

AGENDA ITEM # 10

November 25, 1997

*

Consider variance to subdivision regulations regarding platting to Stifflemire property off Riva Ridge Road.

Commissioner Boatright advised the 2.388 and 3.305 acre tracts have a history of separate use since 1975 and the title company is requesting clarification of county platting requirements.

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To note a variance to Williamson County Subdivision regulations is not required on 2.388 and 3.305 acre tracts (Stifflemire property) off Riva Ridge Road.

Vote: Motion carried 5 - 0

AGENDA ITEM # 11

November 25, 1997

*

Consider requesting TxDOT to study the extension of Loop 1 north of Highway 620.

Commissioner Heiligenstein advised the extension study is actually north of SH 45 and Williamson County opposes the opening of Wyoming Springs to Loop 1 North.

Moved: Commissioner Hays

Seconded: Commissioner Heiligenstein

Motion: To approve requesting TxDOT to study the extension of Loop 1 north of State Highway 45.

Vote: Motion carried 5 - 0

AGENDA ITEM # 12

November 25, 1997

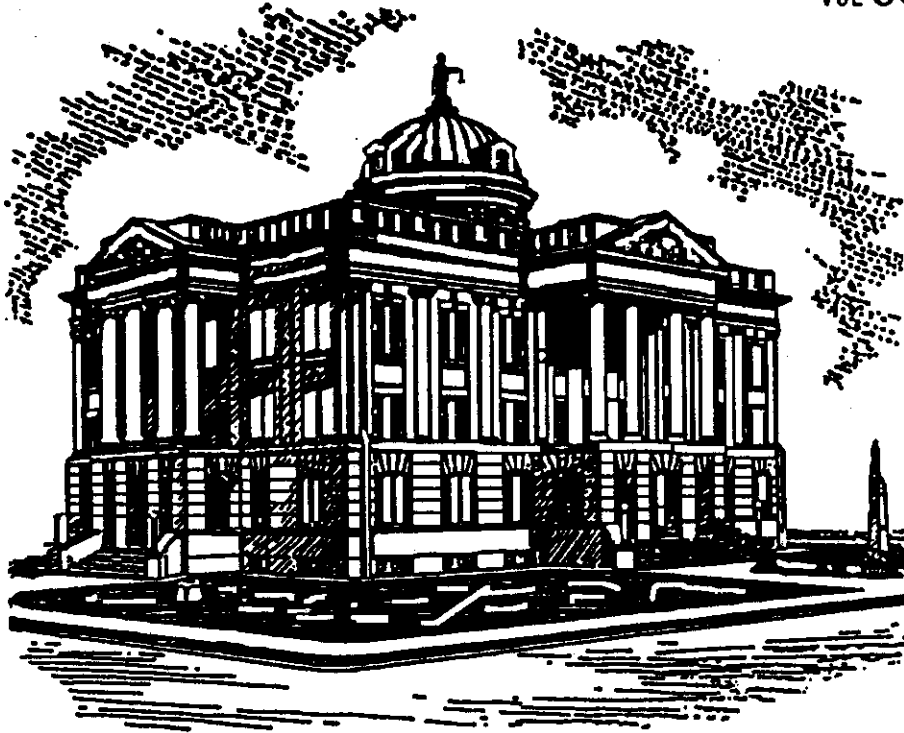
*

Hear presentation by Bob Space on "How to do Business with Williamson County", a vendor's guide.

Bob Space distributed a copy of the vendor's guide to members of the court; discussed the system and answered all questions.

No action was taken on this agenda item.

< Clerk copy here >



Williamson County Purchasing

How to do business with Williamson County, Texas
A guide for interested vendors

Prepared by: Robert E. Space, CPA
Purchasing Director

PURCHASING LAW

Texas Local Government Code

The County Purchasing Act

There are laws that govern the way counties procure goods and services. The Texas Local Government Code and The County Purchasing Act dictate largely how purchases will be made.

§ 262.022

LOCAL GOVERNMENT CODE

§ 262.022. Definitions

In this subchapter:

- (1) "Bond funds" means money in the county treasury received from the sale of bonds, and proceeds of bonds that have been voted but that have not been issued and delivered.
- (2) "Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
- (3) "Current funds" means funds in the county treasury that are available in the current tax year, revenue that may be anticipated with reasonable certainty to come into the county treasury during the current tax year, and emergency funds.
- (4) "High technology item" means a service, equipment, or good of a highly technical nature, including:
 - (A) data processing equipment and software and firmware used in conjunction with data processing equipment;
 - (B) telecommunications, radio, and microwave systems;
 - (C) electronic distributed control systems, including building energy management systems; and
 - (D) technical services related to those items.
- (5) "Item" means any service, equipment, good, or other tangible or intangible personal property, including insurance and high technology items.
- (6) "Purchase" means any kind of acquisition, including a lease, of an item.
- (7) "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase.
- (8) "Sequential purchases" means purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase.
- (9) "Time warrant" means any warrant issued by a county that is not payable out of current funds.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 59(b), eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 1250, § 8(a), eff. Sept. 1, 1989.

Section 8(b) and (d) of Acts 1989, 71st Leg., ch. 1250 provides: "(b) In addition to the new changes in law made by this section, this section conforms Section 262.022, Local Government Code, to the change in law made by the amendment of Section 3, County Purchasing Act (Article 2368a.5, Vernon's Texas Civil Statutes), by Chapter 502, Acts of the 70th Legislature, Regular Session, 1987."

"(d) This section supersedes the amendment of Section 262.022, Local Government Code, by the Act of the 71st Legislature, Regular Session, 1989, that conforms the Local Government Code to certain

Acts of the 70th Legislature, that nonsubstantively codifies in that code certain related statutes, and that makes certain corrective and conforming amendments."

§ 262.023. Competitive Bidding and Competitive Proposal Requirements

(a) Before a county may purchase one or more items under a contract that will require an expenditure exceeding \$15,000, the commissioners court of the county must comply with the competitive bidding or competitive proposal procedures prescribed by this subchapter. All bids or proposals must be sealed.

(b) The competitive bidding and competitive proposal requirements established by Subsection (a) apply only to contracts for which payment will be made from current funds or bond funds or through time warrants. However, contracts for which payments will be made through certificates of obligation are governed by The Certificate of Obligation Act of 1971 (Subchapter C, Chapter 271).

(c) In applying the competitive bidding and competitive proposal requirements established by Subsection (a), all separate, sequential, or component purchases of items ordered or purchased, with the intent of avoiding the competitive bidding and competitive proposal requirements of this subchapter, from the same supplier by the same county officer, department, or institution are treated as if they are part of a single purchase and of a single contract. In applying this provision to the purchase of office supplies, separate purchases of supplies by an individual department are not considered to be part of a single purchase and single contract by the county if a specific intent to avoid the competitive bidding requirements of this subchapter is not present.

(d) Repealed by Acts 1993, 73rd Leg., ch. 757, § 38, eff. Sept. 1, 1993.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 57(a), eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 1250, § 9, eff. Sept. 1, 1989; Acts 1991, 72nd Leg., ch. 16, § 13.02(b), eff. Aug. 26, 1991; Acts 1993, 73rd Leg., ch. 757, §§ 13, 38, eff. Sept. 1, 1993.

§ 262.024. Exemptions

(a) A contract for the purchase of any of the following items is exempt from the requirement established by Section 262.023 if the commissioners court by order grants the exemption:

- (1) an item that must be purchased in a case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the county;

PROPERTY ACQUISITION OR SALE

§ 262.025

(2) an item necessary to preserve or protect the public health or safety of the residents of the county;

(3) an item necessary because of unforeseen damage to public property;

(4) a personal or professional service;

(5) any work performed and paid for by the day, as the work progresses;

(6) any land or right-of-way;

(7) an item that can be obtained from only one source, including:

(A) items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies;

(B) films, manuscripts, or books;

(C) electric power, gas, water, and other utility services; and

(D) captive replacement parts or components for equipment;

(8) an item of food;

(9) personal property sold:

(A) at an auction by a state licensed auctioneer;

(B) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code; or

(C) by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or

(10) any work performed under a contract for community and economic development made by a county under Section 381.004.

(b) The renewal or extension of a lease or of an equipment maintenance agreement is exempt from the requirement established by Section 262.023 if the commissioners court by order grants the exemption and if:

(1) the lease or agreement has gone through the competitive bidding procedure within the preceding year;

(2) the renewal or extension does not exceed one year; and

(3) the renewal or extension is the first renewal or extension of the lease or agreement.

(c) If an item exempted under Subsection (a)(7) is purchased, the commissioners court, after accepting a signed statement from the county official who makes purchases for the county as to the existence of only one source, must enter in its minutes a statement to that effect.

(d) The exemption granted under Subsection (a)(5) of this section shall apply only to the sealed competitive bidding requirements on food purchases. Counties shall solicit at least three bids for purchases of food items by telephone or written quotation at intervals specified by the commissioners court. Counties shall award food purchase contracts to the responsible bidder who submits the lowest and best bid or shall reject all bids and repeat the bidding process, as provided by this subsection. The purchasing officer taking telephone or written bids under this subsection shall maintain, on a form approved by the commissioners court, a record of all bids solicited and the vendors contacted. This record shall be kept in the purchasing office for a period of at least one year or until audited by the county auditor.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 59(c), eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 962, § 1, eff. Sept. 1, 1989; Acts 1989, 71st Leg., ch. 1001, § 2, eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 1060, § 1, eff. Aug. 28, 1989; Acts 1991, 72nd Leg., ch. 16, § 13.03, eff. Aug. 26, 1991.

§ 262.0241. Competitive Bidding Procedures Adopted by County Purchasing Agents

A county purchasing agent shall adopt procedures that provide for competitive bidding, to the extent practicable under the circumstances, for the county purchase of an item under a contract that is not subject to competitive bidding under Section 262.023. Added by Acts 1991, 72nd Leg., ch. 16, § 13.02(c), eff. Aug. 26, 1991.

§ 262.025. Competitive Bidding Notice

(a) A notice of a proposed purchase must be published at least once a week in a newspaper of general circulation in the county, with the first day of publication occurring before the 14th day before the date of the bid opening. If there is no newspaper of general circulation in the county, the notice must be posted in a prominent place in the courthouse for 14 days before the date of the bid opening.

(b) The notice must include:

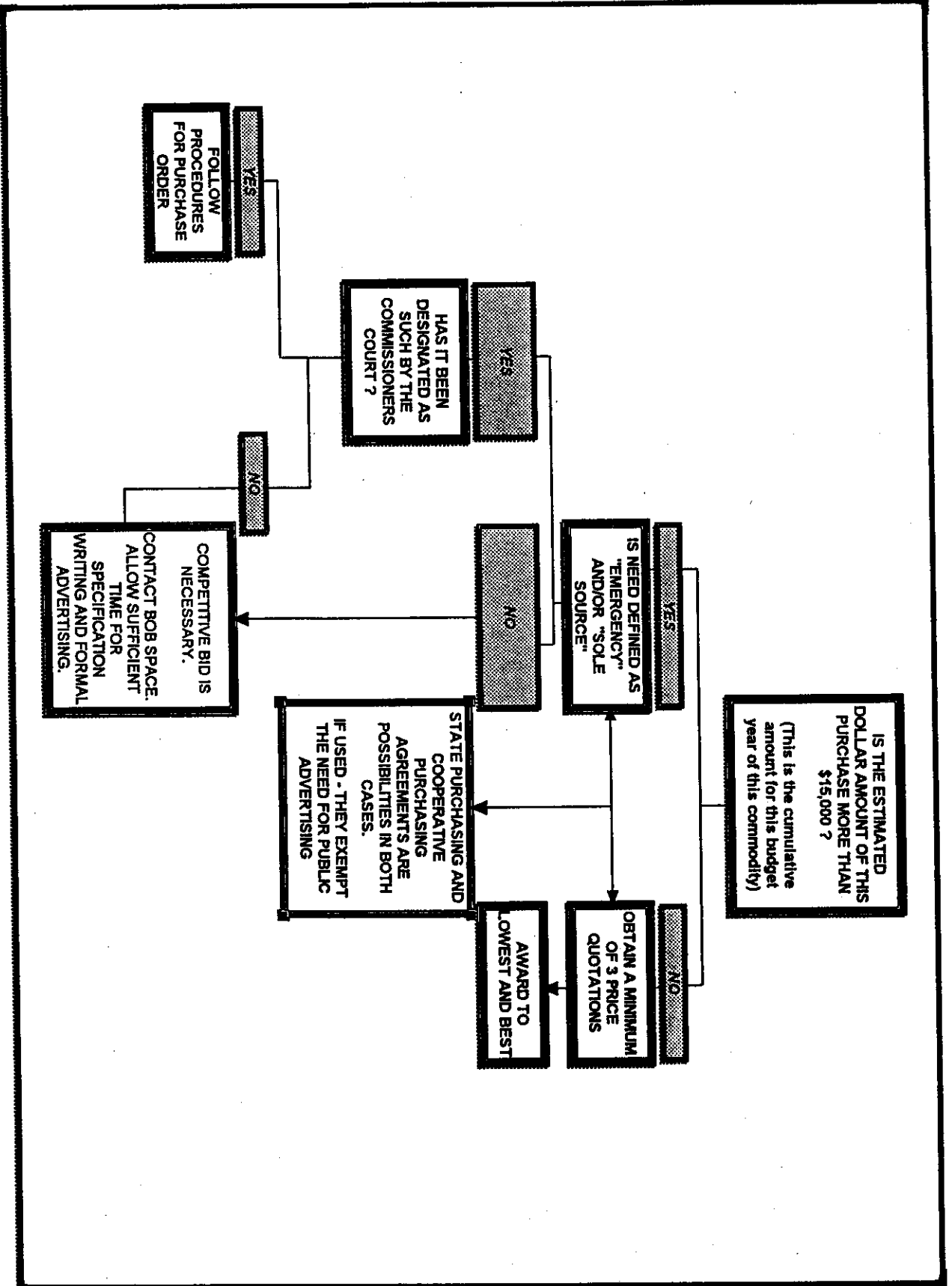
(1) the specifications describing the item to be purchased or a statement of where the specifications may be obtained;

(2) the time and place for receiving and opening bids and the name and position of the county official or employee to whom the bids are to be sent;

(3) whether the bidder should use lump-sum or unit pricing;

(4) the method of payment by the county; and

WILLIAMSON COUNTY PURCHASING FLOWCHART - BID REQUIREMENTS



Williamson County Purchasing

CODE OF ETHICS

Williamson County has adopted a Purchasing Policy that incorporates a strict code of ethics and guidelines for proper procurement procedures.

County employees, as well as vendors are expected to adhere to this policy. As a part of the purchasing manual, it serves as a constant reminder of how county purchasing is expected to occur, and under what type of conditions. The underlying premise of this policy is to:

- ▶ protect the county's integrity
- ▶ ensure that public monies are spent properly, legally, and for public projects only
- ▶ assure fairness in competitive access to the county's procurement by responsible vendors.

CODE OF ETHICS**Statement of Purchasing Policy**

"Public employment is a public trust. It is the policy of Williamson County to promote and balance the objective of protecting the county's integrity and the objective of facilitating the recruitment and retention of personnel needed by Williamson County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Williamson County procurement organization.

To achieve the purpose of this Article, it is essential that those doing business with Williamson County also observe the ethical standards prescribed here."

General Ethical Standards

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with Williamson County by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of Williamson County to breach the standards of ethical conduct set forth in this code.
3. It shall be a breach of ethics for any employee of Williamson County to participate directly or indirectly in a procurement when the employee knows that:
 - the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
 - a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - any other person, business or organization with whom the employee or any

member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

4. **Gratuities.** It shall be a breach of ethics to offer, give or agree to give any employee or former employee of Williamson County, or for any employee or former employee of Williamson County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor pending before this government.
5. **Kickbacks.** It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Williamson County, or any person associated therewith, as an inducement for the award of a subcontract or order.
6. **Contract Clause.** The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation therefor.
7. It shall be a breach of ethics for any employee or former employee of Williamson County knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

**WILLIAMSON COUNTY PURCHASING
EFFORTS ARE BASED ON:**

“SOUND BUSINESS PRINCIPLES”

COMPETITIVE BIDDING - AN EXPLANATION....

Competitive bidding means letting the available vendors compete with each other to provide goods and/or services. In the case of local governments, the bidding process has two additional purposes.

The first purpose is to ensure that the public monies are spent properly, legally and for public projects only, and that the best possible value is received for the money. The second purpose is to give those qualified and responsible vendors who desire to do business with the County a fair and equitable opportunity to do so. The use of a standard bidding procedure gives the public assurance that their monies are properly safeguarded.

Competitive bidding can be accomplished on two levels. The first level of bidding consists of contacting vendors, either by telephone or in writing, to allow them the opportunity to give a price quotation on a desired good or service. The next level uses formal sealed bids, which is the process that is normally referred to as "competitive bidding."

Price quotations should be sought on all purchases less than the dollar level which requires sealed competitive bids, unless the purchase is a relatively minor purchase or an emergency purchase. Even emergency purchases should use all practical means to obtain the best price available. This is discussed in the section on negotiated or non-bid purchases.

Formal sealed bids are used for those bids exceeding a set dollar level, specified by statute. The bid consists of the items offered by the vendor in response to the specifications, along with details governing the offer. Bidding for the various local governments is controlled by the appropriate purchasing statute. All statutes contain the following general requirements:

The bids are to be advertised, based on the specifications and conditions of purchase provided by the government.

Bids are received until a certain future date and hour set out in the specifications. After that date and time, no further bids are accepted.

The bids are opened at the specified date and hour, and submitted to the governing body. Generally the lowest and best responsible bid is accepted, but only one bid may be accepted. If no bid is found to be acceptable, the entire bidding process must be repeated.

It should be the consistent policy of the county to use competitive principles in awarding all public contracts of any amount with very limited exceptions. This includes the purchase and lease of goods, the purchase of services, and construction projects. These competitive principles should apply to all departments and divisions of the county.

Bids may be subject to bonding requirements. Typically, a bid bond may be required for public works projects or on bids exceeding \$100,000. This is to ensure that if the bidder attempts to withdraw after his bid is accepted, the county will not suffer loss.

The successful bidder on a public works contract exceeding \$25,000 must post a performance bond. The successful bidder on any other contract exceeding \$50,000 may have to post a performance bond if required by the county.

Bonds are to be executed with a surety company authorized to do business in this state.

The county should always use careful judgement in deciding whether to require a bond when there is a choice. If there is substantial danger of loss, a bond should be required. But remember that the cost of bonding will undoubtedly be passed along in the contract price. Also, some smaller contractors may find it difficult to obtain or afford large bonds, and may be shut out of the bidding. Bid bond requirements are contained in the purchasing law section.

COMPETITIVE PROPOSALS - AN EXPLANATION

Competitive Proposals are similar to competitive bids, but are limited in scope by Texas statutes. They can only be used for procurement of high-technology products or services. Counties can also use competitive proposals for procuring insurance. The chief differences are:

The specification is written using performance standards rather than the description of the good or service. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.

Vendors submit proposals of their own design for a system to satisfy the requirement set forth in the proposal. Proposals may incorporate entirely different hardware or services to accomplish the same performance.

After proposals are received, the county may enter into negotiations with as many vendors as have submitted feasible proposals in order to arrive at the best possible proposal for each vendor.

A LOOK AT**INVITATIONS TO BID / REQUESTS FOR PROPOSALS**

Invitations to Bid (ITB)/Requests for Proposals (RFP) ITBs and RFPs are the means for notifying vendors that the county has specific requirements for goods/services and that they are being offered an opportunity to fulfill those requirements.

These documents are designed to solicit bids or proposals from well-qualified vendors. They are usually sent to vendors known to provide the particular commodity, or who are on a list of vendors as providing that particular commodity. The ITB/RFP is also advertised in the local newspaper according to statutory requirements.

Competitive bidding and competitive proposals are required by statute for purchases over certain dollar limits. Currently, most counties and all cities with over 50,000 population must competitively bid all contracts for amounts exceeding \$15,000.

The system should be simple and practical, and the bids must be advertised as widely as possible, for competition to work. Complicated bid invitations or requests for proposals discourage competition and drive up prices.

ITBs and RFPs may be cancelled by the county at any time before the date set for opening bids. Notice should be mailed to all vendors receiving bid/proposal invitations.

ITBs and RFPs may also be modified after being issued. When modifications are required, the same requirements for notification and advertising are required. The modification notification should state whether the bid opening date is or is not extended. The bid opening date must be extended if the period from the date the modification or amendment is issued is less than the required notification period. When considering an amendment or modification it is important to remember that the required notification period occurs before the 14th day prior to the date of the bid opening.

For any purchase that is less than the level requiring competitive bids, the following procedures should be used:

A. Obtaining Price Quotations. Price quotations should be obtained from a sufficient number of vendors to ensure competition. The required number that is recommended is a minimum of 3 (three). However, based on the buyer's professional judgment, as many as ten price quotes may be requested, based on the estimated cost of the purchase.

Procedures for obtaining price quotations are not established by state law, and may be structured according to the needs of the county. The following procedures are suggested, although the county should set the dollar levels based on its own requirements.

1. Purchases costing between \$2000 and the bid limit. On receiving a requisition for a purchase below bid limits, but costing \$2000 or over, purchasing consults its vendor file for reliable vendors providing the desired good or service.

(a) Written requests for price quotations are sent to at least five vendors. The list of vendors should be rotated so that, over time, all vendors are contacted an approximately equal number of times.

(b) The request for price quotations should be on a standard form. It should contain at least the following information:

- (1) name and address of vendor,
- (2) description of item,
- (3) quantity required,
- (4) last date quotations accepted,
- (5) approximate date delivery is required, and
- (6) terms and conditions of purchase.

(c) The standard form should request certain specific information, such as:

- (1) total or unit price, as specified, and
- (2) the date through which quoted price will be effective.

(d) The request for price quotations should require that the quoted price will be honored during the stated period.

2. Purchases costing less than \$2000. On receiving a requisition for a purchase for less than \$2000, purchasing consults its vendor file for reliable vendors providing the desired goods and/or services.

(a) Written or telephone requests for price quotations are made to at least three vendors. The list of vendors should be rotated so that all vendors are contacted an approximately equal number of times.

(b) The written price quotations are made as described for purchases over \$2000.

For telephoned price quotations, certain information should be provided to the vendor, including at least the following:

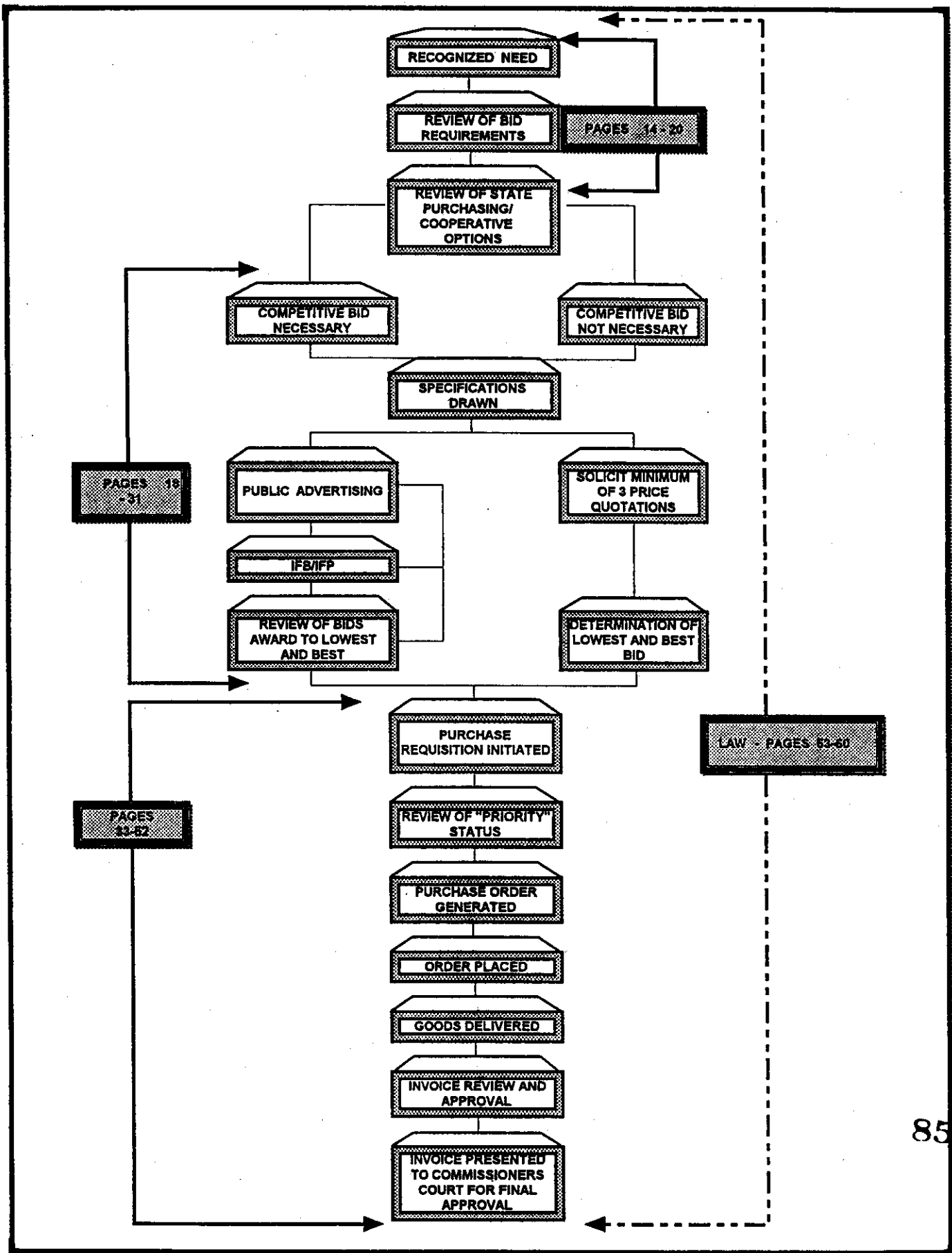
- (1) description of item,
- (2) number of items required,
- (3) date delivery required, as accurately as possible, and
- (4) the terms and conditions of purchase.

(c) Whether a written or telephoned price quotation is received, certain specific information should be obtained, and recorded in writing, such as:

- (1) the name and address of the vendor,
- (2) total or unit price, as specified,
- (3) date through which quoted price will be effective,
- (4) name of the representative giving the quote, and
- (5) the specific product offered, if not already stated.

B. Selecting the Vendor. After price quotations are taken, a vendor is selected. The selection is based on several factors, including:

- price - All other factors being equal, the lowest price should always be taken.
- quality of good or service - If more than one vendor can deliver at an acceptable price, the relative quality of each should be considered.
- reliability of the vendor - Based on past performance as documented in the vendor file.
- ability to service the item.
- Other relevant factors.



PHILOSOPHY OF THE PURCHASING DEPARTMENT

It is the intent of the purchasing department to utilize the talents and resources of the individual departments in the purchasing effort. After all, they are the "end users" and have a better understanding of their needs. This allows the purchasing department to:

- ▶ oversee the purchasing process and assure that pertinent laws and guidelines are followed
- ▶ keep government from growing unnecessarily
- ▶ work more closely with interested vendors

HOW DO I DO BUSINESS WITH WILLIAMSON COUNTY?

Any successful business relationship requires a mutual understanding of the basic needs and expectations of the related parties. The purchasing department works closely with individual departments, sharing information about general as well as specific needs that you, the individual business owner, may have in our business relationship. We too, expect that you will work closely with us, to assure that you are aware of what our requirements and limitations are in regard to:

- ▶ purchasing laws
- ▶ county purchasing policy

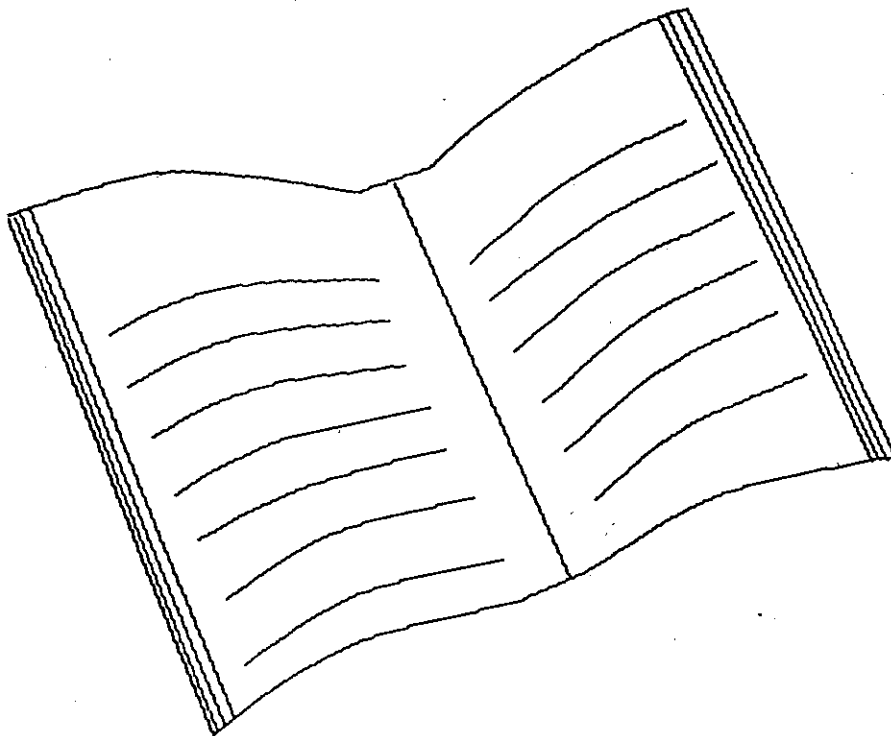
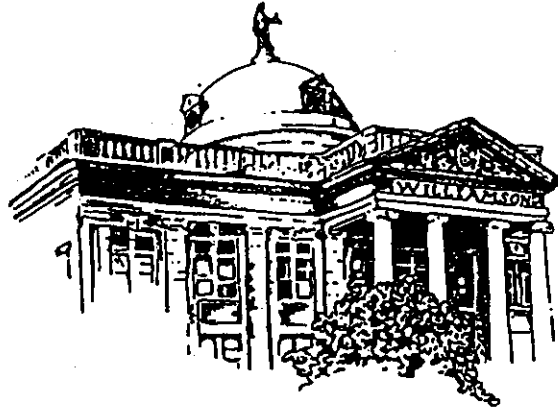
It is only when we understand, communicate, and work together, that our relationship becomes mutually beneficial.

A CHECKLIST

- ▶ Provide information about your company and what commodities and services you can provide
 - a. to county departments
 - b. to the purchasing department
- ▶ Familiarize yourself with the period of time that various commodities and services will be publicly bid.
- ▶ Familiarize yourself with the procedures the county uses in publicly advertising for bids
- ▶ Visit the procurement web-site often
- ▶ Followup, Followup, Followup

VOL 0094 PAGE 088

WILLIAMSON COUNTY PHONE DIRECTORY



August 1997

TABLE OF CONTENTS

VOL 0094 PAGE 089

Switchboard.....	pg. 1
Dialing Information.....	pg. 1

Williamson County Courthouse

Community Supervision & Corrections.....	pg.2
County Auditor.....	pg. 2
County Clerk.....	pg.2
County Judge.....	pg.2
County Tax Assessor / Collector.....	pg.2
County Treasurer.....	pg.2
Elections.....	pg.2
Health Benefits.....	pg.3
Human Resources.....	pg.3
Information Systems.....	pg.3
Justice of the Peace #3.....	pg.3
Payroll.....	pg.3

Williamson County Justice Center

County Attorney.....	pg.3
County Court at Law #1.....	pg.3
County Court at Law #2.....	pg.3
District Attorney.....	pg.3
District Clerk.....	pg.3
District Court Master.....	pg.3
District Court Receptionist.....	pg.3
26 th District Court.....	pg.3
277 th District Court.....	pg.3
368 th District Court.....	pg.3

Williamson County Central Maintenance Facility

County Commissioner #3.....	pg.4
County Engineer.....	pg.4
County Extension Service.....	pg.4
County Unified Road Systems.....	pg.4

Williamson County Maintenance

Maintenance.....	pg.4
------------------	------

Williamson County Sheriff's Department & Jail

Sheriff's Department.....	pg.4
---------------------------	------

Williamson County Juvenile Services

Juvenile Services.....	pg.5
------------------------	------

Williamson County EMS & 911 Addressing

County EMS.....	pg.5
911 Addressing.....	pg.5

Constable Pct. #3

County Constable Pct. #3.....	pg.5
-------------------------------	------

Health District

Health District	pg.5
-----------------------	------

Round Rock Annex

Adult Probation.....pg.6
County Commissioner #1.....pg.6
County Constable#1.....pg.6
Crisis Center.....pg.6
Health District.....pg.6
Justice of the Peace #1.....pg.6
Juvenile Servicespg.6

Cedar Park City Hall

County Commissioner #2pg.6
County Constable #2pg.6
Justice of the Peace #2.....pg.6

Commissioner , Justice of the Peace, & Constable Pct. #4

County Commissioner Pct. #4pg.7
County Constable Pct. #4pg.7
Justice of the Peace Pct. #4pg.7

Veterans Service

Veterans Service Officer.....pg.7

Central Texas Treatment Center

CTTC.....pg.7

Texas Department of Public Safety Offices

Drivers License Officespg.8
Highway Patrol.....pg.8
License and Weights Dept.....pg.8

Fax List.....pg.9 & 10

930-4300

SWITCHBOARD

Criminal Justice Center
405 Martin Luther King Blvd. Suite 102
Georgetown, Texas 78626

Flo Leach -0-
Shirley Schwertner -0-

Dialing Information

To Dial Out:

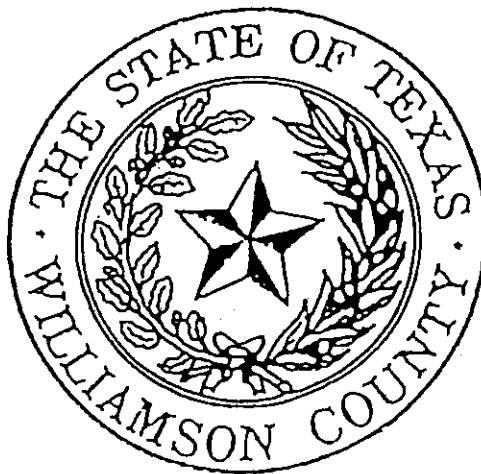
Round Rock, Austin, G-town, & Leander
Taylor
Long Distance

-dial (9) plus the number you are dialing
-dial (87) plus the number you are dialing
-dial (9) plus (1) plus the number you are
dialing

To Dial In:

Leander & Liberty Hill
Taylor
Round Rock, Austin, & G-town

-259-2090
-352-3661
-930-4300



Williamson County Courthouse
710 S. Main Street
Georgetown, Texas 78626

	Phone #	Fax #
<u>Community Supervision & Corrections (Suite 301)</u>		
Rick Zinsmeyer / Marty Griffith	930-4362	930-4469
Intake	930-4364	
Pre-trial	930-3239	
<u>County Auditor (Suite 303)</u>		
David U. Flores	930-4321	930-3352
<u>County Clerk (Suite 101)</u>		
Elaine Bizzell / Kathy Davis	930-4315	930-4461
Property Records	930-4452	
Courts Section	930-4311	(Justice Center Suite 20)
Commissioners Court	930-4455	
Vital Statistics	930-4313	
<u>County Judge (Suite 201)</u>		
John C. Doerfler / Jane Tableriou	930-4456	930-3262
<u>County Tax Assessor / Collector (Suite 102)</u>		
Deborah Hunt	(Motor Vehicle) 930-4305	930-3226
	(Tax Office) 930-4302	
Round Rock Tax Office		
211 Commerce Cove		
Round Rock, Texas 78664	248-3278	248-3253
Taylor Tax Office		
113 W. 4 th Street		
Taylor, Texas 76574	352-6932	352-6932
Anderson Mill Tax Office		
12507 Mellow Meadows		
Austin, Texas 78750	250-8178	250-8197
<u>County Treasurer (Suite 302)</u>		
Vivian Wood / Charlsie Millegan	930-4424	930-3121
<u>Elections (Suite 103)</u>		
John Willingham / Barbara White	930-4317	930-3262
Elections (Data)		
Morris Evans / Linda Martin	930-4394	930-3262

Health Benefits Administrator (Suite 304)

Lisa Zirkle / Donna Moore

930-3360

930-3363

Human Resources (Suite 202)

John Willingham

930-3339

930-3262

Information Systems (Suite B-1)

Otis Coufal / Mike Hall

930-4450

930-4469

Justice of the Peace Pct. #3 (Suite 203)

Judge Jim Bitz / Melissa Goins

930-4415

930-3262

Payroll (Suite 302)

Shelly Kleen / Kathy Kohutek

930-4424

930-3121

**Williamson County Justice Center
405 Martin Luther King Blvd.
Georgetown, Texas 78626**

	Phone #	Fax #
<u>County Attorney (Suite 232)</u>		
Gene Taylor / Peggy Vasquez / Dale Rye	930-4351	930-3320
<u>County Court at Law #1 (Suite 220)</u>		
Judge Kevin Henderson / Joyce Webster	930-4346	930-4358
<u>County Court at Law #2 (Suite 217)</u>		
Judge Robert "Skip" Morse / Diane Lowder	930-3303	930-4496
<u>District Attorney (2nd Floor)</u>		
Ken Anderson / John Bradley	930-4332	930-3107
<u>District Clerk (1st Floor)</u>		
Bonnie Wolbrueck / Melba Kemble	930-4426	930-3323
<u>District Court Master</u>		
	930-3242	
<u>District Court Receptionist</u>		
	930-3324	
<u>26th District Court</u>		
Judge Billy Ray Stubblefield / Merrill Person	930-4376	930-3326
<u>277th District Court</u>		
Judge John Carter / Joan Green	930-4325	930-3326
<u>368th District Court</u>		
Judge Burt Carnes / Donna Tiemann	930-3152	930-3326

Williamson County
Central Maintenance Facility
1900 Georgetown Inner Loop
Georgetown, Texas 78626

	Phone #	Fax #
<u>County Commissioner Pct. #3 (Suite C)</u>		
David Hays / Diane Painter / Cathy Riedel	930-3270	930-4462
<u>County Engineer (Suite B)</u>		
Joe England / Belinda Wallace	930-3330	930-3335
<u>County Extension Service (Suite A)</u>		
Ron Leps - agriculture		
Judy Adkins - home economics	930-4400	930-4407
<u>County Unified Road Systems (Suite B)</u>		
Greg Bergeron / Sharon Benedict	930-3330	930-3335

Williamson County Maintenance
509 Holly Street
Georgetown, Texas 78626

	Phone #	Fax #
<u>Maintenance Director</u>		
Wayne Benedict / Phil Lindinger	930-4417	930-3213
<u>Jail Maintenance</u>		
Randy Williams	930-3248	

Williamson County Sheriff's Department & Jail
508 South Rock Street
Georgetown, Texas 78626

	Phone #	Fax #
<u>County Sheriff & Department</u>		
	(Main) 930-3200	930-3117
	930-3201	930-3117
Sheriff Ed Richards / Jill Bone	930-3169	930-3117
<u>911 Communications</u>		
	(Dispatch) 930-3167	
Geniva Simpson	930-3199	
<u>Jail</u>		
	930-3185	
<u>Jail Magistrates</u>		
	930-3182	

Williamson County Juvenile Services
2423 Williams Drive
Georgetown, Texas 78628

VOL 0094 PAGE 095

	Phone #	Fax #
<u>Juvenile Services</u>		
Charly Skaggs / Robyn Murray	930-3333	930-3329
	(Detention Ctr.)930-4385	
	(Round Rock)244-3932	
	(Taylor)352-8657	ALLAN
	(Cedar Park)258-2575	948-4005

Williamson County EMS & 911 Addressing
305 MLK Blvd.
Georgetown, Texas 78626

	Phone #	Fax #
<u>County EMS Director</u>		
John Sneed / Judy Atkins	930-4420	930-3336
<u>911 Addressing</u>		
Emily Stluka / Shannon Hicks	930-3371	930-3372

Constable Pct. #3
312 Main Street
Georgetown, Texas 78626

	Phone #	Fax #
<u>Constable Pct. #3</u>		
Dennis Jaroszewski / Butch Raby	930-3312	930-4497

Health District
100 West 3rd Street
Georgetown, Texas 78626

	Phone #	Fax #
<u>Health District</u>		
Karen Wilson	930-4387	930-3310
	(Nursing Division & WIC Program)930-4386	
Paulo Pinto	(Environmental Division)930-4390	

Round Rock Annex
211 Commerce Cove
Round Rock, Texas 78664

	Phone #	Fax #
<u>Adult Probation</u> Steve Morrison / Steve Mudge	248-3232	248-3218
<u>Commissioner Pct. #1 (Suite 7)</u> Mike Heiligenstein / Dana Graham	248-3238	248-3243
<u>Constable Pct. #1 (Suite 6)</u> Gary Griffin / Priscilla Smith	248-3239	248-3244
<u>Crisis Center (Suite 103)</u> Leesa Ferrero	248-3245	248-3246
<u>Health District (Suite 109)</u> Karen Wilson	248-3257	248-3260
(Social Services, Family Planning, & Indigent Health)	248-3252	248-3260
<u>Justice of the Peace Pct. #1 (Suite 5)</u> Judge Patricia Ott / Carla Heller	248-3222	248-3227
<u>Juvenile Services (Suite 105)</u> A.C. Berry / Gail Baldauf	248-3230	248-3236

Cedar Park City Hall
2nd Floor
600 N. Bell
Cedar Park, Texas 78613

	Phone #	Fax #
<u>Commissioner Pct. #2</u> Greg Boatright / Nikki Lawrence	258-3292	258-1934
<u>Constable Pct. #2</u> Jim Wilson / Mike Lock	335-1013	
<u>Justice of the Peace Pct. #2</u> Edna Staudt / Wanda Baggs	918-9350	918-9308

Commissioner Pct. #4
P.O. Box 1104
Taylor, Texas 76574

	Phone #	Fax #
<u>Commissioner Pct. #4</u> Jerry Mehevec / Dorothy Fischer	365-2311	352-1536

Constable Pct. #4
115 W, 6th
Taylor, Texas 76574

	Phone #	Fax #
<u>Constable Pct. #4</u> Marty Ruble / Mark Birchard	365-3491	

Justice of the Peace Pct. #4
P.O. Box 588
Taylor, Texas 76574

	Phone #	Fax #
<u>Justice of the Peace Pct. #4</u> Judy Hobbs / Lori Seggern	352-2161	352-8956

Veterans Service
113 West 4th Street
Taylor, Texas 76574

	Phone #	Fax #
<u>Veterans Service Officer</u> Dr. Glenn Lee	365-8636	

Central Texas Treatment Center

	Phone #	Fax #
<u>CTTC Director</u> Bill Schkade	869-0643 (Round Rock)244-3073 (Taylor)352-8249 (Cedar Park)250-8297	869-0550

	Phone #	Fax #
Driver's License Office & Highway Patrol 515 Pine Street Georgetown, Texas 78626	863-5816	930-3115
Driver's License Office 13750 Research Blvd. Corner of Hy-Meadow & 183 Cedar Park, Texas 78613	335-8133	335-9268
Driver's License Office 113 West 4 th Street Taylor, Texas 76574	352-6087	
License & Weights Dept. 515 Pine Street Georgetown, Texas 78626	930-3252	930-3115

FAX LIST

Williamson County Courthouse

Community Supervision & Corrections.....	930-4469
County Auditor.....	930-3352
County Clerk.....	930-4461
County Judge.....	930-3262
County Tax Assessor / Collector.....	930-3226
County Treasurer.....	930-3121
Elections.....	930-3262
Health Benefits.....	930-3363
Human Resources.....	930-3262
Information Systems.....	930-4469
Justice of the Peace #3.....	930-3262
Payroll.....	930-3121

Williamson County Justice Center

County Attorney.....	930-3320
County Court at Law #1.....	930-4358
County Court at Law #2.....	930-4496
District Attorney.....	930-3107
District Clerk.....	930-3323
26 th District Court.....	930-3326
277 th District Court.....	930-3326
368 th District Court.....	930-3326

Williamson County Central Maintenance Facility

County Commissioner #3.....	930-4462
County Engineer.....	930-3335
County Extension Service.....	930-4407
County Unified Road Systems.....	930-3335

Williamson County Maintenance

Maintenance.....	930-3213
------------------	----------

Williamson County Sheriff's Department & Jail

Sheriff's Department.....	930-3117
---------------------------	----------

Williamson County Juvenile Services

Juvenile Services.....	930-3329
------------------------	----------

Williamson County EMS & 911 Addressing

County EMS.....	930-3336
911 Addressing.....	930-3372

Constable Pct. #3

County Constable Pct. #3.....	930-4497
-------------------------------	----------

Health District

Health District	930-3310
-----------------------	----------

FAX LIST

Round Rock Annex

Adult Probation.....	248-3218
County Commissioner #1.....	248-3243
County Constable#1.....	248-3244
Crisis Center.....	248-3246
Health District.....	248-3260
Justice of the Peace #1.....	248-3227
Juvenile Services	248-3236

Cedar Park City Hall

County Commissioner #2	258-1934
Justice of the Peace #2.....	918-9308

Commissioner , Justice of the Peace, & Constable Pct. #4

County Commissioner Pct. #4	352-1536
Justice of the Peace Pct. #4	352-8956

Central Texas Treatment Center

CTTC.....	869-0550
-----------	----------

Texas Department of Public Safety Offices

Drivers License Offices	930-3115
Highway Patrol.....	930-3115
License and Weights Dept.....	930-3115

HOW TO REACH THE WILLIAMSON COUNTY PURCHASING DEPARTMENT

710 Main St. Ste. 303
Georgetown, Tx. 78626

TELEPHONE: 512-930-4321
OR 512-930-3156

FAX: 512-930-3352

email: rspace@wilco.org
or purchase@wilco.org

Website: www.wilco.org

COMMODITY OR SERVICE	Anticipated month specifications available
Ambulances	Last quarter of calendar year
Ant poison	March 1998
Asphalt	August 1997
Box culverts and headwalls	December 1997
Computer printer paper	August 1997
Concrete - ready mix	August 1997
Concrete labor	August 1997
Copy paper	August 1997
Culverts	August 1997
Culverts - Pre-cast concrete	August 1997
Drugs for indigent care	August 1997
EKG monitoring equipment	May 1997
EMS billing and collection	November 1997
EMS liability insurance	September 1997
EMS supplies	August 1997
Fencing labor	August 1997
Fencing material	August 1997
Filters	August 1997
Fluids and grease	August 1997
Hauling	August 1997
Heavy equipment for road system	Last quarter of calendar year
Industrial coatings	August 1997
Janitorial services	August 1997
Juvenile services residential placement	February 1998
Landscape maintenance	August 1997
Long distance telephone service	June 1997
Lumber and nails	August 1997
medical supplies for the jail	August 1997
Office furniture	November 1997
Office supplies for sheriff's department	May 1997
Printing - general	August 1997
Printing - J.P.'s	August 1997
Property casualty insurance	September 1997
Rebar steel	August 1997
Road base materials	August 1997
Road signs and markers	August 1997
Road striping	August 1997
Roadside mowing	March 1998
Roadside vegetation spray	May 1997
Sand and gravel	August 1997
Seal coating	March 1998
Temporary employee services	February 1998
Uniforms for road system	August 1997
Uniforms for Sheriff's department	January 1998
Urinalysis testing for CSCD	August 1997
Vehicle parts	August 1997
Welding gases	August 1997
Welding labor	August 1997
Welding supplies	August 1997
Wrecker service	September 1997

AGENDA ITEM # 13November 25, 1997*

Consider authorizing advertising and setting date to receive proposals for electronic monitoring for CSCD.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To authorize the County Auditor to advertise 10 a.m. on January 6, 1998, to receive proposals for electronic monitoring for CSCD.

Vote: Motion carried 5 - 0

AGENDA ITEM # 14November 25, 1997*

Consider authorizing advertising and setting date to receive bids for wrecker service for the Sheriff's Department.

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To authorize the County Auditor to advertise 10:15 a.m. on January 6, 1998, to receive bids for wrecker service for the Sheriff's Department.

Vote: Motion carried 5 - 0

AGENDA ITEM # 15November 25, 1997*

Discuss and take appropriate action on closing County Road 315 beginning December 1, 1997 for approximately 2 months for re-building of bridge.

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To approve closure of County Road 315 for approximately 2 months for re-building bridge, beginning December 1, 1997.

Vote: Motion carried 4 - 0 with Commissioner Boatright absent from the dais.

AGENDA ITEM # 16November 25, 1997*

Discuss and take appropriate action on court meetings of December 23, 1997 and/or December 30, 1997.

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To cancel December 23 and 30, 1997 Commissioner Court meetings.

Vote: Motion carried 4 - 1 with Commissioner Heiligenstein voting against the motion.

AGENDA ITEM # 17November 25, 1997*

Consider approving reserve deputy Tommy Simon for Precinct 3 Constable.

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To approve reserve deputy Tommy Simon for Precinct 3 Constable as a non-paid position.

Vote: Motion carried 4 - 0 with Commissioner Boatright absent from the dais.

< Clerk copy here >