

# ***PANOLA COUNTY SHERIFF'S OFFICE***

Office: 903.693.0333  
Fax: 903.693.9366

314 W. Wellington  
Carthage, Texas 75633



**Sheriff Kevin Lake**

September 24, 2019

The Honorable LeeAnn Jones  
Panola County Judge  
110 S. Sycamore  
Carthage, Texas 75633

Dear Judge Jones,

Please add the following items to the next scheduled meeting of the Panola County Commissioner's Court:

Please record the resignation of Rans Mullins as a Detention Corporal for the Panola County Sheriff's Office effective September 24, 2019.

Sincerely,

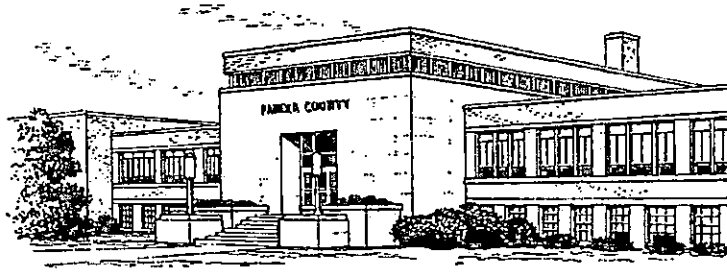
A handwritten signature in black ink that appears to read "K. Lake".

Kevin Lake  
Sheriff

KL/lw

CC: Jennifer Stacy  
Joni Reed

**Honesty, Integrity, Service**



## County of Panola

**David A. Gray**

JUSTICE OF THE PEACE

PRECINCT #1

OFFICE 903-693-0375

FAX 903-694-2674

110 S. SYCAMORE RM 105

CARTHAGE, TEXAS 75633

September 24, 2019

Panola County Commissioners Court  
Panola County Courthouse

Dear Madam and Gentlemen:

Please record an increase in the hourly pay of Raven Wallace, Clerk in the Justice of the Peace Office Pct. #1 to the hourly rate of \$14.50 effective on October 14, 2019.

Sincerely,

David A. Gray  
Justice of the Peace

CC: Joni Reed, County Treasurer  
Jennifer Stacy, County Auditor



September 25, 2019

FROM: Melanie Earle, Road and Bridge Warehouse Coordinator

TO: Joni Reed, County Treasurer

SUBJECT: EFFECTIVE DATE OF SEPARATION OF EMPLOYMENT:

Please be advised of the effective date of separation of employment for Roy Avery, Temporary Operator, for Panola County Road & Bridge Department, Pct. 3, effective September 26, 2019 at 5:00 pm.

Melanie Earle

*Melanie Earle*

Road and Bridge

Warehouse Coordinator

**NOTICE OF PROPOSED INSTALLATION  
PIPELINE AND/OR UTILITY LINES**

TO: THE PANOLA COUNTY COMMISSIONER'S COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT, CARTHAGE, TEXAS

Formal notice is hereby given that:

Rockcliff Energy proposes to place a  
(COMPANY NAME)

10" to 12" temporary fresh water line within the Right-of-Way  
(PIPE SIZE) 471

of County Road: 321, 477, 467, 463, as follows:  
(NUMBER OF ROAD) State Line Road

The proposed pipeline will cross under the indicated roads on the attached sheet.  
Installation shall be made by boring a total length of N/A line in Panola County.

- no boring, lines will lay in ditch along the road  
The location and description of the proposed line and appurtenances is more fully shown by the copies of the drawings attached to this notice. The line will be constructed and maintained on the County Right-of-Way as directed by the County Commissioners in accordance with current Panola County Specifications.

Construction of this line will begin on or after the 23rd day of  
September, 2019

FIRM: Rockcliff Energy  
BY: Justin Smith  
TITLE: SR. ROW Agent  
ADDRESS: 400 Travis Street, Ste 1909  
Spert, LA 71101  
PHONE: (318) 294-6875



# APPROVAL

October 1, 2019

TO: Rockcliff Energy  
Attn: Justin Smith  
400 Travis Street, Ste #1909  
Shreveport, LA 71101

RE: **CR #321, #471, #467, #463 & State Line Road**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **10" to 12" temporary fresh water lines** within the right-of-way of County Roads **#321, #471, #467, #463 & State Line Road** as shown by accompanying drawings and notice except as noted below.

It is expressly understood that the County Commissioners' Court does not purpose hereby, to grant any right, claim, title or easement in or upon this county road. It is further understood that in the future should for any reason the county need to work, improve, relocate, widen, increase, add to, or in any manner change the structure of this right-of-way, any required relocation of said lines shall be at the sole expense of owner.

All work on the county right-of-way shall be performed in accordance with the county instructions. The installations shall not damage any part of the road and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Special specifications for placing this line are as follows:

1. All lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or barrow ditch.
2. All excavation within the right-of-way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material shall be removed from the right-of-way and the excavation finished flush with surrounding natural ground.
3. Lines crossing under surfaced roads and under surfacing cross roads within the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line. Gravity from sewer lines under roadways shall be cast iron pipe.
4. All lines, where practicable, shall be located to cross roadbed at approximately right angles thereto. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same.

5. Parallel line will be installed as near the right-of-way lines as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Panola County Commissioners' Court.
6. Operations along roadbeds shall be performed in such manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a direct result of this installation will be borne by the owner of this line.
7. Barricades, warning signs, lights, and flag man(men) when necessary shall be provided by the contractor or owner. One-half (1/2) of the traveled portion of the road must be open at all times.

Approved:  COUNTY JUDGE

COMMISSIONERS:

Precinct #1	Ronnie LaGrone
Precinct #2	David A. Cole
Precinct #3	Craig M. Lawless
Precinct #4	Dale LaGrone

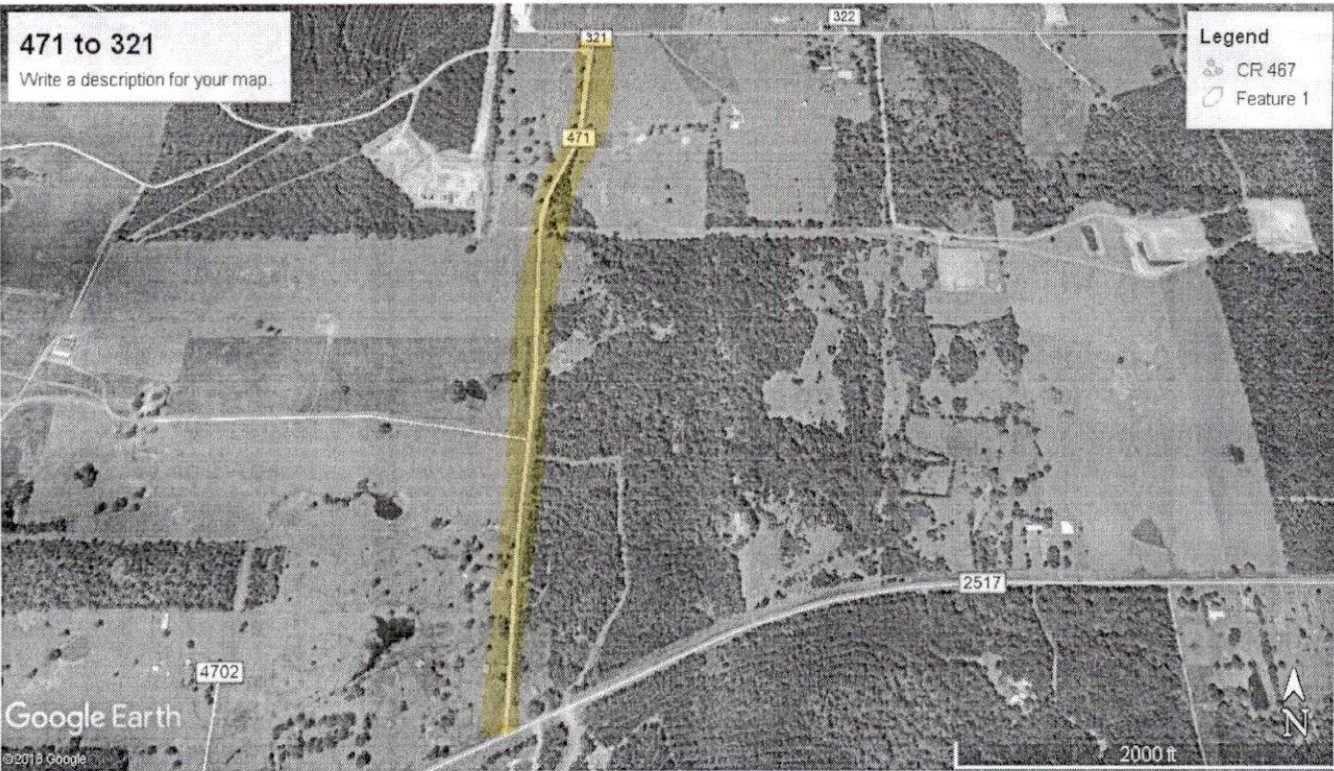














or your map.

321

20



PANOLA COUNTY, TEXAS

**INVITATION TO BID**

RETURN BID TO:

COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

**1:30 P.M., TUESDAY, NOVEMBER 12, 2019**

MARK ENVELOPES

**"ELECTRICAL REPAIRS, MAINTENANCE  
AND INSTALLATION WORK"**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Invitation to Bid and specifications should be directed to Maintenance Superintendent Tommy Earle at (903) 693-0318 or 903-692-2844.

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Signature

PANOLA COUNTY  
INVITATION TO BID

**INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners' Court of Panola County, Texas, sealed bids will be received for:

**ELECTRICAL REPAIRS, MAINTENANCE AND INSTALLATION WORK**

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids to any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633

Not later than 1:30 p.m., Tuesday, November 12, 2019

Mark Envelopes:

**"ELECTRICAL REPAIRS, MAINTENANCE  
AND INSTALLATION WORK"**

**BIDS RECEIVED AFTER OPENING DATE AND TIME WILL NOT BE CONSIDERED**

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Signature



**INVITATION TO BID**  
**INSTRUCTIONS/TERMS OF CONTRACT**

**FUNDING:** Funds for payment have been provided through the Panola County Budget adopted by the Commissioners' Court for Fiscal Year 2020.

**LATE BIDS:** Bids received after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**WITHDRAWAL OF BID:** A bid may not be withdrawn or canceled by the bidder without the permission of Panola County for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submission of their bid.

**SALES TAX:** Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales tax.

**BID AWARD:** Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of Panola County.

**CONTRACT:** This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County. No different or additional terms will become a part of this contract with the exception of Change Orders.

**CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Panola County Judge.

**DELIVERY:** All delivery fees and freight or handling charges shall be as stated on the bid and contract forms section and if not so stated no such cost, fee or charge will be paid.

**CONFLICT OF INTEREST:** No public official shall have interest in this contract, in accordance with V.T.C.A., Local Government Code Title 5, Subtitle C, Chapter 171.

**ETHICS:** The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County.

**EXCEPTIONS/SUBSTITUTIONS:** All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part

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Signature of Bidder

of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners' Court reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the county.

DESCRIPTIONS: Any reference to model and/or make/manufacture used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

ADDENDA: Any interpretations, corrections or changes in this ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Panola County. Addenda will be mailed to all who are known to have received a copy of this ITB. Bidders shall acknowledge receipt of all addenda.

BIDS MUST COMPLY with all federal, state, county and local laws concerning these types of service.

DESIGN, STRENGTH, QUALITY of materials must conform to the highest standards of manufacturing practice.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

Panola County may request any other information sufficient to determine bidder's ability to meet these minimum standards listed above.

REFERENCES: Panola County may request bidder to supply a list of at least three (3) references where like services/products have been supplied by their firm.

BIDDER SHALL PROVIDE with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

SUCCESSFUL BIDDER SHALL defend, indemnify, and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages

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Signature of Bidder

received or sustained by any person, persons or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment costs which may be obtained against Panola County growing out of such injury or damages.

**WAGES:** Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State law.

**TERMINATION OF CONTRACT:** This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best bidder as it deems to be in the best interest of the county.

**TERMINATION FOR DEFAULT:** Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. meet schedules;
2. defaults in the payment of any fees; or
3. otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any or all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

In the event the successful bidder shall fail to perform, keep or observe any of the terms

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Signature of Bidder

and conditions to be performed, kept or observed, Panola County shall give the successful bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees Panola County shall not be liable to prosecution for damages in the event that the county declared the bidder in default.

**NOTICE:** Any notices provided by this bid (or required by law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

**PATENTS/COPYRIGHTS:** The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

**CONTRACT ADMINISTRATION:** Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

**PURCHASE ORDER:** A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

**INVOICES** shall show (a) name and address of successful bidder; (b) county purchase order number; and (c) descriptive information as to the item(s) delivered.

**PAYMENT** will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with State of Texas Prompt Payment Act, V.T.C.S. Article 601f. Successful bidder is required to pay subcontractors within ten (10) days.

**ITEMS** supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition.

**SAMPLES:** When requested, samples shall be furnished free of expense to Panola County.

**WARRANTY:** Successful bidder shall warrant that all items/services shall conform to the

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Signature of Bidder

proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

**REMEDIES:** The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

**VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

**ASSIGNMENT:** The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

**SILENCE OF SPECIFICATIONS:** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

**ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.**

**CERTIFICATE OF INTERESTED PARTIES:** Effective January 1, 2016 all contracts executed by Commissioners Court, regardless of the dollar amount, will require completion of Form 1295 "Certificate of Interested Parties", per Government Code Statute §2252.908. All vendors submitting a response to a formal Bid, or any contracts, contract amendments, renewals or change orders are required to complete the Form 1295 online through the State of Texas Ethics Commission website. Please visit [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295) for more information.

Texas Government Code Sec. 2270.002 Provision Required in Contract:

1. Bidder does not boycott Israel; and
2. Bidder will not boycott Israel during the term of the contract.

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to Panola County Courthouse Maintenance Superintendent Tommy Earle at (903) 693-0318.

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Signature of Bidder

# BID FORM AND CONTRACT

## ELECTRICAL REPAIRS, MAINTENANCE AND INSTALLATION WORK

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING  
AND DELIVERING TO PANOLA COUNTY, TEXAS FOR USE BY PANOLA COUNTY, IN  
ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisements, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids. I/we understand that the bid should include delivery to the Panola County Courthouse in Carthage, Texas.

### ELECTRICAL SERVICES:

#### LABOR:

Electrician (Per Hour Charge)	\$ _____
Journeyman (Per Hour Charge)	\$ _____
Helper (Per Hour Charge)	\$ _____

#### PARTS:

Markup (%) above cost	_____
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Exceptions to specifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

**ACCEPTED:**

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
DATE

PANOLA COUNTY, TEXAS

**INVITATION TO BID**

RETURN BID TO:

COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

**1:30 P.M., TUESDAY, NOVEMBER 12, 2019**

MARK ENVELOPES

**"HOUSEKEEPING SERVICES FOR PANOLA COUNTY  
COURTHOUSE, JUDICIAL CENTER, PANOLA COUNTY  
SHERIFF'S DEPARTMENT, PANOLA COUNTY DETENTION CENTER,  
PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE OFFICES &  
RESTROOMS, AND EXPOSITION CENTER"**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners' Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Invitation to Bid and specifications should be directed to Panola County Courthouse Maintenance Superintendent Tommy Earle, (903) 693-0318 or (903)692-2844.

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Signature



**PANOLA COUNTY**  
**INVITATION TO BID**

**INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners' Court of Panola County, Texas, sealed bids will be received for:

**"HOUSEKEEPING SERVICES FOR PANOLA COUNTY**  
**COURTHOUSE, JUDICIAL CENTER, PANOLA COUNTY**  
**SHERIFF'S DEPARTMENT, PANOLA COUNTY DETENTION CENTER,**  
**PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE OFFICES &**  
**RESTROOMS AND EXPOSITION CENTER"**

IT IS UNDERSTOOD that the Commissioners' Court of Panola County, Texas reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

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SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE**  
**PANOLA COUNTY COURTHOUSE, ROOM 216A**  
**CARTHAGE, TEXAS 75633**

Not later than **1:30 p.m., Tuesday, November 12, 2019**

Mark Envelopes:

**"HOUSEKEEPING SERVICES FOR PANOLA COUNTY**  
**COURTHOUSE, JUDICIAL CENTER, PANOLA COUNTY**  
**SHERIFF'S DEPARTMENT, PANOLA COUNTY DETENTION CENTER,**  
**PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE OFFICES &**  
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**BIDS RECEIVED AFTER OPENING DATE**  
**AND TIME WILL NOT BE CONSIDERED**

---

Signature

**INVITATION TO BID**  
**INSTRUCTIONS/TERMS OF CONTRACT**

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Signature of Bidder

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**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;
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**BIDDER SHALL PROVIDE** with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

**SUCCESSFUL BIDDER SHALL** defend, indemnify, and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages

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Signature of Bidder

received or sustained by any person, persons or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment costs which may be obtained against Panola County growing out of such injury or damages.

**WAGES:** Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State law.

**TERMINATION OF CONTRACT:** This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best bidder as it deems to be in the best interest of the county.

**TERMINATION FOR DEFAULT:** Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. meet schedules;
2. defaults in the payment of any fees; or
3. otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any or all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

In the event the successful bidder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept or observed, Panola County shall give the successful

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Signature of Bidder

bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees Panola County shall not be liable to prosecution for damages in the event that the county declared the bidder in default.

NOTICE: Any notices provided by this bid (or required by law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

PATENTS/COPYRIGHTS: The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

CONTRACT ADMINISTRATION: Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

PURCHASE ORDER: A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

INVOICES shall show (a) name and address of successful bidder; (b) county purchase order number; and (c) descriptive information as to the item(s) delivered.

PAYMENT will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with State of Texas Prompt Payment Act, V.T.C.S. Article 601f. Successful bidder is required to pay subcontractors within ten (10) days.

ITEMS supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition.

SAMPLES: When requested, samples shall be furnished free of expense to Panola County.

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code

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Signature of Bidder

and be free from all defects in material, workmanship and title.

**REMEDIES:** The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

**VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

**ASSIGNMENT:** The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

**SILENCE OF SPECIFICATIONS:** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

**ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.**

**CERTIFICATE OF INTERESTED PARTIES:** Effective January 1, 2016 all contracts executed by Commissioners Court, regardless of the dollar amount, will require completion of Form 1295 "Certificate of Interested Parties", per Government Code Statute 2252.908. All vendors submitting a response to a formal Bid, or any contracts, contract amendments, renewals or change orders are required to complete the Form 1295 online through the State of Texas Ethics Commission website. Please visit [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295) for more information.

Texas Government Code Sec. 2270.002 Provision Required in Contract:

1. Bidder does not boycott Israel; and
2. Bidder will not boycott Israel during the term of the contract.

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to Panola County Maintenance Superintendent Tommy Earle at (903) 693-0318 or (903)692-2844.

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Signature of Bidder

**SPECIFICATIONS  
COURTHOUSE MAINTENANCE  
PANOLA COUNTY COURTHOUSE, JUDICIAL CENTER,  
PANOLA COUNTY SHERIFF'S DEPARTMENT, PANOLA COUNTY  
DETENTION CENTER, PROBATION OFFICES, ROAD AND BRIDGE  
WAREHOUSE OFFICES & RESTROOMS AND EXPOSITION  
CENTER**

It is the intent of these specifications to describe bidder qualifications, salary and wage requirements, employee requirements, insurance requirements, and a description of minimum requirements for proper cleaning of the Panola County Courthouse, Judicial Center, Panola County Sheriff's Department, Panola County Detention Center, Probation Offices, Road and Bridge Warehouse Offices & Restrooms, and Exposition Center.

**BIDDER QUALIFICATIONS:**

2. Minimum of five (5) years experience in cleaning multi-story buildings of a minimum of 30,000 square feet per building. Bidder shall attach references to bid.

**OR**

2. If bidder has not had minimum experience required, furnish a satisfactory Performance Bond in an amount equal to twelve (12) months compensation on the basis of the bid submitted, such bond to be conditioned as required and collectable by Panola County for failure to perform the terms and conditions of bid on contract. Letter of Commitment for Performance Bond shall be attached to bid.

**SALARIES AND WAGES:**

3. Panola County and Contractor agree the Contractor is an independent contractor under this agreement and will in no way be considered to be an agent, partner, or employee of Panola County.
4. Salaries and wages of employees and any other amounts required to be paid under state and federal law, payroll taxes, unemployment insurance and FICA shall be paid by Contractor.

**EMPLOYEES:**

5. Contractor must employ and use adequately trained employees, and a qualified supervisor properly trained to insure that all phases of the contract are properly performed in a professional manner.

- 8.
6. Contractor agrees to comply fully with all state and federal laws and regulations including those of the U. S. Naturalization and Immigration laws, equal employment opportunity, hours and wages of employees, occupational safety and health, and discrimination.

**INSURANCE:**

7. Contractor shall obtain and maintain in effect at all times during the term of the contract the following insurance, and will provide Certificates of Insurance to Contract Administrator prior to commencing contract:
  - A. Workers' Compensation;
  - B. Bodily Injury with limits of \$500,000 for each person and \$500,000 for each incident or occurrence.

**INDEMNITY:**

8. Contract shall indemnify, hold harmless and defend Panola County, its representatives, employees, and agents from and against all claims, causes of actions or lawsuits, including negligence; the condition or use of personal property; damages; death or injuries to persons or property; including but not limited to attorney's fees and litigation expenses regarding or concerning or arising out of or resulting from or alleged to have been sustained by Contractor or Contractor's employees in connection with Courthouse Maintenance Agreement. The express indemnity of Panola County by Contractor includes any alleged negligence acts or omissions of Panola County in any action, claim, or suit brought against Panola County, its representatives, employees, agents, invitees, and licensees by Contractor, its agents, employees, representatives, volunteers, invitees, or any guest of the Contractor.

**AREAS OF RESPONSIBILITY:**

9. Contractor will be responsible for proper maintenance and cleaning of all areas of the Panola County Courthouse, Judicial Center, Panola County Sheriff's Department, Probation Offices, and all areas of the Panola County Detention Center (except the cell area), Road and Bridge Warehouse Offices & Restrooms, and Exposition Center.

RESPONSIBILITY INCLUDES MAINTENANCE AND CLEANING OF AREAS OUTSIDE EACH ENTRANCE OF THE COURTHOUSE, JUDICIAL CENTER, PANOLA COUNTY SHERIFF'S DEPARTMENT, PANOLA COUNTY DETENTION CENTER, PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE OFFICES & RESTROOMS, AND EXPOSITION CENTER.



## **MANNER AND FREQUENCY OF CLEANING:**

**NOTE: IT WILL BE NECESSARY TO CLEAN SOME AREAS PRIOR TO CLOSE OF BUSINESS EACH DAY.**

### **10. WORK TO BE PERFORMED DAILY:**

- A. Public areas (hallways, stairways, elevator, etc.):
  - i. Vacuumed, swept, and mopped so that no dirt, trash, paper clips, staples, etc. are left on the floors, this includes areas under benches, trash cans, etc.
  - ii. Walls, baseboards, and handrails spot checked and cleaned.
  - iii. Hallway benches and chairs spot checked and cleaned.
  - iv. Drinking fountains thoroughly cleaned.
  - v. Trash cans emptied and liners replaced.
  - vi. Carpet in all halls and corridors vacuumed with an industrial type vacuum and spot cleaned.
- B. Entrances:
  - i. All exterior walkways swept, including steps at main entrance.
  - ii. All glass entries cleaned with "Windex" type product so that glass is clear of fingerprints, smudges, etc.
  - iii. All cobwebs, etc. swept down.
  - iv. Doors spot checked and cleaned of dirt, smudges, etc.
- C. Restrooms:
  - i. Toilet bowls and urinals thoroughly cleaned both on the inside and outside of the bowls and urinals.
  - ii. Floors swept so that there is no paper, dirt, paper clips, etc. left on the floors.
  - iii. Floors mopped so that they are clean of all dirt, water spots, etc., paying particular attention to areas around toilet bowls, urinals and sinks.
  - iv. Walls spot cleaned.
  - v. Doors to stalls and partitions between stalls thoroughly cleaned.
  - vi. Sinks thoroughly cleaned.
  - vii. Window sills dusted.
  - viii. Hand towels, toilet tissue, soap dispensers, and room deodorant checked and replaced.
  - ix. Trash cans emptied, liners replaced, and front of trash receptacle cleaned.
  - x. Mirrors cleaned.
- D. Offices and Courtrooms:

- i. Swept or vacuumed so that there is no dirt, paper clips, staples, etc. left of floors. This includes all accessible areas such as under desks, chairs, waste paper baskets, etc.
  - ii. Offices with vinyl floors mopped unless otherwise directed by department head.
  - iii. Trash cans emptied and liners replaced.
  - iv. Desk and work station tops cleaned and shined with a cleaner appropriate for the surface. This includes the entire tops (under calendars, staplers, tape dispensers, etc.) and all other areas where work has been properly removed from desk.
  - vi. Vinyl furniture spot cleaned.
- E. Contractor shall make sure that all lights are turned off in offices, all office and courtrooms doors are locked, and all exterior Courthouse doors are locked prior to leaving the building at night.

**11. WORK TO BE PERFORMED WEEKLY:**

- A. Front lobbies of all buildings and all vinyl floors buffed.
- B. Marble walls spot cleaned.
- C. Dust:
  - i. Baseboards.
  - ii. Pictures and other wall hangings.
  - iii. File cabinet tops.
  - iv. Interior window sills and ledges.
  - v. Lamps, vases, coffee, and end tables, and other such standard office furniture.
  - vi. Counter and table tops.
  - vii. Tops of partitions and door frames.
- D. General housekeeping (see 10 A, B, C, & D above) of Road and Bridge Warehouse Offices & Restrooms.

**12. WORK TO BE PERFORMED QUARTERLY:**

- A. Venetian blinds vacuumed.
- B. All marble walls thoroughly cleaned and polished.
- C. All baseboards thoroughly cleaned of dust, dirt, water, and wax spots, etc.
- D. Corridors and halls with carpet to be shampooed.
- E. Automatic floor scrubber used on all halls and corridors without carpet.
- F. Woodwork in Judicial Building wiped down with lemon oil.

**13. WORK TO BE PERFORMED SEMI-ANNUALLY:**

- A. Courthouse main lobby and hallway floor stripped and waxed.

- B. Detention Center lobby and hallway floors stripped and waxed.
- C. Judicial Building lobbies stripped and waxed.
- D. Interior of windows cleaned with a "Windex" type product.
- E. Wooden desks, chairs, etc. polished.
- F. Maintenance rooms and closets cleaned.

**14. WORK TO BE PERFORMED ANNUALLY:**

- A. All office vinyl floors stripped and waxed.
- B. Carpet in offices shampooed.
- C. Venetian blinds removed, washed and replaced.
- D. Wash 1<sup>st</sup> and 2<sup>nd</sup> floor outside windows of Panola County Courthouse and Panola County Sheriff's Department.

ON ALL WORK REQUIRED TO BE PERFORMED QUARTERLY, SEMI-ANNUALLY AND ANNUALLY, CONTRACTOR WILL PROVIDE THE CONTRACT ADMINISTRATOR A DETAILED WORK SHEET WITHIN FIFTEEN (15) DAYS THAT WILL SHOW WHAT WORK WAS PERFORMED, WHEN IT WAS PERFORMED, AND WHO DID THE WORK. PANOLA COUNTY RESERVES THE RIGHT TO REQUEST SUCH DOCUMENTATION ON ALL WORK PERFORMED UNDER THESE SPECIFICATIONS.

**EXPOSITION CENTER:**

To be cleaned before every event.

**SUPPLIES:**

- 15. Contract will supply equipment (including floor scrubber and industrial type vacuum). Panola County will furnish all cleaning supplies (including trash can liners), restroom supplies (including toilet tissue, hand towels, hand soap and room deodorant).

**CONTRACT PERIOD:**

- 16. Contract will be for a period beginning January 1, 2020 and ending December 31, 2020.
- 17. This Contract is non-assignable and cannot be sublet to any third party.

**CANCELLATION**

- 18. Panola County has the right to cancel Contract with successful bidder by giving thirty (30) days written notice of intent to cancel for failure to satisfactorily perform any of the terms, conditions or obligations required. Any misconduct, unsatisfactory service or work or violation of the bid requirements is grounds for termination.
- 19. Contract shall have the right to cancel only for non-payment.

**COMPENSATION:**

20. Payment for services will be made in equal monthly installments during the term of the Contract with payment being due on or before the 10<sup>th</sup> of the month following service upon receipt of an invoice from Contractor.

## **BID FORM AND CONTRACT HOUSEKEEPING**

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS FOR USE BY PANOLA COUNTY, IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisements, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids. I/we understand that the bid should include delivery to the Panola County Courthouse in Carthage, Texas.

I (we) hereby agree to perform janitorial services at the Panola County Courthouse, Judicial Center, Panola County Sheriff's Department, Detention Center, Probation Offices, Road and Bridge Warehouse Offices & Restrooms, and Exposition Center as set out in the foregoing Invitation to Bid and Specifications (which shall be attached to and made a part of this contract) for the period of January 1, 2020 to December 31, 2020 for the sum of:

### **JANITORIAL SERVICES:**

\$ \_\_\_\_\_ Per Month

Exceptions to specifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

**ACCEPTED:**

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
DATE

PANOLA COUNTY, TEXAS

**INVITATION TO BID**

RETURN BID TO:

COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

**1:30 P.M., TUESDAY, OCTOBER 29, 2019**

MARK ENVELOPES

**"RENOVATION OF KITCHEN  
AT PANOLA COUNTY EXPOSITION CENTER"**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Invitation to Bid and specifications should be directed to Maintenance Superintendent, Tommy Earle, at (903) 693-0318 or 903-692-2844.

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Signature

**INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners Court of Panola County, Texas, sealed bids will be received for:

**"RENOVATION OF KITCHEN  
AT PANOLA COUNTY EXPOSITION CENTER"**

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids to any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633**

**Not later than 1:30 p.m., Tuesday, October 29, 2019**

Mark Envelopes:

**"RENOVATION OF KITCHEN  
AT PANOLA COUNTY EXPOSITION CENTER"**

**BIDS RECEIVED AFTER OPENING DATE AND TIME WILL NOT BE CONSIDERED**

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Signature



**INVITATION TO BID**  
**INSTRUCTIONS/TERMS OF CONTRACT**

**FUNDING:** Funds for payment have been provided through the Panola County Budget adopted by the Commissioners' Court for Fiscal Year 2019.

**LATE BIDS:** Bids received after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**WITHDRAWAL OF BID:** A bid may not be withdrawn or canceled by the bidder without the permission of Panola County for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submittal of their bid.

**SALES TAX:** Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales tax.

**BID AWARD:** Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of Panola County.

**CONTRACT:** This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County. No different or additional terms will become a part of this contract with the exception of Change Orders.

**CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Panola County Judge.

**DELIVERY:** All delivery and freight charges (FOB Panola County) are to be included in the bid price.

**CONFLICT OF INTEREST:** No public official shall have interest in this contract, in accordance with V.T.C.A., Local Government Code Title 5, Subtitle C, Chapter 171.

**ETHICS:** The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County.

**EXCEPTIONS/SUBSTITUTIONS:** All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part

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Signature of Bidder

of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners' Court reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the county.

**DESCRIPTIONS:** Any reference to model and/or make/make/manufacture used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

**ADDENDA:** Any interpretations, corrections or changes in this ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Panola County. Addenda will be mailed to all who are known to have received a copy of this ITB. Bidders shall acknowledge receipt of all addenda.

**BIDS MUST COMPLY** with all federal, state, county and local laws concerning these types of service.

**DESIGN, STRENGTH, QUALITY** of materials must conform to the highest standards of manufacturing practice.

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

Panola County may request any other information sufficient to determine bidder's ability to meet these minimum standards listed above.

**REFERENCES:** Panola County may request bidder to supply a list of at least three (3) references where like services/products have been supplied by their firm.

**BIDDER SHALL PROVIDE** with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

**SUCCESSFUL BIDDER SHALL** defend, indemnify, and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligent act

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Signature of Bidder

or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment costs which may be obtained against Panola County growing out of such injury or damages.

**WAGES:** Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State law.

**TERMINATION OF CONTRACT:** This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best bidder as it deems to be in the best interest of the county.

**TERMINATION FOR DEFAULT:** Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. meet schedules;
2. defaults in the payment of any fees; or
3. otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any or all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

In the event the successful bidder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept or observed, Panola County shall give the successful

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Signature of Bidder

bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees Panola County shall not be liable to prosecution for damages in the event that the county declared the bidder in default.

**NOTICE:** Any notices provided by this bid (or required by law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

**PATENTS/COPYRIGHTS:** The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

**CONTRACT ADMINISTRATION:** Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

**PURCHASE ORDER:** A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

**INVOICES** shall show (a) name and address of successful bidder; (b) county purchase order number; and (c) descriptive information as to the item(s) delivered.

**PAYMENT** will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with State of Texas Prompt Payment Act, V.T.C.S. Article 601f. Successful bidder is required to pay subcontractors within ten (10) days.

**ITEMS** supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition.

**SAMPLES:** When requested, samples shall be furnished free of expense to Panola County.

**WARRANTY:** Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code

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Signature of Bidder

and be free from all defects in material, workmanship and title.

REMEDIES: The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

ASSIGNMENT: The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to Panola County Maintenance Superintendent Tommy Earle at 903-693-0318 or 903-692-2844.

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Signature of Bidder

**INVITATION TO BID**  
**RENOVATION OF KITCHEN**  
**AT PANOLA COUNTY EXPOSITION CENTER**

**Kitchen:**

Remove cabinets  
Install three compartment sink  
Remove fire suppression system from Old Jail  
Patch and repair any and all holes in cinder block walls  
Install vent a hood and fan  
Install fire suppression system at Exposition Center  
Adjust one existing counter to meet ADA specifications  
Relocate water heater  
Install new cabinets  
Add fifty gallon portable grease trap

Successful bidder shall begin project within thirty (30) days of receiving Invitation to Bid.

For more information regarding this Bid contact Building Maintenance Superintendent Tommy Earle Office (903) 693-0318; Cell (903) 692-2844.

# BID FORM AND CONTRACT

## "RENOVATION OF KITCHEN AT PANOLA COUNTY EXPOSITION CENTER"

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS FOR USE BY PANOLA COUNTY, IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisements, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids. I/we understand that the bid should include delivery to the Panola County Exposition Center in Carthage, Texas.

I (we) hereby agree to perform renovation of the mens and womens bathrooms in the Panola County Exposition Center as set out in the foregoing Invitation to Bid and Specifications (which shall be attached to and made a part of this contract) for fiscal year 2019 at the sum of:

### KITCHEN RENOVATION:

\$ \_\_\_\_\_

Exceptions to specifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTE: ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

**ACCEPTED:**

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
DATE



PANOLA COUNTY, TEXAS

**INVITATION TO BID**

RETURN BID TO:

COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

**1:30 P.M., TUESDAY, OCTOBER 29, 2019**

MARK ENVELOPES

**"RENOVATION OF MEN'S AND WOMEN'S  
BATHROOMS AT PANOLA COUNTY EXPOSITION CENTER"**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Invitation to Bid and specifications should be directed to Maintenance Superintendent, Tommy Earle, at (903) 693-0318 or 903-692-2844.

---

Signature

**INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners Court of Panola County, Texas, sealed bids will be received for:

**"RENOVATION OF MEN'S AND WOMEN'S  
BATHROOMS AT PANOLA COUNTY EXPOSITION CENTER"**

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids to any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216A  
CARTHAGE, TEXAS 75633**

**Not later than 1:30 p.m., Tuesday, October 29, 2019**

Mark Envelopes:

**"RENOVATION OF MEN'S AND WOMEN'S  
BATHROOMS AT PANOLA COUNTY EXPOSITION CENTER"**

**BIDS RECEIVED AFTER OPENING DATE AND TIME WILL NOT BE CONSIDERED**

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Signature

**INVITATION TO BID**  
**INSTRUCTIONS/TERMS OF CONTRACT**

**FUNDING:** Funds for payment have been provided through the Panola County Budget adopted by the Commissioners' Court for Fiscal Year 2019.

**LATE BIDS:** Bids received after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**WITHDRAWAL OF BID:** A bid may not be withdrawn or canceled by the bidder without the permission of Panola County for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submittal of their bid.

**SALES TAX:** Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales tax.

**BID AWARD:** Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of Panola County.

**CONTRACT:** This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County. No different or additional terms will become a part of this contract with the exception of Change Orders.

**CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Panola County Judge.

**DELIVERY:** All delivery and freight charges (FOB Panola County) are to be included in the bid price.

**CONFLICT OF INTEREST:** No public official shall have interest in this contract, in accordance with V.T.C.A., Local Government Code Title 5, Subtitle C, Chapter 171.

**ETHICS:** The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County.

**EXCEPTIONS/SUBSTITUTIONS:** All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part

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Signature of Bidder

of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners' Court reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the county.

**DESCRIPTIONS:** Any reference to model and/or make/manufacture used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

**ADDENDA:** Any interpretations, corrections or changes in this ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Panola County. Addenda will be mailed to all who are known to have received a copy of this ITB. Bidders shall acknowledge receipt of all addenda.

**BIDS MUST COMPLY** with all federal, state, county and local laws concerning these types of service.

**DESIGN, STRENGTH, QUALITY** of materials must conform to the highest standards of manufacturing practice.

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

Panola County may request any other information sufficient to determine bidder's ability to meet these minimum standards listed above.

**REFERENCES:** Panola County may request bidder to supply a list of at least three (3) references where like services/products have been supplied by their firm.

**BIDDER SHALL PROVIDE** with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

**SUCCESSFUL BIDDER SHALL** defend, indemnify, and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligent act

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Signature of Bidder

or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment costs which may be obtained against Panola County growing out of such injury or damages.

WAGES: Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State law.

TERMINATION OF CONTRACT: This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best bidder as it deems to be in the best interest of the county.

TERMINATION FOR DEFAULT: Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. meet schedules;
2. defaults in the payment of any fees; or
3. otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any or all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

In the event the successful bidder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept or observed, Panola County shall give the successful

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Signature of Bidder

bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees Panola County shall not be liable to prosecution for damages in the event that the county declared the bidder in default.

NOTICE: Any notices provided by this bid (or required by law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

PATENTS/COPYRIGHTS: The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

CONTRACT ADMINISTRATION: Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

PURCHASE ORDER: A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

INVOICES shall show (a) name and address of successful bidder; (b) county purchase order number; and (c) descriptive information as to the item(s) delivered.

PAYMENT will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with State of Texas Prompt Payment Act, V.T.C.S. Article 601f. Successful bidder is required to pay subcontractors within ten (10) days.

ITEMS supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition.

SAMPLES: When requested, samples shall be furnished free of expense to Panola County.

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code

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Signature of Bidder

and be free from all defects in material, workmanship and title.

REMEDIES: The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

ASSIGNMENT: The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to Panola County Maintenance Superintendent Tommy Earle at 903-693-0318 or 903-692-2844.

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Signature of Bidder

# **INVITATION TO BID**

## **RENOVATION OF MEN'S AND WOMEN'S BATHROOMS AT PANOLA COUNTY EXPOSITION CENTER**

Bid should include any and all expenses involved with the renovation of the men's and women's bathrooms located in the Panola County Exposition Center including:

### Women's Bathroom:

- Remove four existing toilets
- Remove two sinks
- Remove four stall partitions
- Patch and repair all cinder block walls
- Install four new toilets
- Install two new sinks
- Install four new stall partitions

### Men's Bathroom:

- Remove three existing toilets
- Remove one urinal trough
- Remove three sinks
- Remove three existing stall partitions
- Patch and repair all cinder block walls
- Install two new toilets
- Install three new urinals
- Install three new sinks
- Install full stall partitions
- Install three urinal partitions



# BID FORM AND CONTRACT

## "RENOVATION OF MEN'S AND WOMEN'S BATHROOMS AT PANOLA COUNTY EXPOSITION CENTER"

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS FOR USE BY PANOLA COUNTY, IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisements, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids. I/we understand that the bid should include delivery to the Panola County Exposition Center in Carthage, Texas.

I (we) hereby agree to perform renovation of the men's and women's bathrooms in the Panola County Exposition Center as set out in the foregoing Invitation to Bid and Specifications (which shall be attached to and made a part of this contract) for fiscal year 2019 at the sum of:

### WOMEN'S BATHROOM RENOVATION:

\$ \_\_\_\_\_

### MEN'S BATHROOM RENOVATION:

\$ \_\_\_\_\_

Exceptions to specifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

**ACCEPTED:**

\_\_\_\_\_  
COUNTY JUDGE

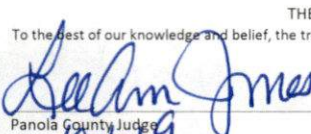
\_\_\_\_\_  
DATE

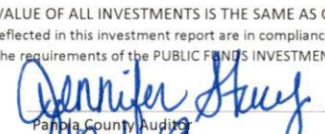
PANOLA COUNTY INVESTMENT REPORT  
MARCH 31, 2019 - AMENDED

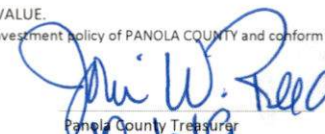
INVESTMENTS AS OF DECEMBER 31, 2018	65,034,623.67		
	Investments	Maturity	Int. Rate
Beginning Balance 01-01-2019	65,034,623.67		
Matured 01/10/2019 (Purchased on 10/11/2018)	(6,500,000.00)		
Matured 01/10/2019 (Purchased on 10/11/2018)	(10,300,000.00)		
Purchase of CD No. 21304402535 on 01/10/2019	7,500,000.00	4/11/2019	2.375%
General	3,513,000.00		
Law Library	20,000.00		
Courthouse Security	58,000.00		
Records Management	1,000.00		
CC Records Preservation	118,000.00		
Archive	17,000.00		
Justice Court Technology	20,000.00		
Road & Bridge	1,800,000.00		
FM & Lateral Road	640,000.00		
Hot Check Fee	6,000.00		
Sheriff's State Forfeiture	7,000.00		
DA State Forfeiture	-		
Child Protective Services	20,000.00		
Health Fund	1,043,000.00		
Airport	38,000.00		
Road Bond 1971	78,000.00		
Permanent Improvement	62,000.00		
Jail Improvements	59,000.00		
Purchase of CD No. 21304402536 on 01/10/2019	10,300,000.00	4/11/2019	2.375%
Retiree Health Benefit Trust	10,300,000.00		
Matured 02/14/2019 (Purchased on 11/15/2018)	(6,784,000.00)		
Matured 02/14/2019 (Purchased on 11/15/2018)	(2,571,439.97)		
Matured 02/14/2019 (Purchased on 11/15/2018)	(10,200,000.00)		
Purchase of CD No. 21304402550 on 02/14/2019	8,939,000.00	5/16/2019	2.368%
General	4,633,000.00		
Law Library	16,000.00		
Courthouse Security	59,000.00		
Records Management	3,000.00		
CC Records Preservation	89,000.00		
Archive	16,000.00		
Justice Court Technology	21,000.00		
Road & Bridge	2,162,000.00		
FM & Lateral Road	570,000.00		
Hot Check Fee	10,000.00		
Sheriff's State Forfeiture	10,000.00		
DA State Forfeiture	-		
Child Protective Services	30,000.00		
Health Fund	1,150,000.00		
Airport	20,000.00		
Road Bond 1971	80,000.00		
Permanent Improvement	70,000.00		
Jail Improvements	-		
Purchase of CD No. 21304402551 on 02/14/2019	10,200,000.00	5/16/2019	2.368%
Retiree Health Benefit Trust	10,200,000.00		
Matured 03/14/2019 (Purchased on 12/13/2018)	(8,769,183.70)		
Matured 03/14/2019 (Purchased on 12/13/2018)	(9,230,000.00)		
Matured 03/14/2019 (Purchased on 12/13/2018)	(10,400,000.00)		
Matured 03/14/2019 (Purchased on 12/13/2018)	(180,000.00)		
Matured 03/14/2019 (Purchased on 12/13/2018)	(100,000.00)		
Purchase of CD No. 21304402557 on 03/14/2019	13,274,000.00	6/13/2019	2.398%
General	7,200,000.00		
Law Library	18,000.00		
Courthouse Security	70,000.00		
Records Management	2,000.00		
CC Records Preservation	105,000.00		
Archive	20,000.00		
Justice Court Technology	23,000.00		
Road & Bridge	3,700,000.00		
FM & Lateral Road	800,000.00		
Hot Check Fee	5,000.00		
Sheriff's State Forfeiture	6,000.00		
DA State Forfeiture	4,000.00		
Child Protective Services	21,000.00		
Health Fund	1,117,000.00		
Airport	49,000.00		
Road Bond 1971	76,000.00		
Permanent Improvement	58,000.00		
Jail Improvements	-		
Purchase of CD No. 21304402558 on 03/14/2019	10,400,000.00	6/13/2019	2.398%
Retiree Health Benefit Trust	10,400,000.00		
Purchase of CD No. 21304402559 on 03/14/2019	180,000.00	6/13/2019	2.398%
Panola Juvenile Probation	10,000.00		
Title IV-E	70,000.00		
Local Match Juvenile Probation	100,000.00		
Purchase of CD No. 21304402560 on 3/14/2019	100,000.00	6/13/2019	2.398%
Adult Probation	100,000.00		
Purchase of CD No. 21304402567 on 3/28/2019	8,200,000.00	6/27/2019	2.378%
General	6,000,000.00		
Road & Bridge	2,000,000.00		
FM & Lateral Road	200,000.00		
INVESTMENTS AS OF MARCH 31, 2019	69,093,000.00		

THE MARKET VALUE OF ALL INVESTMENTS IS THE SAME AS CARRYING VALUE.

To the best of our knowledge and belief, the transactions reflected in this investment report are in compliance with the investment policy of PANOLA COUNTY and conform to the requirements of the PUBLIC FUNDS INVESTMENT ACT.

  
Panola County Judge  
Date 10-1-19

  
Panola County Auditor  
Date 10-1-19

  
Panola County Treasurer  
Date 10-1-19

**PANOLA COUNTY INVESTMENT REPORT**  
**JUNE 30, 2019**

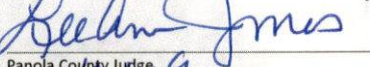
INVESTMENTS AS OF MARCH 31, 2019

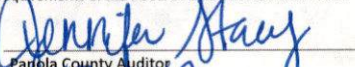
69,093,000.00

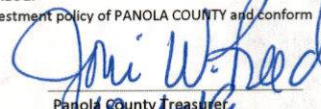
		Investments	Maturity	Int. Rate
Beginning Balance 04-01-2019		69,093,000.00		
Matured 04/11/2019 (Purchased on 01/10/2019)		(7,500,000.00)		
Matured 04/11/2019 (Purchased on 01/10/2019)		(10,300,000.00)		
Purchase of CD No. 21304402574 on 04/11/2019		10,300,000.00	7/11/2019	2.365%
Retiree Health Benefit Trust	10,300,000.00			
Purchase of CD No. 21304402575 on 04/11/2019		7,441,000.00	7/11/2019	2.365%
General	3,513,000.00			
Law Library	20,000.00			
Courthouse Security	58,000.00			
Records Management	1,000.00			
CC Records Preservation	118,000.00			
Archive	17,000.00			
Justice Court Technology	20,000.00			
Road & Bridge	1,800,000.00			
FM & Lateral Road	640,000.00			
Hot Check Fee	6,000.00			
Sheriff's State Forfeiture	7,000.00			
DA State Forfeiture	-			
Child Protective Services	20,000.00			
Health Fund	1,043,000.00			
Airport	38,000.00			
Road Bond 1971	78,000.00			
Permanent Improvement	62,000.00			
Matured 05/16/2019 (Purchased on 02/14/2019)		(8,939,000.00)		
Matured 05/16/2019 (Purchased on 02/14/2019)		(10,200,000.00)		
Purchase of CD No. 21304402596 on 05/16/2019		7,827,000.00	8/15/2019	2.340%
General	3,633,000.00			
Law Library	16,000.00			
Courthouse Security	59,000.00			
Records Management	3,000.00			
CC Records Preservation	89,000.00			
Archive	16,000.00			
Justice Court Technology	21,000.00			
Road & Bridge	2,100,000.00			
FM & Lateral Road	520,000.00			
Hot Check Fee	10,000.00			
Sheriff's State Forfeiture	10,000.00			
DA State Forfeiture	-			
Child Protective Services	30,000.00			
Health Fund	1,150,000.00			
Airport	20,000.00			
Road Bond 1971	80,000.00			
Permanent Improvement	70,000.00			
Purchase of CD No. 21304402597 on 05/16/2019		10,200,000.00	8/15/2019	2.340%
Retiree Health Benefit Trust	10,200,000.00			
Matured 06/13/2019 (Purchased on 03/14/2019)		(13,274,000.00)		
Matured 06/13/2019 (Purchased on 03/14/2019)		(10,400,000.00)		
Matured 06/13/2019 (Purchased on 03/14/2019)		(180,000.00)		
Matured 06/13/2019 (Purchased on 03/14/2019)		(100,000.00)		
Purchase of CD No. 21304402605 on 06/13/2019		12,132,000.00	9/12/2019	2.148%
General	6,280,000.00			
Law Library	18,000.00			
Courthouse Security	70,000.00			
Records Management	20,000.00			
CC Records Preservation	105,000.00			
Archive	20,000.00			
Justice Court Technology	23,000.00			
Road & Bridge	3,460,000.00			
FM & Lateral Road	800,000.00			
Hot Check Fee	5,000.00			
Sheriff's State Forfeiture	6,000.00			
DA State Forfeiture	4,000.00			
Child Protective Services	21,000.00			
Health Fund	1,117,000.00			
Airport	49,000.00			
Road Bond 1971	76,000.00			
Permanent Improvement	58,000.00			
Purchase of CD No. 21304402606 on 06/13/2019		11,400,000.00	9/12/2019	2.148%
Retiree Health Benefit Trust	11,400,000.00			
Purchase of CD No. 21304402607 on 06/13/2019		180,000.00	9/12/2019	2.148%
Panola Juvenile Probation	10,000.00			
Title IV-E	70,000.00			
Local Match Juvenile Probation	100,000.00			
Purchase of CD No. 21304402608 on 06/13/2019		100,000.00	9/12/2019	2.148%
Adult Probation	100,000.00			
Matured 06/27/2019 (Purchased on 03/28/2019)		(8,200,000.00)		
Purchase of CD No. 21304402612 on 06/27/2019		6,700,000.00	9/26/2019	2.085%
General	5,000,000.00			
Road & Bridge	1,500,000.00			
FM & Lateral Road	200,000.00			
INVESTMENTS AS OF JUNE 30, 2019		66,280,000.00		

THE MARKET VALUE OF ALL INVESTMENTS IS THE SAME AS CARRYING VALUE.

To the best of our knowledge and belief, the transactions reflected in this investment report are in compliance with the investment policy of PANOLA COUNTY and conform to the requirements of the PUBLIC FUNDS INVESTMENT ACT.

  
Panola County Judge  
Date 10-1-19

  
Panola County Auditor  
Date 10-1-19

  
Panola County Treasurer  
Date 10-1-19



Submit to:

SECRETARY OF STATE  
Government Filings Section  
P O Box 12887

Austin, TX 78711-2887

512-463-6334

512-463-5569 - Fax

Filing Fee: None



STATEMENT OF OFFICER

This space reserved for office use  
IN MY OFFICE

AT 8:00 O'CLOCK A M

OCT 03 2019

BOBBIE DAVIS  
COUNTY CLERK, PANOLA COUNTY, TEXAS

BY B. Davis DEPUTY

Statement

I, Morgan Farr, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Panola County Tax Office Deputy Clerk

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

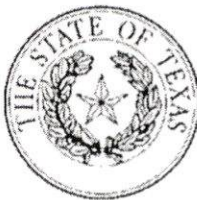
Date: 9-23-19

Signature of Officer

A handwritten signature in black ink, appearing to read "Morgan Farr", written over a horizontal line.

Form #2204 Rev 9/2017

Submit to:  
**SECRETARY OF STATE**  
**Government Filings Section**  
P O Box 12887  
Austin, TX 78711-2887  
512-463-6334  
FAX 512-463-5569  
Filing Fee: None



**OATH OF OFFICE**

This space reserved for office use  
FILED FOR RECORD  
IN MY OFFICE

AT 8:00 O'CLOCK A M

**OCT 03 2019**

BOBBIE DAVIS  
COUNTY CLERK, PANOLA COUNTY, TEXAS  
BY B. Davis DEPUTY

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, Morgan Farr, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Panola County Tax Office Deputy Clerk of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

A handwritten signature in cursive script, appearing to read "Morgan Farr".  
\_\_\_\_\_  
Signature of Officer

**Certification of Person Authorized to Administer Oath**

State of Texas

County of Panola

Sworn to and subscribed before me on this 23rd day of September, 2019.

(Affix Notary Seal,  
only if oath  
administered by a  
notary.)



A handwritten signature in cursive script, appearing to read "Vicki Heinkel".  
\_\_\_\_\_

Signature of Notary Public or  
Signature of Other Person Authorized to Administer An  
Oath

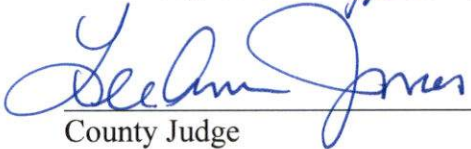
Vicki Heinkel


Printed or Typed Name

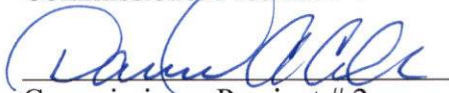
**PANOLA COUNTY  
2019  
BUDGET AMENDMENT #17**

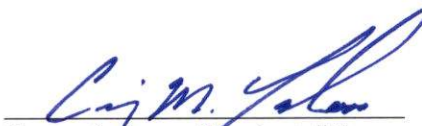
We hereby amend the Panola County Budget for the Fiscal Year 2019 as set forth above according to the procedures outlined under Local Government Code, Chapter 111, Subchapter A Sections 111.010 (c), (d). A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2019.

Signed on this 1<sup>st</sup> day of October, 2019.

  
County Judge


  
Commissioner Precinct # 1

  
Commissioner Precinct # 2

  
Commissioner Precinct # 3

  
Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 1<sup>st</sup> day of October, 2019 as the same appears on file in the office of the County Clerk of Panola County.

  
County Clerk



October 1, 2019





Panola County, Texas

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT14035 - 10/1/2019 AMENDMENT #17

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001022	2019 COUNTY BUDGET JAN...	499-CONFERENCE & DUES	9/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-499-54150</a>	PROFESSIONAL SERVICES	499-CONFERENCE & DUES	2,000.00	-100.00	1,900.00
October: -100.00					
<a href="#">100-499-54200</a>	COMMUNICATION TELEPHONE	499-CONFERENCE & DUES	1,390.00	-900.00	490.00
October: -900.00					
<a href="#">100-499-54270</a>	CONFERENCES AND DUES	499-CONFERENCE & DUES	4,121.00	1,000.00	5,121.00
October: 1,000.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001023	2019 COUNTY BUDGET JAN...	581- TELEPHONE	9/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-581-54200</a>	COMMUNICATION TELEPHONE	581- TELEPHONE	1,600.00	760.00	2,360.00
October: 760.00					
<a href="#">100-581-54540</a>	PARTS REPAIRS GAS AND TRAN	581- TELEPHONE	20,000.00	-760.00	19,240.00
October: -760.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001024	2019 COUNTY BUDGET JAN...	175-DIGITIZING	9/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">175-340-44001</a>	FEES OF OFFICE C/C	175-DIGITIZING	-35,000.00	-23,950.00	-58,950.00
October: -23,950.00					
<a href="#">175-660-54061</a>	DIGITIZING	175-DIGITIZING	14,050.00	29,950.00	44,000.00
October: 29,950.00					
<a href="#">175-660-54361</a>	PRESERVATION & RESTORATIO	175-DIGITIZING	21,050.00	-6,000.00	15,050.00
October: -6,000.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001026	2019 COUNTY BUDGET JAN...	491-CH.19 FUNDING FOR IMAC COMPUTER	9/30/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-330-41130</a>	STATE VOTER REGISTRATION	491-CH.19 FUNDING FOR IMAC COMPUTER	0.00	-1,880.00	-1,880.00
October: -1,880.00					
<a href="#">100-491-55270</a>	FURNITURE & EQUIPMENT	491-CH.19 FUNDING FOR IMAC COMPUTER	50.00	1,880.00	1,930.00
October: 1,880.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001027	2019 COUNTY BUDGET JAN...	499-COMPUTER FOR TAX ACCESSOR	10/1/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-340-45004</a>	TAX ASSESSOR COLLECTOR	499-COMPUTER FOR TAX ACCESSOR	-379,000.00	-963.00	-379,963.00



**Budget Adjustment Register**
**Packet: GLPKT14035 - 10/1/2019 AMENDMENT #17**

October:	-963.00					
<a href="#">100-499-55270</a>		FURNITURE & EQUIPMENT	499-COMPUTER FOR TAX ACCESSOR	50.00	963.00	1,013.00
October:	963.00					

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001028	2019 COUNTY BUDGET JAN...	665-4-H ROBOTIC KITS & USED IPAD	10/1/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">100-665-54270</a>	CONFERENCES AND DUES	665-4-H ROBOTIC KITS & USED IPAD	1,500.00	-1,400.00	100.00
October:	-1,400.00				
<a href="#">100-665-55270</a>	FURNITURE & EQUIPMENT	665-4-H ROBOTIC KITS & USED IPAD	1,000.00	1,400.00	2,400.00
October:	1,400.00				

Adjustment Number	Budget Code	Description	Adjustment Date
BA0001029	2019 COUNTY BUDGET JAN...	621-REPLENISH ROAD OIL	10/1/2019

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">200-621-54080</a>	CONTINGENCY	621-REPLENISH ROAD OIL	78,006.00	-50,000.00	28,006.00
October:	-50,000.00				
<a href="#">200-621-55280</a>	ROAD OIL PRE MIX & GRAVEL	621-REPLENISH ROAD OIL	123,492.00	50,000.00	173,492.00
October:	50,000.00				

## Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2019	2019 COUNTY BUDGET JA	<a href="#">100-330-41130</a>	STATE VOTER REGISTRATION	0.00	-1,880.00	-1,880.00
		<a href="#">100-340-45004</a>	TAX ASSESSOR COLLECTOR	-379,000.00	-963.00	-379,963.00
		<a href="#">100-491-55270</a>	FURNITURE & EQUIPMENT	50.00	1,880.00	1,930.00
		<a href="#">100-499-54150</a>	PROFESSIONAL SERVICES	2,000.00	-100.00	1,900.00
		<a href="#">100-499-54200</a>	COMMUNICATION TELEPHONE	1,390.00	-900.00	490.00
		<a href="#">100-499-54270</a>	CONFERENCES AND DUES	4,121.00	1,000.00	5,121.00
		<a href="#">100-499-55270</a>	FURNITURE & EQUIPMENT	50.00	963.00	1,013.00
		<a href="#">100-581-54200</a>	COMMUNICATION TELEPHONE	1,600.00	760.00	2,360.00
		<a href="#">100-581-54540</a>	PARTS REPAIRS GAS AND TRANS E	20,000.00	-760.00	19,240.00
		<a href="#">100-665-54270</a>	CONFERENCES AND DUES	1,500.00	-1,400.00	100.00
		<a href="#">100-665-55270</a>	FURNITURE & EQUIPMENT	1,000.00	1,400.00	2,400.00
		<a href="#">175-340-44001</a>	FEES OF OFFICE C/C	-35,000.00	-23,950.00	-58,950.00
		<a href="#">175-660-54061</a>	DIGITIZING	14,050.00	29,950.00	44,000.00
		<a href="#">175-660-54361</a>	PRESERVATION & RESTORATION	21,050.00	-6,000.00	15,050.00
		<a href="#">200-621-54080</a>	CONTINGENCY	78,006.00	-50,000.00	28,006.00
		<a href="#">200-621-55280</a>	ROAD OIL PRE MIX & GRAVEL	123,492.00	50,000.00	173,492.00
<b>2019 Total:</b>				<b>-145,691.00</b>	<b>0.00</b>	<b>-145,691.00</b>
<b>Grand Total:</b>				<b>-145,691.00</b>	<b>0.00</b>	<b>-145,691.00</b>

APPROVED

10-01-2019

*AJ.*

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

NAME: Lindsey Smith  
POSITION: District Clerk  
DEPARTMENT: District Clerk  
DATE: 9-16-19  
CONFERENCE: CDCAT Region VI Meeting  
LOCATION: Lufkin  
DATES: 11-15-19 to \_\_\_\_\_

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 1

Does the conference meet your educational requirements for the year? yes

If not, how much of your requirements will be met by this conference? \_\_\_\_\_

How much of your requirements have been met already, not counting this conference?

21.25

How many days have you been away from your job this year for conferences, not counting this conference? 4

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

To gain knowledge from topics requested

APPROVED

10-01-2019

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Chris Adams

POSITION:

Reserve Deputy

DEPARTMENT:

P-C-S-O.

DATE:

9-17-19

CONFERENCE:

Law Update

LOCATION:

P-C-S-O.

DATES:

9-17-19 to 9-17-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

1

Does the conference meet your educational requirements for the year?

Yes

If not, how much of your requirements will be met by this conference?

How much of your requirements have been met already, not counting this conference?

None

How many days have you been away from your job this year for conferences, not counting this conference?

1

Do you have sufficient funds in your budget for this conference?

Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requires Training



APPROVED

10-01-2019

*LAJ*

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Traavis Wilson

POSITION:

Deputy

DEPARTMENT:

PCSO

DATE:

9-17-19

CONFERENCE:

3186 2019-2021 State & Federal law update

LOCATION:

PCSO

DATES:

9-17-19 to 9-17-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

N/A

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 4 hrs

How much of your requirements have been met already, not counting this conference?

0

How many days have you been away from your job this year for conferences, not counting this conference? N/A

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

mandatory class

APPROVED

10-01-2019

*LAJ*

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Travis Curry

POSITION: Deputy

DEPARTMENT: Panola County Sheriff's Office

DATE: 9-17-19

CONFERENCE: Basic TCOLE Instructor

LOCATION: Kilgore Tx

DATES: 12-9-19 to 12-13-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 5

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 40

How much of your requirements have been met already, not counting this conference?

4

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Relatable training

APPROVED

10-01-2019

*L. J.*

Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME: Travis Curry

POSITION: Deputy

DEPARTMENT: Panola County Sheriff's Office

DATE: \_\_\_\_\_

CONFERENCE: Firearms Instructor

LOCATION: Kilgore Tx

DATES: 12-16-19 to 12-20-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 5

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 40

How much of your requirements have been met already, not counting this conference?

4

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Relatable training



APPROVED

10-01-2019

*L.A.J.*  
Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME:

Staci Benedetti

POSITION:

Telecommunicator

DEPARTMENT:

Panola County Sheriff Office

DATE:

9-16-19

CONFERENCE:

Public Safety Telecommunicator

LOCATION:

Online Telex

DATES:

to

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

NONE

Does the conference meet your educational requirements for the year?

64 hrs No

If not, how much of your requirements will be met by this conference?

64 hrs

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference?

NONE

Do you have sufficient funds in your budget for this conference?

yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for State License

APPROVED

10-01-2019

*LAJ*  
Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME:

Staci Benedetti

POSITION:

Telecommunicator

DEPARTMENT:

Panola County Sheriff's Office

DATE:

9-16-19

CONFERENCE:

TCIC / NCIC Full Access

LOCATION:

Paris TX

DATES:

10.7.19

to

10.10.19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

2

Does the conference meet your educational requirements for the year?

NO

If not, how much of your requirements will be met by this conference?

32

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference?

NONE

Do you have sufficient funds in your budget for this conference?

yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for State License



APPROVED

10-01-2019

*L.A.*

Lee Ann Jones,  
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: James Ferris  
POSITION: Deputy  
DEPARTMENT: Panola County Sheriff's Office  
DATE: 9-17-19

CONFERENCE: Basic TCOLE Instructor  
LOCATION: Kilgore Tx  
DATES: 12-9-19 to 12-13-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 5

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 40

How much of your requirements have been met already, not counting this conference?

4

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Relatable training

APPROVED

10-01-2019



Lee Ann Jones,  
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME: James Ferris

POSITION: Deputy

DEPARTMENT: Panola County Sheriff's Office

DATE: \_\_\_\_\_

CONFERENCE: Firearms Instructor

LOCATION: Kilgore Tx

DATES: 12-16-19 to 12-20-19

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 5

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 40

How much of your requirements have been met already, not counting this conference?

4

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Relatable training



PANOLA COUNTY OFFICIAL/EMPLOYEE  
REQUEST FOR ATTENDANCE  
AT A CONFERENCE

APPROVED

10-01-2019



Lee Ann Jones,  
County Judge

NAME: Bobbie Davis  
POSITION: County Clerk  
DEPARTMENT: County Clerk's Office  
DATE: Sept. 26, 2019

CONFERENCE: 65<sup>th</sup> Annual Vital Statistics Conference  
LOCATION: Georgetown, Texas  
DATES: Dec. 4, 2019 to Dec. 6, 2019  
NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 3+

Does the conference meet your educational requirements for the year? yes

If not, how much of your requirements will be met by this conference? \_\_\_\_\_

How much of your requirements have been met already, not counting this conference? 33 hours

How many days have you been away from your job this year for conferences, not counting this conference? 4 Days

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

This conference will provide training on the  
new software used for vital statistics  
issuance and registration as well as provide  
current training on procedures required by  
the State.