# Purchase Requisition County of Webb

Department Tresury Requisitioned By Cesar A. Guerra Phone No. 523-4153

Deliver To

Capital Outlay

Req. Date 05-12-16

Req. Number P.O. #16-0000957

(Attach Minutes)
Court
Approval Date Item #



# Official's Affidavit

I hereby certify that there is an available balance in my approved budget for the current year sufficient to pay for the item(s) requested and that the items are absolutely necessary for the discharge of my official duties.

Submitting this form from Appropriate Official's E- Mail Constitutes Signature

Elected / Appointed Official's Signature

Print Return

50.

Commissioners Court Meeting Meeting Date: 10/26/2015

Time Clock Plus

Submitted for: Leticia Gutierrez

Submitted By:

Leticia Gutierrez

Department:

Purchasing

#### Information

#### Subject:

Discussion and possible action to purchase the upgrade for Time Clock Plus, software and hardware from Time Clock Plus by Data Management Inc., in the amount of \$55,777.50. [Requested by Delia Perales, Treasurer; Account #603-0101-8801 (Capital Outlay Fund)]

**Issue:** An Upgrade is available for Time Clock Plus which includes enhancement in software and hardware that will be beneficial for Webb County. Also, Time Clock Plus will be customizing the hours upload process to reduce manual work at the Treasury department.

**Solution:** the solution will be to purchase upgrade in order to keep up with the new Time Clock Plus enhancements which include top of the line desktop biometric scanners that are more sensitive and reliable. Enhancements will include modules to better track federal affordable care act (ACA) requirements.

**Result:** Accepting Time Clock Plus upgrade will be beneficial to Webb County department heads and elected officials in monitoring staff hours and report capabilities. Also upload Enhancements will stream line payroll process and thus produce saving to Webb County.

Background:

none

**Previous Court Action:** 

none

Fiscal Impact

Budget Account Number: 603-0101-8801

**Funding Source:** 

603

Balance:

\$390,000.00

Financial Impact:

\$55,777.50

**Attachments** 

**Time Clock Plus** 

AgendaOuick@2005 - 2016 Destiny Software Inc., All Rights Reserved

TimeClock Plus⊡ by Data Management, Inc. 1 Time Clock Drive, San Angelo, TX 76904 325 223-9500 800 749-8463 sales@timeclockplus.com

visco. Quote di vis	Customer	Quote Date:
370294	70743	09/29/2015

STATE OF THE PROPERTY OF THE P Webb County Cesar Guerra (956) 523-4153 1000 Houston St Laredo, TX 78040-8017

Rep	Se Entry &	Method of Shipment	Method of Payment
AJACKSON	BLACK		Purchase Order Net30

Stock No. 1	Ordered:	Description	Unit Cost	Show Total contr
		On-Premise Version Upgrade (\$43,047.50)	OTHIC COSE	Total
80-825	1 1600 1 1 1 1 1 1 1 1 1	TimeClock Plus v7 Professional Upgrade (Electronic Download)  - TimeClock Plus v7 Professional Emp Licenses (Upgrade Only)  - AutoImport Module (Versions 5/6/7)  - Benefits Status Monitor  - Criteria Based Employee Access Builder  - Floating Pay Period Module  - Job Costing Module  - LDAP Authentication Module (6.0 and 7.0)  - Mobile apps (Android,BlackBerry,iPhone) 51 + Devices  - Quad Weekly Overtime Module (28 day base)  - Shift Differential	66,761.00	66,761.00
	1	New World Systems (Export Module) Upgrade Discount	(38,653.50)	(38,653.50)
46-700	60	v7 Desktop USB Bio scanner L Desktop USB BioScan Plus Discount	399.00 (150.00)	23,940.00 (9,000.00)
800-924	1	Professional Services Implementation (\$12,500.00)		
000-324	20	v7 Platinum Conversion Package Remote Dedicated Support Services (Per hour)	12,500.00	12,500.00
	5	- Professional Services On Site Training - Professional Services Travel Day (per rep)		
		Alid for 14 days. Expires 10/13/20	15.	



Product Total: 103,201.00 Discount: (47,653.50) Subtotal: S & H:

Total:

55,547.50 230.00 55,777.50

### **Pro Services - Estimated Travel Calculator**

#### Prepared April 7, 2016

#### **Customer Information**

Customer Number 70743

Customer Name Webb County

Customer Zip 78040

Invoice Days Onsite 5

Invoice Days Travel 2

Per Diem Rate(M&IE - \$5) \$54.00

#### Single Trip/Week estimate

Airfare (roundtrip) N/A

Vehicle Rental \$268.92

Fuel & Insurance \$154.00

Lodging \$641.98

Per Diem \$378.00

Misc \$0.00

Total for trip/week \$1,442.90

Total Travel Estimate \$1,442.90

# TimeClock Plus Professional Services Tel:(325)223-9500 Fax:(325)223-9104



Thank you for trusting TimeClock Plus with your Implementation / Training.

Please sign and fax the attached documentation to 325-223-9104 Attn: Professional Services. You are also welcome to email the signed form to Zach Orzech at zach.orzech@TimeClockPlus.com

The attached documents must be signed and received within 3 business days to preserve your reservation of onsite dates and prior to booking of any travel.

For additional questions, please contact:

Zachary Orzech zach.orzech@TimeClockPlus.com Professional Services Manager 325-223-9500 xt 8113

## TimeClock Plus Professional Services Tel: (325)223-9500 Fax: (325)223-9104



#### CONFIRMATION OF SERVICES REQUEST

Client:	Request Date: May, 2 2016
D'III	

Billing Address:

Webb County (70743) 1000 Houston ST Laredo, TX 78040

**Services Requested** 

Onsite Training & Installation: Virtual On-Site Support:

(Virtual On-Site Support: By signing this Confirmation of Services Request, client understands TimeClock Plus personnel will require remote access from our Support headquarters in San Angelo, TX to network server and client workstations when performing Virtual On-Site Support. Client agrees to hold harmless Data Management, Inc., and all its employees and assigns from any and all claims resulting from such remote access. Client agrees to keep a network administrator or other duly authorized agent available throughout the Virtual On-Site session to grant or disallow permission for our actions, as needed.)

#### **Approved Actions:**

June 5<sup>th</sup> 2016: Travel June 6<sup>th</sup> - 10<sup>th</sup> 2016: Onsite June 11<sup>th</sup> 2016: Travel

#### Scheduling Policy:

Any dates listed in Approved Actions (above) shall be reserved for use by Client for 3 business days from the request date on this form. If this confirmation is not signed and received by the end of that 3<sup>rd</sup> day then the dates are subject to availability and may require rescheduling.

#### Pricing:

See client invoice #\_\_368435\_\_. Actual travel costs are billed separately. (See Below)

#### Responsibilities of Client:

There are certain responsibilities in the supervision, management and control of training, installation and virtual on-site support including, but not limited to:

- Grant or deny remote access to client computer systems, network, applications, etc.
- Identify and make available a System Administrator and all employees according to agreed schedule.
- Provide an adequate facility for employee training.
- Provide Ethernet or Serial drops, and appropriate power outlets for TimeClock Plus hardware when hardware training is required.
- Travel expenses including out-of-pocket costs and expenses as a result of traveling to and from the Location including:
  - a. Air travel -- actual cost for airfares;
  - b. Auto Rental -- actual cost;
  - c. Land travel 54 cents per mile, or the then current IRS rate of reimbursement, whichever is higher;
  - d. Lodging -- actual cost
  - Meals -- \$ 54/day. Per Diem amounts based upon government per diem rates set by the GSA (<a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a>) for meals minus incidental expenses (\$5.00).

This document is confidential and shall not be duplicated, published or disclosed, in whole or in part, without prior written permission of Data Management, Inc. The terms and conditions herein are subject to change without notice.

## TimeClock Plus Professional Services Tel: (325)223-9500 Fax: (325)223-9104



#### Schedule Cancellation/Change Policy:

In order to ensure the lowest possible travel fees, tickets and reservations are booked at non-refundable rates whenever possible with as much advanced notice as is feasible. If a schedule change does occur, the client is responsible for all non-refundable costs incurred up until such cancellation or change date, and a cancellation/change fee of \$500 will be assessed.

If onsite training & Installation cannot be performed on the day scheduled due to weather or other conditions outside of the control of the Client and Data Management, Inc. then those days may be rescheduled for a later time without a cancellation/change fee. The rescheduled dates will be based on the availability of Data Management, Inc. at the time of rescheduling. Client is responsible for additional travel day fees and travel expenses as required to accommodate the rescheduled onsite training & Installation.

By signing this agreement, I understand I am committing to reimburse DMI for any costs incurred, the scheduled date(s) and services listed, and that in the event of any change to, or cancellation of this schedule, I agree to pay a cancellation/change fee of \$500.

I attest that I have read the End User License Agreement and agree to each of the terms and conditions therein. I further understand, that my signature, as a duly authorized representative of the Client Company listed herein for which these Professional Services will be performed, authorizes any representative(s) from Data Management, Inc., to perform the installation of the Software product(s) being Licensed, and as required, to check your acceptance of the License Agreement its entirety, as required, during the installation process.

I am a duly authorized representative of the Client lis	ted above, and I agree to each of the terms a	nd conditions listed herein.
Ву:	Title:	Date:

This document is confidential and shall not be duplicated, published or disclosed, in whole or in part, without prior written permission of Data Management, Inc. The terms and conditions herein are subject to change without notice.

#### **Leticia Gutierrez**

From:	Cesar A. Guerra
Sent:	Thursday, May 12, 2016 11:26 AM
То:	Leticia Gutierrez
Cc: Lalo Uribe; Priscilla Perez; Delia Perales	
Subject:	RE: Requested Item-Time Clock Plus Training Travel Expenses
Attachments:	time clock plus travel costs PO 16-0000957.pdf
Please advise me if the attached is	s sufficient? I do appreciate your help in this matter. Since we are hoping to have the
	this item approved beforehand will great.
Thanks again.	
Cesar	
From: Leticia Gutierrez	
Sent: Thursday, May 12, 2016 10:4	
<b>To:</b> Cesar A. Guerra <caguerra@webcounteractions <auribe@webbcounteractions="" cc:="" coun<="" counteractions="" lalo="" th="" uribe=""><th>, e</th></caguerra@webcounteractions>	, e
	Clock Plus Training Travel Expenses
Justice: NE. Requested item Time	Clock Flus Training Traver Expenses
What fund if it is from Capital Outl for the Capital Committee to discu	ay like the original PO it needs the request form filled out by your office and a backup iss.
From: Cesar A. Guerra	
<b>Sent:</b> Thursday, May 12, 2016 9:20	) AM
To: Leticia Gutierrez < lgutierrez@v	
Cc: Delia Perales < perales@webbc	ountytx.gov>; Priscilla Perez <pperez@webbcountytx.gov>; Gaby S. Lopez Uribe <auribe@webbcountytx.gov>; Rafael Perez <rafaelperez@webbcountytx.gov>;</rafaelperez@webbcountytx.gov></auribe@webbcountytx.gov></pperez@webbcountytx.gov>
	Clock Plus Training Travel Expenses
and the amount was not noted on	ementation, but it is noted that the travel expenses would be billed after the training the bid. Please note that the original purchase was approved by Commissioner's of #603-0101-8801. The bid is on the attached PDF File.
TCP gave an amount of \$1,442.90 s	separately from the bid closer to the proposed training date.
I spoke to the Auditor's office and i Commissioner's Court.	if the funding exists, they are <u>requiring</u> that the amount be approved by
s it possible to get the agenda item	n in for the next meeting? Let me know if you need anything on my end.
Γhanks.	
Cesar	

<b>Customer Number</b>	70743
Customer Name	Webb County
Customer Zip	78040
Invoice Days Onsite	5
Invoice Days Travel	2
Per Diem Rate(M&IE - \$5)	\$54.00
Single Trip/Wee	k estimate
Airfare (roundtrip)	N/A
Vehicle Rental	\$268.92
Fuel & Insurance	\$154.00
Lodging	\$641.98
Per Diem	\$378.00
Misc	\$0.00
Total for trip/week	\$1,442.90

From: Leticia Gutierrez

Sent: Thursday, May 12, 2016 8:48 AM

To: Cesar A. Guerra < caguerra@webbcountytx.gov >

Subject: RE: Requested Item-Time Clock Plus Training Travel Expenses

I was checking the PO and on the \$12,500 it includes the travel

From: Cesar A. Guerra

Sent: Thursday, May 12, 2016 8:39 AM

To: Priscilla Perez perez@webbcountytx.gov; Leticia Gutierrez lgutierrez@webbcountytx.gov

Subject: RE: Requested Item-Time Clock Plus Training Travel Expenses

\$43,047.50 + 230.00 SHIPPING. Balance on PO is \$12,500 which will be billed after their one week on sight implementation and training. The \$12,500 doesn't include travel cost reimbursement of \$1,442.90. Please note below e-mail.

Thanks.

Cesar

From: Priscilla Perez

Sent: Thursday, May 12, 2016 8:25 AM

**To:** Leticia Gutierrez < <u>lgutierrez@webbcountytx.gov</u>> **Cc:** Cesar A. Guerra < <u>caguerra@webbcountytx.gov</u>>

Subject: RE: Requested Item-Time Clock Plus Training Travel Expenses

I don't know. Cesar is the one that knows about this.

#### Sincerely,

Priscilla A. Ruiz Administrative Assistant Webb County Treasury Dept. 956-523-4157 (Direct) 956-523-4150 (Main) 956-523-4028 (Fax)

From: Leticia Gutierrez

Sent: Thursday, May 12, 2016 8:23 AM

To: Priscilla Perez pperez@webbcountytx.gov>

Subject: RE: Requested Item-Time Clock Plus Training Travel Expenses

How much have we paid on this PO it shows open.

From: Priscilla Perez

Sent: Thursday, May 12, 2016 8:20 AM

To: Leticia Gutierrez < lgutierrez@webbcountytx.gov>

Subject: RE: Requested Item-Time Clock Plus Training Travel Expenses

That is the one Cesar gave me. He has all the back up to it where it shows the travel.

#### Sincerely,

Priscilla A. Ruiz Administrative Assistant Webb County Treasury Dept. 956-523-4157 (Direct) 956-523-4150 (Main) 956-523-4028 (Fax)

From: Leticia Gutierrez

Sent: Thursday, May 12, 2016 8:18 AM

To: Priscilla Perez pperez@webbcountytx.gov>

Subject: RE: Requested Item-Time Clock Plus Training Travel Expenses

This PO is for 55,547.50

From: Priscilla Perez

Sent: Wednesday, May 11, 2016 4:50 PM

To: Leticia Gutierrez < <a href="mailto:lgutierrez@webbcountytx.gov">lgutierrez@webbcountytx.gov</a>>

Cc: Cesar A. Guerra < caguerra@webbcountytx.gov >; Delia Perales < perales@webbcountytx.gov >

Subject: FW: Requested Item-Time Clock Plus Training Travel Expenses

Hi Lety,

Below is the PO# as per your request.

Thanks.

#### Sincerely,

Priscilla A. Ruiz Administrative Assistant Webb County Treasury Dept. 956-523-4157 (Direct) 956-523-4150 (Main) 956-523-4028 (Fax)

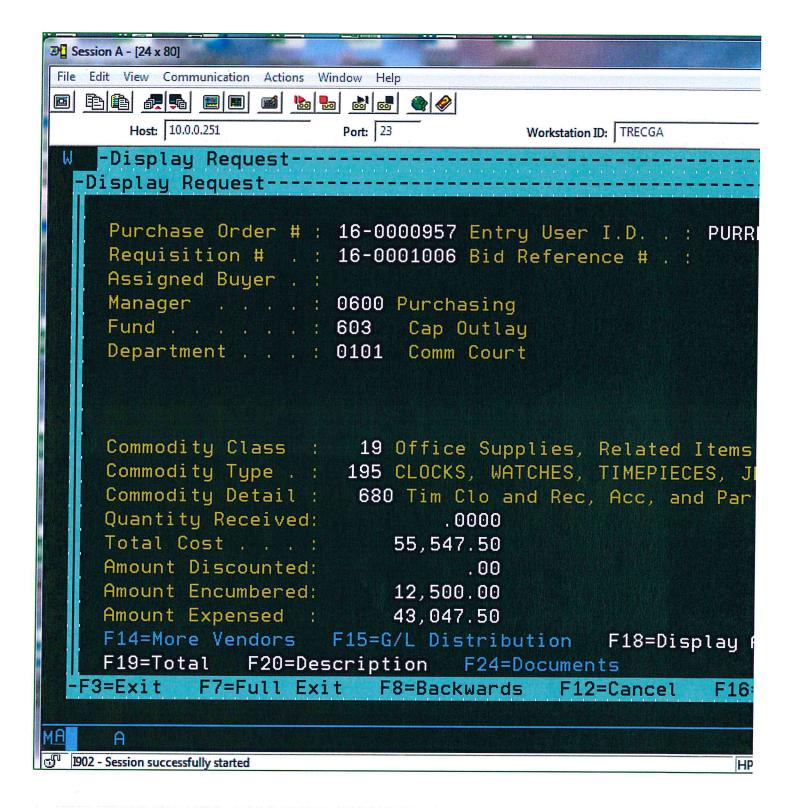
From: Cesar A. Guerra

Sent: Wednesday, May 11, 2016 4:47 PM

To: Priscilla Perez < pperez@webbcountytx.gov >

Subject: FW: Requested Item-Time Clock Plus Training Travel Expenses

PO Number 16-0000957



From: Cesar A. Guerra

Sent: Friday, April 08, 2016 9:57 AM

To: Amanda E. Flores-Del Toro <a href="mailto:aeflores@webbcountytx.gov">aeflores@webbcountytx.gov</a>

Subject: RE: Requested Item-Time Clock Plus Training Travel Expenses

The upgrade was approved on 10-23-2015. Please advise if you need additional information.

Thanks.

#### Cesar

From: Amanda E. Flores-Del Toro Sent: Friday, April 08, 2016 9:13 AM

To: Cesar A. Guerra < caguerra@webbcountytx.gov>

Subject: RE: Requested Item-Time Clock Plus Training Travel Expenses

When was the initial item approved?

From: Cesar A. Guerra

**Sent:** Friday, April 08, 2016 8:03 AM **To:** Amanda E. Flores-Del Toro

Cc: Delia Perales; Priscilla Perez; Leticia Gutierrez

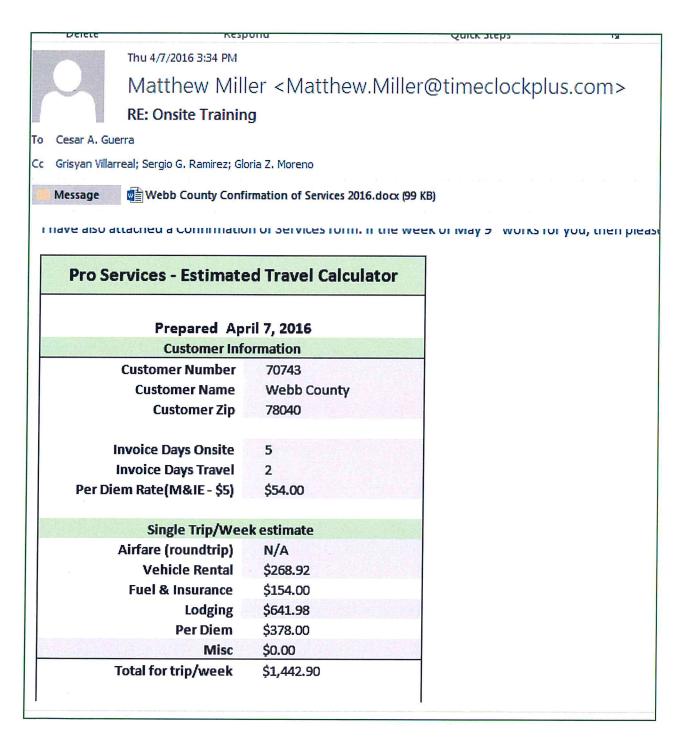
Subject: Requested Item-Time Clock Plus Training Travel Expenses

Amanda, thank you for your help. Please advise if we can make it for the April 25<sup>th</sup> Commissioner's Court meeting. If you have any questions, please advise me. Thank you.

Discussion and possible action to pay for travel expenses for a representative from Time Clock Plus by Data Management Inc., in the amount of \$1,442.90 for onsite implementation and training of Time Clock Plus Version 7. (Requested by Delia Perales, Treasurer, Account #XXX-XXXX-XXXX.

Issue: The purchase of the upgrade for Time Clock Plus software and hardware was approved by Commissioner's Court on 10-23-2015. The quote included the upgraded software, desk top scanners and service implementation. Quote noted that travel expenses will be billed after training and implementation. Implementation and training on site visit will be May 9<sup>th</sup> through May 13<sup>th</sup>. Time Clock Plus provided a travel estimate on April 7<sup>th</sup> once the implementation date was set.

Solution: Approve the authorization of travel expenses for Time Clock Representative to provide onsite guidance in implementation and training for the Webb County staff in regards to the upgraded Version 7 software. Result: Time Clock Plus representative will insure a smooth transition for the Time Clock Plus software from version 6 to version 7 for Webb County.



Cesar A. Guerra, Ir.

Chief Deputy County Treasurer Webb County P.O. Box 593

#### Laredo, TX 78042 956-523-4153



8

TimeClock Plus: TimeClock Plus: Transcript, Inc. Transdem: San Angelo, TX 76904 325 223-9104 sales@timeclockplus.com

09/10/2015	70743	368426
Invoice Date	Customer	eoioval

7860000-91	Purchase Order Net30		BLACK N/P	AJACKSON
P.O. Number	Method of Payment	Method of Shipment	Vıju∃	Rep
	Webb County Priscilla Perez (956) 523-4157 1000 Houston St Laredo, TX 78040-8017		f 929) 253 <del>-4</del> 123	Webb County Cesar Guerra (9 1000 Houston S Laredo, TX 7804
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	. 9vi9	Customer Invoice he ONLY invoice vou will red	1 51 5	41	
	RECEIVED 2016 MAR 18 PM 2 34	PURCHASING DEPT.			
(03.639,86)	(38,653.50)	- Criferia Based Employee Access Builder - Floating Pay Period Module - Job Costing Module - LDAP Authentication Module (6.0 and 7.0) - Mobile apps (Android, BlackBerry, iPhone) 51 + Devices - Modekly Overtime Module (28 day base) - Shift Differential - New World Systems (Export Module) - New World Systems (Export Module)			
lstoT 00.187,88	1eo5 finU 00.197,88	Description  On-Premise Version Upgrade (\$28,107.50)  TimeClock Plus v7 Professional Upgrade (Electronic Download)  - TimeClock Plus v7 Professional Emp Licenses (Upgrade Only)  - AutoImport Module (Versions 5/6/7)  - Benefits Status Monitor	Shipped	Drdered 1600	Stock No. 80-825

: <u>*</u> :	
08.701,82	:lstoT
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08.701,82	Subtotal:
(38,653.50)	Discount:
00.187,88	Product Total:

#### SHIP TO

WEBB COUNTY TREASURER
ATTN: PRISCILLA PEREZ
1110 WASHINGTON ST. SUITE 202
LAREDO, TX 78040

#### **WEBB COUNTY**

Purchasing Department (956) 523-4125 – Fax (956) 523-5010 PURCHASE ORDER

NO. 16-0000957

DATE: 10/28/2015

BUYER PURYSG

WEBB COUNTY PURCHASING 1110 WASHINGTON ST. STE. 101 LAREDO, TEXAS 78040

OR EMAIL INVOICES TO:

purchasinginvoices@webbcountytx.gov

DATA MANAGEMENT INC

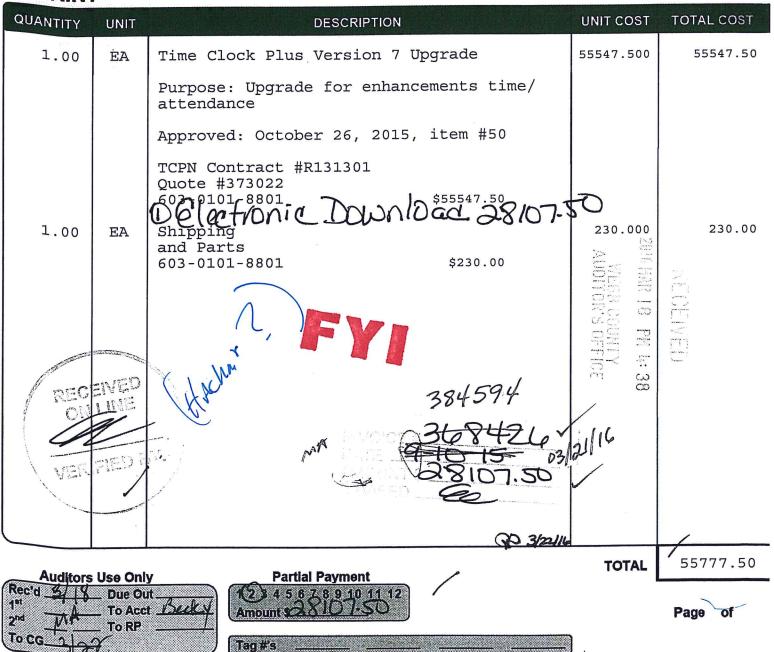
1 TIME CLOCK DRIVE
SAN ANGELO, TX 76904

The Purchase Order Number must appear on all invoices, shipper's bill of lading, and correspondence.

#### REPRINT

0 0

6863



This purchase order is subject to the rights and obligations contained in the Webb County Standard Terms and Conditions for Purchasing which is on the reverse side of this document and incorporated herein for all purposes.

Interim Purchasing Agent

3/18/16 Date

Approved for payment – Deputy County Auditor // Date

#### SHIP TO

W 3B COUNTY TREASURER ATIN: PRISCILLA PEREZ 1110 WASHINGTON ST. SUITE 202 LAREDO, TX 78040

#### **WEBB COUNTY**

Purchasing Department (956) 523-4125 – Fax (956) 523-5010

#### **PURCHASE ORDER**

NO. 16-0000957

DATE: 10/28/2015

BUYER PURYSG

**V E Z D O** 

6863

DATA MANAGEMENT INC

1 TIME CLOCK DRIVE SAN ANGELO, TX 76904



WEBB COUNTY PURCHASING
1110 WASHINGTON ST. STE. 101
LAREDO, TEXAS 78040

OR EMAIL INVOICES TO:

purchasinginvoices@webbcountytx.gov

The Purchase Order Number must appear on all invoices, shipper's bill of lading, and correspondence.

#### REPRINT

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.00	EA	Time Clock Plus Version 7 Upgrade	55547.500	55547.50
		Purpose: Upgrade for enhancements time/attendance		
		Approved: October 26, 2015, item #50		-
1.00	EA	TCPN Contract #R131301 Quote #373022 603-0101-8801 Shipping and Parts 603-0101-8801 \$230.00	AUBEBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	230.00
RE	CEIVE	38	1594	ි. යා යා
VE	RIFIE	DATE 9-10-15 3 2 AMOUNT 28107.50 REVISED	116	
Auditors U		Partial Payment	TOTAL	55777.50
<u> </u>	Due Out . To Acct . To RP	123 4 5 6 78 9 10 11 12 Amount \$28(0).50		Page of

for Purchasing which is on the reverse side of this document and incorporated herein for all purposes.

\*\*Duttine\*\*, 3/18/16\*\*

chasing Agent

Date

Approved for payment - Deputy County Auditor

**Date** 

Figure 1, Inc. K Drive, San Angelo, TX 76904 500 fax: 325 223-9104 ctimeclockplus.com | Invoice | Customer | Invoice Date | 384594 | 70743 | 03/21/2016 |

**BILL TO** 

Webb County Cesar Guerra (956) 523-4153 1000 Houston St Laredo, TX 78040-8017

	SHIP TO
	Webb County
	Priscilla Perez (956) 523-4157
1	1000 Houston St
	Laredo, TX 78040-8017

Rep	Entry	Method of Shipment	KNI/220 229 v range garage and the latest and the l	
CCRABTREE	AJACKSON	N/A	Method of Payment	P.O. Number
		1071	Purchase Order Net30	16-0000957

Stock No.	Ordered	Chinana	At 150 at 1600 by the second product and account to a second		16-0000957
OLOGK NO.	Oldered	Shipped	Description On Pression Visit 1997	Unit Cost	Total
80-825	1		On-Premise Version Upgrade (\$28,107.50)		
	1600		TimeClock Plus v7 Professional Upgrade (Electronic Download)  TimeClock Plus v7 Professional Emp Licenses (Upgrade Only)	66,761.00	66,761.00
	1		AutoImport Module (Versions 5/6/7)	1	
	1		Benefits Status Monitor		
	1		Criteria Based Employee Access Builder		
	1		Floating Pay Period Module Job Costing Module		
	1		LDAP Authentication Module (6.0 and 7.0)		
	1		Mobile apps (Android / iPhone) 51 + Devices		
			Cuad Weekly Overtime Module (28 day base)		
	1		South Differential	1 "	
	1		New World Systems (Export Module)		
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Product Total:

Discount: Subtotal: S & H: 66,761.00 (38,653.50) 28,107.50

Total:

0.00 28,107.50

#### SHIP TO

WEBB COUNTY TREASURER ATTN: PRISCILLA PEREZ 1110 WASHINGTON ST. SUITE 202 LAREDO, TX 78040

#### WEBB COUNTY

**Purchasing Department** (956) 523-4125 - Fax (956) 523-5010

#### **PURCHASE ORDER**

16-0000957 NO.

DATE: 10/28/2015

PURYSG BUYER

WEBB COUNTY PURCHASING 1110 WASHINGTON ST. STE. 101 LAREDO, TEXAS 78040

OR EMAIL INVOICES TO:

purchasinginvoices@webbcountytx.gov

The Purchase Order Number must appear on all Invoices, shipper's bill of lading, and correspondence.

#### PURCHASE ORDER

DATA MANAGEMENT INC

1 TIME CLOCK DRIVE

SAN ANGELO, TX 76904

6863

N

D

0

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.00	EA	1. Time Clock Plus Version 7 Upgrade	55547.500	55547.50
		Purpose: Upgrade for enhancements time/attendance		
		Approved: October 26, 2015, item #50		7
	,	TCPN Contract #R131301  Quote #373022 (9000 Discount Applied)  603-0101-8801 (9000 Discount 555547.50)  Time Cocks 60 ea. 14940.00	,	
1.00	EA	2. Shipping	230.000	230.00
		and Parts 603-0101-8801 \$230.00		
			25'SIKIR II AY 10: 39  WEBB COUNTY AUDITOR'S OFFICE	RECEIVED
			TOTAL	55777.50

**Auditors Use Only** Rec'd **Due Out** To Acct \_ 2<sup>nd</sup> To RP To CG.

**Partial Payment** 1 2 3 4 5 6, 7, 8 9 10 11 12 Amount \$

Tag #'s

Page 1 of 1

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10/28/15 **Interim Purchasing Agent Date** 

Approved for payment - Deputy County Auditor

**Date** 

# FINANCIAL MANAGEMENT PRINT PURCHASE ORDER EDIT LISTING

1 Treasury

,	TOTAL PURCHASE ORDERS	TOTAL ITEMS :		2. Shipping and Parts G/L DIST 1. 603-	TCPN C Quote G/L D 1. 6	Approv	Purpose: U attendance	ITEM DESCRIPTION 1. Time Clock P	16-0000957 Active	P.O. NUMBER STATUS	WEBB COUNTY - LIVE DATE 10/28/15 TIME 13:11:10
	ITEMS:	N		hipping und Parts G/L DISTRIBUTION 1. 603-0101-8801	TCPN Contract #R131301 Quote #373022 G/L DISTRIBUTION 1. 603-0101-8801	ed: October :	e: Upgrade fo	IPTION Lock Plus Vei	Standard	TYPE	
	נים				1301	Approved: October 26, 2015, item #50	Purpose: Upgrade for enhancements time/attendance	DESCRIPTION Time Clock Plus Version 7 Upgrade	6863 DATA MANAGEMENT, INC	P.O. NUMBER STATUS TYPE VENDOR DELIVER BY METHOD G/L DATE CONTRACT	FINANCIAL MANAGEME; PRINT PURCHASE ORDER EDIT LISTING
				. o	PCT . : 1.0000			CONFIRMING NO	10/28/2015	DELIVER BY METHOD	Z
				. 00	AMT . :			QUANTITY 1.0000	10/28	DELIVERY METHOD G/I	н
				EA				U/M EA	10/28/2015	G/L DATE	
				230.0000	.000			COST/UNIT 55,547.5000		CONTRACT	
	======================================	55,777.50	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	230.00				TOTAL COST 55,547.50	11	J10000	PAGE 1 PO0060 PURYSG
jumi	-									という	

DEBARMENT VERIFIED

# **Purchase Requisition County of Webb**

19 16-0000012

Phone No. 956-523-4150 Requisitioned By Delia Perales Department Treasury

Deliver To Treasury Req. Date 9-29-2015 Req. Number

10/26/15 Approval Date (Attach Minutes) **Capital Outlay** 

Data Management Tume Clock Plus JCPN # R131301

Official's Affidavit

for the discharge of my official duties. item(s) requested and that the items are absolutely necessary approved budget for the current year sufficient to pay for the hereby certify that there is an available balance in my

Submitting this form from Appropriate Official's E- Mail Constitutes Signature

Elected / Appointed Official's Signature wall of the Make Portes

\$55,777.50	TOTAL AMOUNT \$55,777.50						
					C 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		٠
					(815 SLF 23 AM 8	17	
					WEBB COUNTY		
					PURCHASING DEPT		
	time/allendance						
\$55,777.50	cements	10-1-2015	\$55,777.50	1	Time Clock Plus Version 7 Upgrade	603-0101-8801 19-195-680	603-0101-880
AMOINT	PURPOSE	DATE NEEDED BY	PRICE PER UNIT	оту.	ITEM DESCRIPTION		ACCOUNT NUMBER



# Webb County Purchase Justification Form

Funding Sources Requested:						
X Capital Outlay Fund #603-0101-8801:						
Building Improvement Fund #604-0101-8103						
Capital Outlay Series 2013 750-8000-8801						
Vehicle Lease Program						
<b>Department</b> <u>Treasury Dept.</u>	Department Head	Delia Perales				

Number of Dept. Employees <u>1,700</u>

Item	Qty	Qty on Hand	Condition of item being replaced: Poor/Fair/Good	Unit Price	Extended Price
Time Clock Plus Version 7 Upgrade	1		Good	\$55,777.50	\$55,777.50
			- se - 10° - 30° 22°		
				1	

Total			\$55,777.50

Total Cost of item(s) being purchased:	\$ <u>55,777.50</u>					
Do you have 3 quotes for all items listed above?	Yes No_X					
What is the purpose of each item(s) requested? Upgr	aded software/hardware system with					
enhancements to make payroll processing easier with	better report capabilities, better hour upload					
enhancements to reduce overtime in payroll departme	nt. Upgrade includes 60 desk top scanners more					
reliable than current scanners. Software upgrade inclu	des modules to better track Federal ACA					
requirements.						
If the purchase is to replace item(s) is the item(s) bein	g replaced currently in use?					
Yes No X						
What is the impact or risk potential if we don't purchase item(s)? New enhancement for Time Clock Plus will only be on Version 7. Time Clock Plus will include better hours upload process in regards to comp time earned reducing overtime costs for Treasury. Enhancement helps County with ACA Requirements. More reliable finger print reading with new USB Bio Scanner.						
Please Circle Priority: Critical Upgra	ade Desirable					
<b>PRIORITY 1:</b> CRITICAL – Required to prevent a <b>critical</b> reduction in protect valuable property; and/or comply with insurance or code re						
PRIORITY 2: UPGRADE – Required for significant upgrade in servi	ce, operating efficiency, economy and/or safety of current					
operations.	for the second s					
<b>PRIORITY 3: DESIRABLE</b> – Required to introduce <b>desirable</b> , but opsmall improvements in operating efficiency, economy and/or safety						
Required with this form:						
Price quotes						
<ul> <li>Pictures of item(s) to be replace</li> </ul>	Department Head Signature					
	Date:   [29][3					
**** Please note this form must be filled out in its entire	ty for purchase to be considered for approval ****					

Quote	Customer	Quote Date
373022	70743	10/28/2015

CUSTOMER
Webb County
Cesar Guerra (956) 523-4153
1000 Houston St
Laredo, TX 78040-8017

Rep	Entry	Method of Shipment	Method of Payment
AJACKSON	AMCINTURFF	UPS Ground	Purchase Order Net30

Stock No.	Ordered	Description	Unit Cost	Total
		On-Premise Version Upgrade (\$43,047.50)		
80-825	1 1600 1 1	TimeClock Plus v7 Professional Upgrade (Electronic Download)  - TimeClock Plus v7 Professional Emp Licenses (Upgrade Only)  - AutoImport Module (Versions 5/6/7)  - Benefits Status Monitor  - Criteria Based Employee Access Builder	66,761.00	66,761.00
	1 1 1 1 1	Floating Pay Period Module Job Costing Module LDAP Authentication Module (6.0 and 7.0) Mobile apps (Android,BlackBerry,iPhone) 51 + Devices Quad Weekly Overtime Module (28 day base)		
	1	Shift Differential	1	
	1	New World Systems (Export Module)	(38,653.50)	(38,653.50)
10.700	00	Upgrade Discount	399.00	23.940.00
46-700	60	v7 Desktop USB Bio scanner  Desktop USB BioScan Plus Discount Professional Services Implementation (\$12,500.00)	(150.00)	(9,000.00)
800-924	1 20 5 2	v7 Platinum Conversion Package Remote Dedicated Support Services (Per hour) Professional Services On Site Training Professional Services Travel Day (per rep) Travel Expenses (ie Airfare, Lodging, Per-Diem, etc) Not Included - Billed after training	12,500.00	12,500.00
		TCPN Contract Number - R131301		
	V	alid for 14 days. Expires 11/11/20	)15.	



Product Total: 103,201.00
Discount: (47,653.50)
Subtotal: 55,547.50
S & H: 230.00
Total: 55,777.50

TimeClock Plus ☐ by Data Management, Inc. 1 Time Clock Drive, San Angelo, TX 76904 325 223-9500 , 800 749-8463 sales@timeclockplus.com

 Quote
 Customer
 Quote Date

 370294
 70743
 09/29/2015

CUSTOMER	le. The lates
Webb County	
Cesar Guerra (956) 523-4153	
1000 Houston St	
Laredo, TX 78040-8017	

17633

Rep	Entry	Method of Shipment	Method of Payment
AJACKSON	BLACK	UPS Ground	Purchase Order Net30

Stock No.	Ordered	Description	Unit Cost	Total
	F 8 8 7 1	On-Premise Version Upgrade (\$43,047.50)		
80-825	1 1600 1 1 1 1 1 1 1 1 1 1	TimeClock Plus v7 Professional Upgrade (Electronic Download)  TimeClock Plus v7 Professional Emp Licenses (Upgrade Only)  AutoImport Module (Versions 5/6/7)  Benefits Status Monitor  Criteria Based Employee Access Builder  Floating Pay Period Module  Job Costing Module  LDAP Authentication Module (6.0 and 7.0)  Mobile apps (Android, BlackBerry, iPhone) 51 + Devices  Quad Weekly Overtime Module (28 day base)  Shift Differential  New World Systems (Export Module)	66,761.00	66,761.00
	1	Upgrade Discount	(38,653.50)	(38,653.50)
46-700	60	v7 Desktop USB Bio scanner	399.00	23,940.00
		Professional Services Implementation (\$12,500.00)	(150.00)	(9,000.00)
800-924	1	v7 Platinum Conversion Package	12,500.00	10 500 00
	20	Remote Dedicated Support Services (Per hour)	12,500.00	12,500.00
	5	Professional Services On Site Training		
	2	Professional Services Travel Day (per rep) Travel Expenses (ie Airfare, Lodging, Per-Diem, etc) Not Included - Billed after train		
		ing		
		TCPN Contract #R131301 gulon lestie Davis-reproductive 1807,56		
	V	alid for 14 days. Expires 10/13/20	)15.	\



Product Total: 103,201.00 Discount: (47,653.50) Subtotal: 55,547.50

S & H: 230.00 Total: 55,777.50

#### **Leticia Gutierrez**

From:

Priscilla Perez

Sent:

Tuesday, September 29, 2015 9:55 AM

To:

Leticia Gutierrez

Cc:

Cesar A. Guerra; Delia Perales

Subject:

Agenda for Time Clock Plus Version 7 Upgrade

#### **Issue**

An Upgrade is available for Time Clock Plus which includes enhancement in software and hardware that will be beneficial for Webb County. Also, Time Clock Plus will be customizing the hours upload process to reduce manual work at the Treasury department.

#### Solution

The solution will be to purchase upgrade in order to keep up with the new Time Clock Plus enhancements which include top of the line desktop biometric scanners that are more sensitive and reliable. Enhancements also include modules to better track federal affordable care act (ACA) requirements. Enhancements will include customization of upload requirements for comp time. Software upgrade provides more enhancements in reports and managing an employee's time.

#### Result

Accepting Time Clock Plus upgrade will be beneficial to department heads and elected officials in monitoring staff hours and report capabilities. Also upload Enhancements will stream line payroll process and thus produce savings to Webb County.

#### Sincerely,

Priscilla A. Ruiz Administrative Assistant Webb County Treasury Dept. 956-523-4157 (Direct) 956-523-4150 (Main) 956-523-4028 (Fax) View assistance for Search Results

#### **Search Results**

Current Search Terms: Time\* Clock\* Plus\*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

No records found for current search.

Glossary

Search

Results

Entity

Exclusion

Search **Filters** 

By Record

Status

By Functional Area - Entity Management

By Functional Area -Performance Information

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IBM v1.P.36.20150930-1631







#### **Debarred Vendor List**

As of **November 12, 2014**, the following vendors have failed to comply with their contracts and have been debarred from doing business with the State of Texas for the period of time indicated. Whether they are listed below or not, the debarred vendors include the vendors' successors in interest as defined in RULE §20.102(b)(4).

Vendor ID Numbe	er Vendor Name/Address	Date of Debarmen	t Length of Debarment
Vendor ID Number	Vendor Name/Address	Date of Debarment	Length of Debarment
17601350246	Blast Incorporated 1208 Iowa St South Houston TX 77587	November 2, 2009	6 Years
17603361605	Daystar Residential, Inc 3926 Bahler Manvel TX 77578	May 17, 2011	5 Years
11343506066	DBuilders2 LLC PO Box 248 Mansfield TX 76063	September 19, 2011	5 Years
1562456928900	Smith Housewares and Restaurant Supplies 500 Erie Blvd Syracuse, NY 13202	November 12, 2014	5 Years
15814194500	Twiss Associates 19 Compo Rd South Westport CT 06880	September 23, 2011	5 Years
1743261315000	Walker's Electric Company 1520 Park St Beaumont TX 77701 Also: Walkers Electric Company Calvin G. Walker Stacy Walker	August 28, 2012	5 Years



#### TimeClock Plus

**VENDOR WEBSITE** 

Overview Contract Documents Contact Contract: R131301 - Time Clock Software System and Related Services Sep 1, 2013 to Aug 31, 2016 Competitive Bid Process Contract Award Recommendation Multi Award Justification Determination for RFP DJC Affidavit of Publication **DJC** Publication Florence Reminder-Blade Tribune Affidavit of Publication USA Publication 6-6-13 USA Today Ad Proof USA Today Publication 6-13-13 Original Solicitation (Final RFP Document) RFP Questions & Answers TCPN Screenshot R4 Screenshot Bid Receipt List Bid Sign in Sheet Bid Evaluation Compliance Questionnaire

#### Master Contract Documents

Signed Contract

Signed Contract

Award Letter

#### Post-Award Management Documents

2nd Yr Renewal Letter

3rd Year Renewal Letter

#### Rosalinda Moncivais

From:

Rebecca Garcia

Sent:

Wednesday, October 28, 2015 11:38 AM

To:

Rosalinda Moncivais

Subject:

RE: Allocation of funds #603-0101-8801

Items have been approved.

From: Rosalinda Moncivais

**Sent:** Wednesday, October 28, 2015 11:33 AM **To:** Rebecca Garcia < regarcia@webbcountytx.gov > **Subject:** RE: Allocation of funds #603-0101-8801

Thank you, could you now give level 2 approval?

Rosie

From: Rebecca Garcia

Sent: Wednesday, October 28, 2015 11:09 AM

To: Rosalinda Moncivais

Subject: RE: Allocation of funds #603-0101-8801

Funds are now available.

From: Rosalinda Moncivais

**Sent:** Wednesday, October 28, 2015 8:08 AM **To:** Rebecca Garcia < regarcia@webbcountytx.gov >

Cc: Rafael Perez < rafaelperez@webbcountytx.gov >; Leticia Gutierrez < lgutierrez@webbcountytx.gov >

Subject: Allocation of funds #603-0101-8801

#### Good morning,

Requesting funds in the amount of \$55,777.50 for the upgrade of the Time Clock Plus requested by the Treasury Dept. This item was approved at Commissioner's Court on October 26, 2015, item #50.

Thank you,
Rosie Moncivais
Webb County - Purchasing Dept
1110 Washington St., Ste 101
Laredo, TX 78040
PH (956) 523-4125
Fax (956) 523-5010
romoncivais@webbcountytx.gov

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Vendor ID Number	Vendor Name/Address	Date of Debarment	Length of Debarment
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17603361605	Daystar Residential, Inc 3926 Bahler Manvel TX 77578	May 17, 2011	5 Years
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15814194500	Twiss Associates 19 Compo Rd South Westport CT 06880	September 23, 2011	5 Years
1743261315000	Walker's Electric Company 1520 Park St Beaumont TX 77701 Also: Walkers Electric Company Calvin G. Walker Stacy Walker	August 28, 2012	5 Years

View assistance for Search Results

#### **Search Results**

#### Current Search Terms: Data\* management\* Inc\*

	ur SAM search results. More resu	iits ma	y be available. To
rint your complete search results, you can download the PDF and	print it.		
Entity VERSA MANAGEMENT SYSTEMS, INC.			Status: Active (
DUNS: 124331500	CAGE Code: 3GWS1		View Details
las Active Exclusion?: No	DoDAAC:		
xpiration Date: 07/13/2016	Delinquent Federal Debt?	No	
urpose of Registration: All Awards			
Entity FIVEASH DATA MANAGEMENT, INC.			Status: Active
UNS: 789023405	CAGE Code: 1MXS2		View Details
as Active Exclusion?: No	DoDAAC:		
xpiration Date: 10/22/2016	Delinquent Federal Debt?	No	
urpose of Registration: All Awards			
Entity DATA MANAGEMENT CONSULTANTS INC			Status: Active
UNS: 150759256	CAGE Code: 0YUE9		View Details
las Active Exclusion?: No	DoDAAC:		VICTI Details
xpiration Date: 10/11/2016	Delinquent Federal Debt?	No	
urpose of Registration: All Awards			
Entity Data Management Services Inc.	and the second s		Status: Active ①
UNS: 933922171	CAGE Code: 07YG9		View Details
as Active Exclusion?: No	DoDAAC:		VICTI Details
piration Date: 10/04/2016	Delinquent Federal Debt?	No	
rpose of Registration: All Awards			
Entity CROP DATA MANAGEMENT SYSTEMS, INC.	The second secon		Status: Active
UNS: 122661549	CAGE Code: 32HK1		[ \( \frac{1}{2} \)
as Active Exclusion?: No	DoDAAC:		View Details
piration Date: 09/29/2016	Delinquent Federal Debt?	No	
rpose of Registration: All Awards			
Entity Society For Clinical Data Management Inc.	And the second s		Status: Active (7)
UNS: 947857371	CAGE Code: 60AF4		View Dataile
as Active Exclusion?: No	DoDAAC:		View Details
piration Date: 08/04/2016	Delinquent Federal Debt?	No	
rpose of Registration: All Awards			
Entity Data Management Forum, Inc.			Status: Active
INS: 623113466	CAGE Code: 6ZTC2		[
as Active Exclusion?: No	DoDAAC:		View Details
xpiration Date: 08/02/2016	Delinquent Federal Debt?	No	
urpose of Registration: All Awards			
Entity Records and Data Management, Inc.			Status: Active
UNS: 803078211	CAGE Code: 3DWM4		View Details
as Active Exclusion?: No	DoDAAC:		View Details
opiration Date: 07/27/2016	Delinquent Federal Debt?	No	
rpose of Registration: All Awards	The second secon		
Entity DATA MANAGEMENT SERVICES, INC.			Status: Active
INS: 004985040	CAGE Code: 4VWR9		View Potails
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xpiration Date: 05/13/2016	Delinquent Federal Debt?	No	
rpose of Registration: All Awards			
The second secon			Status: Active ①
Entity DATA MANAGEMENT SERVICES, INC.			
Entity DATA MANAGEMENT SERVICES, INC. UNS: 004985040	CAGE Code: 4UMD9		View Details
The second secon	CAGE Code: 4UMD9 DoDAAC:		View Details

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#### **Search Results**

#### Current Search Terms: Data\* management\* Inc\*

Medical This printed document represents eats the first and of se	ur CAM caarch requite. More requite	may be available. To
Notice: This printed document represents only the first page of your complete search results, you can download the PDF and		may be available. 10
Entity VERSA MANAGEMENT SYSTEMS, INC.		Status: Active 🕒
DUNS: 124331500	CAGE Code: 3GWS1	View Details
Has Active Exclusion?: No	DoDAAC:	VICW Details
Expiration Date: 07/13/2016	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity FIVEASH DATA MANAGEMENT, INC.		Status: Active (1)
DUNS: 789023405	CAGE Code: 1MXS2	View Details
Has Active Exclusion?: No	DoDAAC:	View Details
Expiration Date: 10/22/2016	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity DATA MANAGEMENT CONSULTANTS INC		Status: Active
DUNS: 150759256	CAGE Code: 0YUE9	View Datails
Has Active Exclusion?: No	DoDAAC:	View Details
Expiration Date: 10/11/2016	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity Data Management Services Inc.		Status: Active
DUNS: 933922171	CAGE Code: 07YG9	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 10/04/2016	Delinquent Federal Debt? No	
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Entity CROP DATA MANAGEMENT SYSTEMS, INC.	THE PERSON NAMED IN COLUMN TO SERVICE OF THE PERSON OF THE	Status: Active
DUNS: 122661549	CAGE Code: 32HK1	View Details
las Active Exclusion?: No	DoDAAC:	
xpiration Date: 09/29/2016	Delinquent Federal Debt? No	
urpose of Registration: All Awards		
Entity Society For Clinical Data Management Inc.		Status: Active 🕞
OUNS: 947857371	CAGE Code: 60AF4	View Details
las Active Exclusion?: No	DoDAAC:	
xpiration Date: 08/04/2016	Delinquent Federal Debt? No	
urpose of Registration: All Awards		
Entity Data Management Forum, Inc.		Status: Active ⊕
DUNS: 623113466	CAGE Code: 6ZTC2	View Details
las Active Exclusion?: No	DoDAAC:	
expiration Date: 08/02/2016	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		
Entity Records and Data Management, Inc.		Status: Active 🕞
DUNS: 803078211	CAGE Code: 3DWM4	View Details
las Active Exclusion?: No	DoDAAC:	
xpiration Date: 07/27/2016	Delinquent Federal Debt? No	
urpose of Registration: All Awards		
Entity DATA MANAGEMENT SERVICES, INC.		Status: Active (1)
DUNS: 004985040	CAGE Code: 4VWR9	View Details
las Active Exclusion?: No	DoDAAC:	
expiration Date: 05/13/2016	Delinquent Federal Debt? No	
urpose of Registration: All Awards		
Entity DATA MANAGEMENT SERVICES, INC.		Status: Active
DUNS: 004985040	CAGE Code: 4UMD9	View Details
las Active Exclusion?: No	DoDAAC:	
xpiration Date: 05/13/2016	Delinquent Federal Debt? No	

# Desk Top Bio Metric Scanners

Department	Location	Number Of Units	Serial Number	County Tag Number
Treasury	Treasury	1	FY00E012434	29771
Utilities	Sewer Plant	1	FY00E012435	29772
CAA	CAA-El Aguilar	1	FY00E012433	29773
CAA	CAA-Meals on Wheels	1	FY00E012432	29774
CAA	CAA-Self Help	1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1	FY00E012431	29775
CAA	CAA-Lily Perez	14. 145. 1574.	FY00E012437	29776
Constable 2	Constable #2	1	FY00E012439	29777
County Extension Office	County Extension Office	· in it is a second	FY00E012440	29778
Economic Development	Economic Development	1	FY00E012438	29779
Medical Examiners	Medical Examiners	10001	FY00E012436	29780
Precinct 1	Rio Bravo Community Center	1	FY00E012445	29781
Precinct 1	Rio Bravo Activity Center	1	FY00E012443	29782
Precinct 1	La Presa Community Center	1.	FY00E012441	
Precinct 1	El Cenizo Community Center	1	FY00E012441	29783
Precinct 1	Ernesto Salinas Community Center	1		29784
Precinct 1	Mirando City Activity Center	1	FY00E012444	29785
Precinct 1	Carlos Aguilar Community Center	1	FY00E012450	29786
Precinct 2	Larga Vista Community Center	1	FY00E012448	29787
Precinct 2	Bruni Community Center		FY00E012446	29788
Precinct 3	St. Teresita Community Center	i j	FY00E012447	29789
Precinct 4	Fred and Anita Burni Community Center		FY00E012449	29790
Precinct 4			FY00E012405	29791
Precinct 4	Fernando Community Center		FY00E012403	29792
Adult Probation	La Laderillra Community Center		FY00E012401	29793
Veteran's	CSCD Zapata	1 1	FY00E012404	29794
Sheriff	Veterans Office		FY00E012402	29795
	Shiloh Tower	1	FY00E012430	29796
Sheriff	Shiloh Tower		FY00E012428	29797
Sheriff	Walker Plaza		FY00E012426	29798
Sheriff	PAL's Gym		FY00E012427	29799
Sheriff	Sheriff-Aviation Unit		FY00E012429	29800
Sheriff	Mall Del Norte		FY00E012470	29801
Head Start	El Cenizo		FY00E012468	29802
Head Start	Finley		FY00E012466	29803
lead Start	Floyd	1	FY00E012467	29804
lead Start	Floyd		FY00E012469	29805
lead Start	Floyd		FY00E012465	29806
lead Start	Heights		FY00E012463	29807
lead Start	JC Martin	12 10 12 14 14 14 15 16 16 16 16 16 16 16 16 16 16 16 16 16	FY00E012461	29808
lead Start	Jesus Garcia	E E FOR 14 10 E	FY00E012462	29809
lead Start	Jorge De La Garza		FY00E012464	29810
lead Start	Larga Vista Community Center		FY00E012457	29811
lead Start	Little Folks		FY00E012459	29812
lead Start	Little Palominos		FY00E012460	77.7
lead Start	Magic Corner		FY00E012458	29813
lead Start	Prada		FY00E012456	29814
lead Start	Roosevelt	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		29815
lead Start	Sanchez Ochoa		FY00E012455	29816
lead Start	Slerra Vista	1	FY00E012453	29817
lead Start	Sierra Vista		FY00E012451	29818
ead Start	Springfield Acres	1	FY00E012452	29819
ead Start			FY00E012454	29820
	Tantagelo		FY00E012410	29821
ead Start	Tantagelo	1.00	FY00E012408	29822
ead Start	Tantagelo	1	FY00E012406	29823
ead Start	Villa Alegre		FY00E012407	29824
ead Start	Dovalina		FY00E012409	29825
ead Start	Annex		FY00E012475	29826
ead Start	Annex	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	FY00E012473	29827
ead Start	Crayon Company	1 1 1 1 1	FY00E012471	29828
ead Start	Education Center	1 1 1 1 1 1	FY00E012472	29829
ead Start	Main Offica		Personal Property of the Party	25025

Precinct 1	El Cenizo Community Center	1	FY00E012442	29784
Precinct 1	Ernesto Salinas Community Center	1	FY00E012444	29785
Precinct 1	Mirando City Activity Center	1	FY00E012450	
Precinct 1	Carlos Aguilar Community Center	1	FY00E012448	29786
Precinct 2	Larga Vista Community Center		FY00E012446	29787
Precinct 2	Bruni Community Center		FY00E012447	29788
Precinct 3	St Teresita Community Center:		FY00E012447	29789
Precinct 4	Fred and Anita Burni Community Center		FY00E012449	29790
Precinct 4	Fernando Community Center		FY00E012403	29791
Precinct 4	La Laderillra Community Center		- Carlotte Charles and	29792
Adult Probation	CSCD Zapata		FY00E012401	29793
Veteran's	Veterans' Office		FY00E012404	29794
Sheriff	Shilloh Tower		FY00E012402	29795
Sheriff	Shilloh Tower		FY00E012430	29796
Sheriff	Walker Plaza		FY00E012428	29797
Sheriff	PAL's Gym		FY00E012426	29798
Sheriff	Sheriff-Aviation Unit		FY00E012427	29799
Sheriff.	Mall Del Norte		FY00E012429	29800
Head Start	El Cenizo		FY00E012470	29801
Head Start	Finley		FY00E012468	29802
Head Start	Floyd		FY00E012466	29803
Head Start	Floyd		FY00E012467	29804
Head Start	Floyd		FY00E012469	29805
lead Start	Heights	2 11 15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	FY00E012465	29806
lead Start	JC Martin		FY00E012463	29807
lead Start	Jesus Garcia		FY00E012461	29808
lead Start	Jorge De La Garza	1	FY00E012462	29809
lead Start	Larga Vista Community Center	1 1	FY00E012464	29810
lead Start	Little Folks	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	FY00E012457	29811
lead Start	Little Palominos		FY00E012459	29812
lead Start	Magic Corner		FY00E012460	29813
lead Start	Prada		FY00E012458	29814
lead Start	Roosevelt	1, 1	FY00E012456	29815
ead Start		<b>1</b>	FY00E012455	29816
ead Start	Sanchez Ochoa	- a. b. 4 / 16 - 16 -	FY00E012453	29817
ead Start	Slerra Vista	The March Barrier	FY00E012451	29818
ead Start	Sierra Vista	in to be part to be a	FY00E012452	29819
ead Start	Springfield Acres	.	FY00E012454	29820
ead Start	Tantagelo	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	FY00E012410	29821
ead Start	Tantagelö	1	FY00E012408	29822
ead Start	Tantagelo	11.	FY00E012406	29823
1 av	VIIIa Alegre	1	FY00E012407	29824
	Dovalina		FY00E012409	29825
1 1	Annex	i olim i 1 come	FY00E012475	29826
	Annex	1	FY00E012473	29827
	Crayon Company	11 kins <b>1</b> 117 juli	FY00E012471	29828
	Education Center	1 1	FY00E012472	29829
ad Start	Main Office	ri kin (1 janler)	FY00E012474	29830
	Total	60		

Thursday, March 10, 2016

Mr. Rafael Perez (Auditor's Office), Mr. Cesar Guerra (Treasury) and myself met to discuss that due to the size and possible delicateness of the device, it would be best not to mark or tag the devices.

All parties agreed to assign a tag number to a corresponding serial unit for each device in leiu of marking and tagging.

Respectfully Abmitted,

Fixed Asset Manager/Buyer Webb County SAM | System for Award Management 1.0

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



# WEBB COUNTY, TEXAS

### **COMMISSIONERS COURT**

15 26,20 Ochwh 26,20

### PUBLIC NOTICE COMMISSIONERS COURT MEETING

WEBB COUNTY COURTHOUSE 1000 HOUSTON STREET, 2ND FLOOR LAREDO, TEXAS 78040 OCTOBER 26, 2015 9:00 a.m.

### CALL TO ORDER BY THE HONORABLE TANO E. TIJERINA, WEBB COUNTY JUDGE

- 1. Roll Call by Honorable Margie Ramirez-Ibarra, Webb County Clerk
- 2. Pledge of Allegiance
- 3. Approval of Minutes for October 13, 2015
- 4. Approval of Bills, Payroll, and Monthly Report
- 5. Public Comment This section provides the public the opportunity to address the Commissioners Court on any items on the Agenda. Members of the public wishing to participate must complete a Witness Card specifying which agenda item they wish to comment on. Each public member will be allowed a total of Three (3) minutes within which to make any/all public comments.

TimeClock Plus□ by Data Management, Inc. 1 Time Clock Drive, San Angelo, TX 76904 325 223-9500 800 749-8463 sales@timeclockplus.com

Quote	Customer:	Quote Date
370294	70743	09/29/2015

CUSTOMER CUSTOMER	400000000000
Webb County Cesar Guerra (956) 523-4153 1000 Houston St Laredo, TX 78040-8017	

:: Repsisser	Entry in	Method of Shipment	Method of Payment
AJACKSON	BLACK	UPS Ground	Purchase Order Net30
			7 Cranade Order Netob

		, cranase order Netoo		
Stock No.	Ordered	Description	al was a second	T:: = :::
		On-Premise Version Upgrade (\$43,047.50)	Unit Cost	Total
80-825	1 1600 1 1 1 1 1 1 1 1 1 1	TimeClock Plus v7 Professional Upgrade (Electronic Download)  - TimeClock Plus v7 Professional Emp Licenses (Upgrade Only)  - AutoImport Module (Versions 5/6/7)  - Benefits Status Monitor  - Criteria Based Employee Access Builder  - Floating Pay Period Module  - Job Costing Module  - LDAP Authentication Module (6.0 and 7.0)  - Mobile apps (Android, BlackBerry, iPhone) 51 + Devices  - Quad Weekly Overtime Module (28 day base)  - Shift Differential  - New World Systems (Export Module)  - Upgrade Discount	66,761.00	
46-700		v/ Desktop USB Bio scanner	(38,653.50)	(38,653.50)
V. Tallian victorian in a	victory and	Desktop USB BioScan Plus Discount	(150.00)	23,940.00
800-924		Professional Services Implementation (\$12,500.00)		(9,000.00)
800-924	20	v7 Platinum Conversion Package Remote Dedicated Support Services (Per hour)	12,500.00	12,500.00
	5	Professional Services On Site Training	1 1	
	2	Professional Services Travel Day (per rep)  Travel Expenses (ie Airfare, Lodging, Per-Diem, etc) Not Included - Billed after train	1	
	Va	alid for 14 days. Expires 10/13/20	)15.	

Product Total: Discount: Subtotal: 103,201.00 (47,653.50) 55,547.50

S & H: 230.00 Total: 55,777.50

#### **Pre-Trial Services**

47. Discussion and possible action to approve the posting and filling of the following new Slot, subject to the availability of payroll funds and any applicable Civil Service guidelines. The slot confirms to the Condrey Classification and Compensation plan.

Slot # Title

Hourly Rate

15.93

2888

Judicial Bond Officer

\$31,519.00 - \$33,538.54 - 12/A-E y

Issue: This position is newly created and needs to be filled.

**Solution:** Request is being made for court approval to fill the vacant position.

Result: The position will be filled after and eligible candidates are interviewed.

#### Public Defender

48. Discussion and possible action to adjust the salary of Slot #0267, Second Assistant Public Defender, from Grade 26/J (\$96,641) to Grade 26/N (\$99,462.42).

**Issue:** The attorney in slot #0267 is currently on Grade 26/G; however, Grade 26 begins at letter N according to the wage scale adopted by the Commissioner's Court.

**Solution:** Adjusting the salary would conform to the wage scale adopted by the Commissioner's Court.

**Result:** It would place the Second Assistant Public Defender in the proper grade and step without the need to resign and reapply for the same position.

**49.** Discussion and possible action to adjust the salary of Slot #0253, First Assistant Public Defender, from Grade 27/B (\$98,175) to Grade 27/J (\$104,465.85).

John

**Issue:** The First Assistant Public Defender (slot#0253) is currently on grade 27/B at a pay rate lower than the indicated rate approved by the Commissioner's Court for the Second Assistant Public Defender.

**Solution:** Adjusting the salary would prevent the inequitable result of having the Second Assistant earning more than the First Assistant Public Defender.

**Result:** It would place the First Assistant Public Defender on a grade and step that would be in accordance with the wage scale adopted by the Commissioner's Court.

#### Purchasing

Discussion and possible action to purchase the upgrade for Time Clock Plus, software and hardware from Time Clock Plus by Data Management Inc., in the amount of \$55,777.50. [Requested by Delia Perales, Treasurer; Account #603-0101-8801 (Capital Outlay Fund)]

Of the

Issue: An Upgrade is available for Time Clock Plus which includes enhancement in software and hardware that will be beneficial for Webb County. Also, Time Clock Plus will be customizing the hours upload process to reduce manual work at the Treasury department.

**Solution:** the solution will be to purchase upgrade in order to keep up with the new Time Clock Plus enhancements which include top of the line desktop biometric scanners that are more sensitive and reliable. Enhancements will include modules to better track federal affordable care act (ACA) requirements.

**Result:** Accepting Time Clock Plus upgrade will be beneficial to Webb County department heads and elected officials in monitoring staff hours and report capabilities. Also upload Enhancements will stream line payroll process and thus produce saving to Webb County.

#### Santa Teresita Community Center

51. Discussion and possible action to accept donation in the amount of Five Hundred Dollars (\$500.00) form Medina Electric to the Santa Teresita Community Center for goods for public events use.

**Issue**: Operation Round Up program from Medina Electric has provided \$500.00 donation for use at the Santa Teresita Community Center. As required by the court, a request is being submitted so that the funds can be accepted.

Solution: Approving donation to add funds available to community center.

Result: Donation will help with costs and expenses incurred for goods for public events.

### Purchasing

10/23/2015

Al-3465 Discussion and possible action to purchase the upgrade for Time Clock Plus, software and hardware from Time Clock Plus by Data Management Inc., in the amount of \$55,777.50. [Requested by Delia Perales, Treasurer; Account #603-0101-8801 (Capital Outlay Fund)]

Issue: An Upgrade is available for Time Clock Plus which includes enhancement in software and hardware that will be beneficial for Webb County. Also, Time Clock Plus will be customizing the hours upload process to reduce manual work at the Treasury department.

Solution: the solution will be to purchase upgrade in order to keep up with the new Time Clock Plus enhancements which include top of the line desktop biometric scanners that are more sensitive and reliable. Enhancements will include modules to better track federal affordable care act (ACA) requirements.

Result: Accepting Time Clock Plus upgrade will be beneficial to Webb County department heads and elected officials in monitoring staff hours and report capabilities. Also upload Enhancements will stream line payroll process and thus produce saving to Webb County.

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina

Vote: 5 - 0 Motion Carried

Attachments:

Time Clock Plus

TimeClock Plus™
by Data Management, Inc.
1 Time Clock Drive, San Angelo, TX 76904
325 223-9500 fax: 325 223-9104
sales@timeclockplus.com

Invoice	Method of Shipment
379770	UPS Ground

BILL TO
Webb County
Cesar Guerra (956) 523-4153
1000 Houston St
Laredo, TX 78040-8017

SHIP TO
Webb County Treasurer
Priscilla Perez (956) 523-4157
1110 Washington St Ste 202
Laredo, TX 78040-4470

	Stock No.	Ordered	Shipped	Description
	46-700	60		v7 Desktop USB Bio scanner (7.0)
		a a	-	
				**************************************
	J. G			
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				PACKING SLIP



#### SHIP TO

WEBB COUNTY TREASURER ATTN: PRISCILLA PEREZ

1110 WASHINGTON ST. SUITE 202

LAREDO, TX 78040

DATA MANAGEMENT INC

1 TIME CLOCK DRIVE

SAN ANGELO, TX 76904

6863

D

0

#### **WEBB COUNTY**

Purchasing Department (956) 523-4125 – Fax (956) 523-5010

#### **PURCHASE ORDER**

NO. 16-0000957

DATE: 10/28/2015

BUYER PURYSG

WEBB COUNTY PURCHASING 1110 WASHINGTON ST. STE. 101 LAREDO, TEXAS 78040

OR EMAIL INVOICES TO:

purchasinginvoices@webbcountytx.gov

The Purchase Order Number must appear on all Invoices, shipper's bill of lading, and correspondence.

#### **PURCHASE ORDER**

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.00	EA	1. Time Clock Plus Version 7 Upgrade	55547.500	55547.50
		Purpose: Upgrade for enhancements time/ attendance		
		Approved: October 26, 2015, item #50		
		TCPN Contract #R131301 Quote #373022 603-0101-8801 \$55547.50		
1.00	EA	2. Shipping and Parts	230.000	230.00
		603-0101-8801 \$230.00		
		Lesa L. Dom A 31	2/16	
		SO BAR F		55777 50

Auditors Use Only

Rec'd Due Out
1ª! To Acct
2<sup>nd</sup> To RP
To CG

Partial Payment

1 2 3 4 5 6 7 8 9 10 11 12 Amount \$ CIGIV

TOTAL

55777.50

Page 1 of 1

This purchase order is subject to the rights and obligations contained in the Webb County Standard Terms and Conditions for Purchasing which is on the reverse side of this document and incorporated herein for all purposes.

Interim Purchasing Agent

10/28/15

Date

Approved for payment - Deputy County Auditor

Date

TimeClock Plus™
by Data Management, Inc.
1 Time Clock Drive, San Angelo, TX 76904
325 223-9500 fax: 325 223-9104
sales@timeclockplus.com

Invoice	Method of Shipment
379770	UPS Ground

BILLTO
Webb County
Cesar Guerra (956) 523-4153
1000 Houston St
Laredo, TX 78040-8017

SHPTO
Webb County Treasurer
Priscilla Perez (956) 523-4157
1110 Washington St Ste 202
Laredo, TX 78040-4470

Stock No.	Ordered	Shipped		Description	
46-700	60		v7 Desktop USB Bio scanner (7.0)	N MARK IS 10 14 IS	
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### V7 Desktop USB Bioscanner

	Part #	Serial #	Tag #
44	50013-001-103	FY00E012458	
45	50013-001-103	FY00E012456	
46	50013-001-103	FY00E012455	
47	50013-001-103	FY00E012453	
48	50013-001-103	FY00E012451	
49	50013-001-103	FY00E012452	
50	50013-001-103	FY00E012454	
51	50013-001-103	FY00E012410	
52	50013-001-103	FY00E012408	
53	50013-001-103	FY00E012406	
54	50013-001-103	FY00E012407	
55	50013-001-103	FY00E012409	
56	50013-001-103	FY00E012475	
57	50013-001-103	FY00E012473	
58	50013-001-103	FY00E012471	
59	50013-001-103	FY00E012472	
60	50013-001-103	FY00E012474	