

TEXAS DEPARTMENT OF PUBLIC SAFETY

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

512/424-2000

www.txdps.state.tx.us



LAMAR BECKWORTH
DIRECTOR



COMMISSION
ALLAN B. POLUNSKY, CHAIR
C. TOM CLOWE, JR.
ADA BROWN
JOHN STEEN
CARIN MARCY BARTH

June 22, 2009

To Whom It May Concern:

The Texas Department of Public Safety Inter-local Cooperation Contract will expire August 31, 2009. Enclosed is the revised contract effective September 1, 2009 through August 31, 2011.

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

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

Sincerely,

A handwritten signature in cursive script that reads 'Lula B. Schuler'.

Lula B. Schuler, Manager
General Services Bureau

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

RECEIVING AGENCY

Tom Green County
Name of Agency

By: Richard Longwood
Authorized Signature

Judge-Pro-Tem
Title

Date: 07/14/09

PERFORMING AGENCY

TEXAS DEPARTMENT OF PUBLIC SAFETY
Name of Agency

By: _____
Authorized Signature

Title

Date: _____

INTERLOCAL COOPERATION CONTRACT

THE STATE OF TEXAS

COUNTY OF TRAVIS

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

I. CONTRACTING PARTIES

The Receiving Agency: Tom Green County Sheriff's Office

Complete Address: 222 W. Harris San Angelo, TX 76903
Street Address City and State Zip Code

The Performing Agency: Texas Department of Public Safety

II. STATEMENT OF SERVICE TO BE PERFORMED:

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

III. BASIS FOR CALCULATING COSTS:

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

IV. PAYMENT FOR SUPPLIES:

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

V. TERMS OF CONTRACT:

This Contract shall become effective September 1, 2009 and shall terminate on August 31, 2011

TEXAS DEPARTMENT OF PUBLIC SAFETY
INSTRUCTION MANUAL
FOR PURCHASING
BREATH TESTING SUPPLIES AND
PRINTED MATERIAL
FOR NON-DPS AGENCIES

INTRODUCTION

The Texas Department of Public Safety is stocking certain forms, manuals and supplies for the Intoxilyzer Breath Testing Program and the Laboratory Alcohol and Drug Testing Program for all Texas cities, counties and state Department of Public Safety operations. This is being done to control uniformity of procedures, consistency of paper work and supplies of the Breath Testing Program and the Laboratory Alcohol and Drug Testing Program thus strengthening our position in court should the need arise. We will also be able to take advantage of volume buying thus passing on the savings to you, the customer. Certain minimum quantities and packaging will be required in order to be as efficient as possible. The prices will differ between DPS and non-DPS users.

The non-DPS agencies will be charged a slightly higher price due to all administrative and handling expense and will be required by law to have an Inter-local Cooperation Contract on file with General Services Bureau for any supply item such as mouthpieces and alcohol blood tests kits. An Inter-local Contract is not required for printed materials. Instructions for DPS purchases will be contained in the DPS supply catalog.

We strongly urge that all purchases be discussed and coordinated with your local Breath Test Program Technical Supervisor and/or DPS Headquarters Laboratory Alcohol and Drug Testing Program personnel. These individuals are familiar with the ordering procedure and should be aware of any price changes. The Technical Supervisor or Laboratory Alcohol and Drug Testing personnel will also be in a position to advise the purchaser of the quantities of supplies that will be needed.

INSTRUCTIONS FOR THE PURCHASE OF
INTOXILYZER BREATH TESTING AND LABORATORY ALCOHOL/DRUG
TESTING SUPPLIES

1. Submit your request on your department letterhead as per sample letter on page 4.

This letter request must have an authorized signature and the name and phone number of a contact person.

Also, furnish exemption number if tax exempt. This letter should be addressed to DPS GENERAL SERVICES BUREAU, P.O.BOX 15999, AUSTIN, TEXAS 78761-5999.

2. See price list on page 3a dated 08-03-09. These prices will be subject to change on a periodic basis and includes shipping and administrative cost.

3. Check or money order should be attached to the letter made out to the Department of Public Safety and should cover any tax, if applicable.

4. Our minimum stock quantities for non DPS agencies of Intoxilyzer Breath Testing and Alcohol/Drug testing supplies and printed materials will be as listed on page 3a and 3b. Minimum quantities must be adhered to.

5. If you have any questions concerning this procedure, please contact Department of Public Safety, General Services Bureau, 512-424-5718 or TEX-AN- 225-5718.

**NON DPS AGENCIES
PRICE SHEET**

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

<u>QUANTITY</u>	<u>STOCK NO.</u>	<u>DESCRIPTION</u>	<u>MINIMUM QUANTITY</u>	<u>PRICE</u>	<u>TOTAL AMOUNT</u>
_____	TLEBR07/0	TEST RECORDS	5pkgs. 100/pkg	\$ 5.00/pkg	_____
_____	TLEBR38/3	INTOXILYZER MANUAL	Each (Binder, Tabs & Contents)	7.00/each	_____
_____	DIC023/3	PEACE OFFICER'S SWORN REPORT	Pad of 50 sets	2.50/pad	_____
_____	DIC023A/9	SPECIMEN ROUTING RPT.	Pad of 50 sets	2.50/pad	_____
_____	DIC024/1	DWI STATUTORY WARNING	Pad of 50 sets	2.50/pad	_____
_____	DIC025/8	NOTICE OF SUSPENSION	Pad of 50 sets	2.50/pad	_____
_____	DIC054/8	SWORN REPORT CMV	Pad of 50 sets	2.50/pad	_____
_____	DIC055/5	PEACE OFFICER STATUTORY WARNING FOR COMM. VEH.	Pad of 50 sets	2.50/pad	_____
_____	DIC056/3	BREATH TEST TECHNICAL SUPERVISOR AFFIDAVIT	Pad of 50 sets	2.50/pad	_____
_____	DIC057/1	DISQUALIFICATION NOTICE	Pad of 50 sets	2.50/pad	_____
_____	THP/1	OFFENSE REPORT	Pad of 100 sheets	1.50/pad	_____
_____	THP/1A	DWI SOBRIETY TEST	Pad of 100 sheets	1.50/pad	_____
_____	THP/51	BLOOD SPECIMEN	Pad of 100 sheets	1.50/pad	_____
_____	THP/51A	AFFIDAVIT OF PERSON WHO WITHDREW BLOOD	Pad of 100 sheets	1.50/pad	_____
.....					
_____	* 680-24-01045-3	MOUTHPIECES	1 Crtn. of 100 each	17.50/ctn	_____
_____	* 680-93-8050	ALCOHOL BLOOD TEST KIT	1 EACH	4.00/each	_____
_____	* 680-93-8060	URINE SPECIMEN TEST KIT	1 EACH	4.50/each	_____
_____	* 475-34-7920	SYRINGE TRANSPORT TUBES	1 EACH	3.50/each	_____
				8.25% TAX (If Applicable)	_____
				TOTAL AMOUNT ENCLOSED	_____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE!

* Municipalities and Counties must have an Inter-local Contract on file to purchase these items.
Mail orders and payment to:

D P S GENERAL SERVICES BUREAU
P.O. BOX 15999
AUSTIN, TEXAS 78761-5999
512-424-5718

Revised (08-03-09)

(3a)

**NON DPS AGENCIES
PRICE SHEET**

This is a **SAMPLE ORDER SHEET** of the D.W.I. Forms that we have available in **SPANISH**
USING YOUR LETTERHEAD, please follow this format rather than a purchase order form.
These items must be **PRE-PAID**.

<u>QUANTITY</u>	<u>STOCK NO.</u>	<u>DESCRIPTION</u>	<u>MINIMUM QUANTITY</u>	<u>PRICE</u>	<u>TOTAL AMOUNT</u>
_____	DIC024S/6	DWI STATUTORY WARNING	Pad of 50 sets	\$ 2.50/pad	_____
_____	DIC025S/3	NOTICE OF SUSPENSION	Pad of 50 sets	2.50/pad	_____
_____	DIC055S/0	PEACE OFFICER STATUTORY WARNING FOR COMM. VEH.	Pad 100 sheets	2.50/pad	_____
_____	DIC057S/6	DISQUALIFICATION	Pad of 50 sets	2.50/pad	_____
				8.25% TAX (If Applicable)	_____
				TOTAL AMOUNT ENCLOSED	_____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

Prices include shipping and handling.

Mail orders and payments to:

D P S GENERAL SERVICES BUREAU
P.O.BOX 15999
AUSTIN, TEXAS 78761-5999
(512) 424-5718

S - A - M - P - L - E

DEPARTMENT LETTERHEAD

DATE _____

DPS General Services Bureau
P.O.Box 15999
Austin, Texas 78761-5999

Gentlemen:

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

<u>QUANTITY</u>	<u>STOCK NUMBER</u>	<u>DESCRIPTION</u>	<u>PRICE EACH</u>	<u>TOTAL AMOUNT</u>
5pkg	TLE BR07/0	TEST RECORDS	\$ 5.00/pkg.	\$ 25.00
1 ea.	TLEBR38/8	MANUALS	\$ 7.00/ea.	\$ 7.00
1 pad	DIC024/1	DWI STAT. WARNING	\$2.50/pad	\$ 2.50
1 pad	DIC025/8	NOTICE OF SUSPENSION	\$2.50/pad	\$ 2.50
1 pad	THP/1	OFFENSE REPORT	\$1.50/pad	\$ 1.50
6 crtn.	680-24-01045-3	MOUTH PIECES	\$17.50/cm.	\$ 105.00
				TOTAL: \$ 143.50

My tax exempt number is 1074-1950317-3. My check is enclosed.
The contact person is John Doe; Telephone number is (512) 465-8168.

Sincerely,

Joe Smith
Title _____