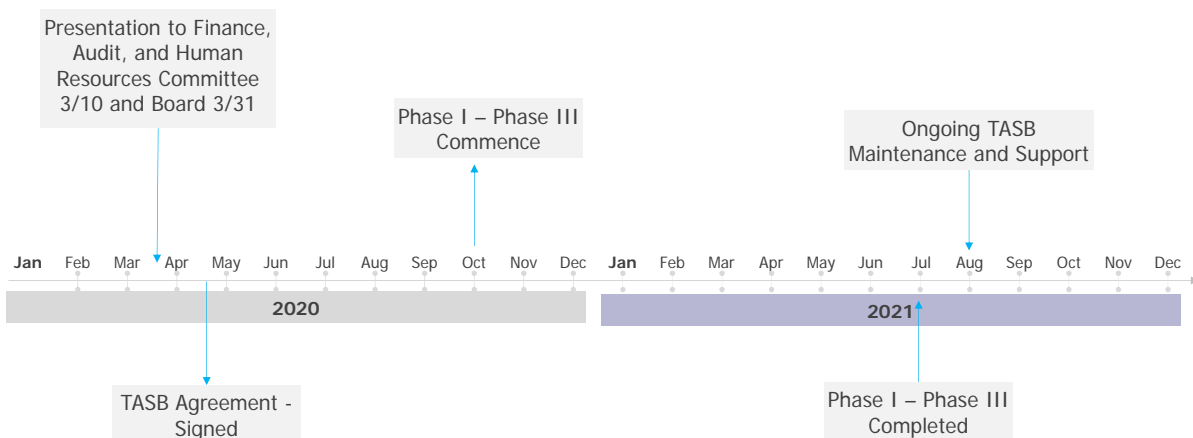
## Initial Steps

TASB's development of the policy manual is divided into three phases for processing ease.



9

## Policy Manual Timeline



10

## TASB Policy Management Services Pricing

**YEAR 1**

**\$24,550**

- Cost as of March 2020
- 1<sup>st</sup> Year Policy Manual Update
- Policy Online Tool
- Policy Online Tool Set Up
- Community College Policy Reference Manual (CCPRM) Subscription<sup>1</sup>

**YEAR 2**

**\$12,550**

- Cost of \$12,550 is for Year 2 and subsequent years
- Semi-annual Policy Updates
- Policy Online Tool
- Local Policy Maintenance
- Community College Policy Reference Manual (CCPRM) Subscription<sup>1</sup>

1. South Texas College is currently paying for the CCPRM subscription of \$4,500. This amount is included in the above figures.



11

## Testimonials from Other Community Colleges

" The College performed extensive research on similar services and TASB by far is the most comprehensive. "

TCC Tarrant County College - Tarrant College

" Policy consultants are amazing. Policies are consistent and uniformed. Would recommend. "

COLLIN COLLEGE - Collin College

" Definitely recommend (TASB). One of the biggest benefits is the resources that TASB provides which are hard to duplicate internally. TASB takes care of reviewing policies, drafting new language, and the online portal, which manages the policies for you. We have absolutely no concerns with TASB as they do an excellent job...TASB is a great service to have for a couple of thousand dollars a year. "



Neil Vickers - Executive Vice President for Finance and Administration  
Austin Community College District

" Utilizing TASB has provided us the updates and expertise needed to comply with federal and state regulations. "



-Laredo College



12

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIESFLA  
(LEGAL)

---

**Note:** For information on employee expression on campus, see DGC. For information on community expression on campus, see GD. For use of the college district's mail system, see CHE.

---

**First Amendment**

A governmental entity, including a college district, shall take no action respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the board for a redress of grievances. *U.S. Const. Amend. I, XIV*

## Forum Analysis

*Traditional Public Forum*

A "traditional public forum" includes locations, such as sidewalks and parks, where members of the public have historically been permitted to gather and speak on any topic. *Cornelius v. NAACP Legal Def. & Educ. Fund, Inc.*, 473 U.S. 788 (1985). An institution's property is not a traditional public forum, with the exception of sidewalks, streets, and parks that are indistinguishable from surrounding city property. *Widmar v. Vincent*, 454 U.S. 263 (1981); *Brister v. Faulkner*, 214 F.3d 675 (2000)

If an institution's property is deemed a traditional public forum, the entity may exclude particular content if that entity can assert a compelling governmental interest that is narrowly tailored to address that interest, a standard referred to as the "strict scrutiny" standard. The institution can also enforce viewpoint-neutral time, place, and manner restrictions to meet a compelling governmental interest if a sufficient number of alternative communication channels are available. *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37 (1983)

*Designated Public Forum*

A "designated public forum" is a forum that a college or university intentionally opens to the general public to discuss matters of public concern. *Cornelius v. NAACP Legal Def. and Educ. Fund, Inc.*, 473 U.S. 788 (1985). Once designated, an institution may enforce reasonable time, place, and manner restrictions. *Widmar v. Vincent*, 454 U.S. 263 (1981). Any content limitations are subject to the strict scrutiny standard described above. *Chiu v. Plano Indep. School Dist.*, 260 F.3d 330 (5th Cir. 2001)

*Limited Public Forum*

A "limited public forum" is a forum that an institution opens to a particular group of speakers or for discussion regarding a particular topic. *Christian Legal Society v. Martinez*, 130 S.Ct. 2971 (2010); *Rosenberger v. Rector & Visitors of Univ. of Va.*, 515 U.S. 819 (1995). Within a limited public forum, limits on expression must be viewpoint-neutral and reasonable in light of the purpose of the forum. The government may impose reasonable time, place, and

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LEGAL)

manner restrictions, as long as these restrictions do not relate to the content of the expression. Cornelius v. NAACP Legal Def. and Educ. Fund, Inc., 473 U.S. 788 (1985)

To distinguish between a designated public forum and a limited public forum, courts consider two factors: (1) the intent of the institution regarding the forum, and (2) the forum's nature and compatibility with particular speech. Justice for All v. Faulkner, 410 F.3d 760 (5th Cir. 2005); Chiu v. Plano Indep. School Dist., 260 F.3d 330 (5th Cir. 2001)

*Nonpublic Forum*

If an institution has not opened a public forum, it remains a "non-public forum." Although limits on expression must be reasonable and viewpoint neutral even within a nonpublic forum, an institution will have greater discretion to control the content of speech within such a forum. Cornelius v. NAACP Legal Def. and Educ. Fund, Inc., 473 U.S. 788 (1985)

Time, Place, and  
Manner Restrictions

The mere dissemination of ideas on the campus of an institution of higher education may not be restricted on the basis of conventions of decency, regardless of how offensive those ideas are to good taste. However, an institution has the authority to enforce reasonable regulations as to the time, place, and manner of speech and its dissemination. Papish v. Bd. of Curators, 410 U.S. 667 (1973); Healy v. James, 408 U.S. 169 (1972)

**Protected  
Expression on  
Campus Under State  
Law**

An institution of higher education, including a college district, shall:

1. Ensure that the common outdoor areas of the institution's campus are deemed traditional public forums; and
2. Permit any person to engage in expressive activities in those areas of the institution's campus freely, as long as the person's conduct is not unlawful, and does not materially and substantially disrupt the functioning of the institution.

*Education Code 51.9315(c)*

Education Code 51.9315(c) and (d) do not limit the right of student expression at other campus locations or prohibit faculty members from maintaining order in the classroom. *Education Code 51.9315(e)*

Time, Place, and  
Manner Restrictions

An institution of higher education may adopt a policy that imposes reasonable restrictions on the time, place, and manner of expressive activities in the common outdoor areas of the institution's campus if those restrictions:

1. Are narrowly tailored to serve a significant institutional interest;

## STUDENT RIGHTS AND RESPONSIBILITIES STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LEGAL)

2. Employ clear, published, content-neutral, and viewpoint-neutral criteria;
3. Provide for ample alternative means of expression; and
4. Allow members of the university community to assemble or distribute written material without a permit or other permission from the institution.

### *Education Code 51.9315(d)*

#### Policy Required

By August 1, 2020, each institution of higher education shall adopt a policy detailing students' rights and responsibilities regarding expressive activities at the institution. The policy must:

1. Allow any person to, subject to reasonable restrictions adopted under Education Code 51.9315(d), engage in expressive activities on campus, including by responding to the expressive activities of others, and student organizations and faculty to, subject to Education Code 51.9315(h), invite speakers to speak on campus;
2. Establish disciplinary sanctions for students, student organizations, or faculty who unduly interfere with the expressive activities of others on campus;
3. Include a grievance procedure for addressing complaints of a violation of this section;
4. Be approved by a majority vote of the institution's governing board before final adoption; and
5. Be posted on the institution's internet website.

### *Education Code 51.9315(f)*

#### Discrimination Prohibited

An institution of higher education may not take action against a student organization or deny the organization any benefit generally available to other student organizations at the institution on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or of any expressive activities of the organization. *Education Code 51.9315(g)*

#### Approval of Speaker or Determination of Fee

In determining whether to approve a speaker to speak on campus or in determining the amount of a fee to be charged for use of the institution's facilities for purposes of engaging in expressive activities, an institution of higher education:

1. May consider only content-neutral and viewpoint-neutral criteria related to the needs of the event, such as:

## STUDENT RIGHTS AND RESPONSIBILITIES STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LEGAL)

- a. The proposed venue and the expected size of the audience;
  - b. Any anticipated need for campus security;
  - c. Any necessary accommodations; and
  - d. Any relevant history of compliance or noncompliance by the requesting student organization or faculty member with the institution's policy adopted under Education Code 51.9315(f) and any other relevant policies; and
2. May not consider any anticipated controversy related to the event.

### *Education Code 51.9315(h)*

#### Employee Awareness

Each institution of higher education shall develop materials, programs, and procedures to ensure that the institution's employees responsible for educating or disciplining students understand the requirements of this section and all policies adopted by the institution in accordance with this section. *Education Code 51.9315(j)*

#### Publication

Each institution of higher education shall make the institution's policies adopted in accordance with this section, available to students enrolled at and employees of the institution by including the policies in the institution's student handbook and personnel handbook, providing a copy of each policy to students during the institution's freshman or transfer student orientation, and posting the policies on the institution's internet website. *Education Code 51.9315(i)*

#### Report

Not later than December 1, 2020, each institution of higher education shall prepare, post on the institution's internet website, and submit to the governor and the members of the legislature a report regarding the institution's implementation of the requirements under this section. *Education Code 51.9315(k)*

## Appendix B

---

### Community Colleges Partnered with TASB - Policy Manual

- Alvin Community College
- Austin Community College
- Blinn College
- Brazosport College
- Coastal Bend College
- College of the Mainland
- Collin College
- Dallas County Community College District
- Frank Phillips College
- Galveston College
- Grayson College
- Hill College
- Houston Community College System
- Laredo College
- Lee College
- Midland College
- North Central Texas College
- Northeast Texas Community College
- Odessa College
- Panola College
- Paris Junior College
- Ranger College
- San Jacinto College
- Southwest Texas Junior College
- Tarrant County College
- Temple College
- Texarkana College
- Texas Southmost College District
- Trinity Valley Community College
- Tyler Junior College
- Vernon College
- Victoria College
- Weatherford College
- Western Texas College
- Wharton County Junior College



**Discussion and Action as Necessary on Potential Refunding of the Series 2014  
Bonds and Series 2015 Bonds**

College Administration has been monitoring the bond market and interest rates to determine if refunding of the Series 2014 Bonds and Series 2015 Bonds will provide a savings to the College and the taxpayers.

In light of the current bond market and interest rates, the College may have the opportunity to issue taxable bonds to refund outstanding bonds and produce a savings.

Dr. Reed, President, and Mary Elizondo, Vice President for Finance and Administrative Services, will be present at the March 10, 2020 Finance, Audit and Human Resources Committee meeting to review potential refunding and to address any questions by the committee.

It is requested that the Finance, Audit, and Human Resources Committee make a recommendation as necessary to the full Board at the March 31, 2020 Board meeting on the potential refunding of the Series 2014 Bonds and Series 2015 Bonds as presented.

*The following document  
was provided as a  
handout at the meeting.*

**South Texas College**  
**Potential Refunding of Series 2014 Bonds and Series 2015 Bonds**  
**Submitted by Hilltop Securities on 3/05/20**

**Refunding of Series 2014 (Callable 8/15/2023)**

D/D: 6/1/2020  
1<sup>st</sup> Interest: 2/15/21  
1<sup>st</sup> Principal: 8/15/21  
Call: 8/15/2030  
COI: 300K  
UWD: 6.5 / bond  
Scale: AA Taxable as of 3.2.2020 + 15bps cushion  
Savings: \$5,580,798.42  
Net PV Savings \$: \$4,826,264.26  
Net PV Savings %: 11.72%  
Value of Negative Arb: \$1,674,207.45  
**Negative Arb / Net PV Savings: 34.69%**

**Refunding of Series 2015 (Callable 8/15/2024)**

D/D: 6/1/2020  
1<sup>st</sup> Interest: 2/15/21  
1<sup>st</sup> Principal: 8/15/21  
Call: 8/15/2030  
COI: 400K  
UWD: 6.5 / bond  
Scale: AA Taxable as of 3.2.2020 + 15bps cushion  
Savings: \$6,036,871.29  
Net PV Savings \$: \$5,162,398.41  
Net PV Savings %: 8.88%  
Value of Negative Arb: \$3,270,796.74  
**Negative Arb / Net PV Savings: 63.36%**

**Submitted by Anne Burger Entekin, Regional Managing Director,  
Hilltop Securities on 3/05/20  
Potential Refunding of Series 2014 Bonds and Series 2015 Bonds**

While both produce savings, please note the value of negative arbitrage. Negative arbitrage is a function of doing an advanced refunding which requires an escrow to pay debt service to bondholders until the call date. It reflects the difference in what the refunding escrow can earn on the investments and what the yield is on the bonds. Theoretically, if interest rates were to stay the same between now and the call date on the bonds, every dollar of negative arbitrage would shift over time to be debt service savings. It is a reflection of potential lost "opportunity" cost or inefficiency in the escrow.

The one known we have, is that interest rates will not stay the same between now and the call date. So also attached are the breakeven analysis that reflect how much interest rates could rise between now and the call date and still be able to achieve the same debt service savings. For the 2014 Bonds, rates could rise a projected 1.03% or 103 basis points and on the Series 2015 Bonds, rates could rise a projected 1.36% or 136 basis points, to still create the same savings.

In particular the Series 2014 Bonds, the savings results are at levels where we have observed other entities moving forward with a refunding transaction. We may want to discuss the Series 2015 Bonds. Having more than half the PV savings in negative arbitrage is high.

Also, when we discuss negative arbitrage, we general look at today and the call date for purposes of the analysis. However, this is not binary, in that you could effectuate a transaction any time in between the two dates. Again, in theory if interest rates remain the same, every day closer to the call date, negative arbitrage shifts to savings.

Also, relative to the savings structure, we generally prepare the first structure with level savings. However, those can be modified to accomplish various goals. For example, we have had entities keep their debt service the same in trying to manage their debt service tax rate and pay off debt sooner. Additionally, we have had entities keep the debt service the same, but begin savings to coincide with when they plan to call an election, giving additional capacity for future debt. For example STC's debt service declines in FY 2025. Perhaps we could provide an alternative savings structure to keep the debt the same between now and FY 2024 and target savings FY 2025 and after. We are happy to analyze multiple scenarios for your review and consideration.

To remind you of the process if you would like to proceed, generally the first step is to meet with the Finance Committee or Board to determine if they would like to proceed. If so, with refunding bonds since they are interest rates sensitive, we ask the Board to consider a parameters/delegation sale. The Board sets thresholds for minimum savings, maximum true interest rate, maximum final maturity and maximum par amount, allows 180 days to complete and delegates who can authorize the sale. Should we be able to accomplish each of those parameters in 180 days, then we proceed and the delegate persons give the award. Generally the delegated persons would include a member of the Finance Committee, Dr. Reed and you.