



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

RECEIVING AGENCY

PERFORMING AGENCY

Collin County  
Name of Agency

TEXAS DEPARTMENT OF PUBLIC SAFETY  
Name of Agency

By: [Signature]  
Authorized Signature

By: [Signature]  
Authorized Signature

County Judge  
Title

Deputy Assistant Director  
Title

Date: 8/23/11

Date: 9-2-11

## INTRODUCTION

The Texas Department of Public Safety is stocking certain forms, manuals, gunshot residue kit, and supplies for the Intoxilyzer Breath Testing Program and the Laboratory Alcohol and Drug Testing Program for all Texas cities, counties and state Department of Public Safety operations. This is being done to control uniformity of procedures, consistency of paper work and supplies of the Breath Testing Program and the Laboratory Alcohol and Drug Testing Program thus strengthening our position in court should the need arise. We will also be able to take advantage of volume buying thus passing on the savings to you, the customer. Certain minimum quantities and packaging will be required in order to be as efficient as possible. The prices will differ between DPS and non-DPS users. The non-DPS agencies will be charged a slightly higher price due to all administrative and handling expense and will be required by law to have an Interlocal Cooperation Contract on file with Reprographic & Distribution Services for any supply item such as mouthpieces, alcohol blood tests kits, gunshot residue kit and urine specimen kit. An Inter-local Contract is not required for printed materials. We strongly urge that all purchases be discussed and coordinated with your local Breath Test Program Technical Supervisor and/or DPS Headquarters Laboratory Alcohol and Drug Testing Program personnel. These individuals are familiar with the ordering procedure and should be aware of any price changes. The Technical Supervisor or Laboratory Alcohol and Drug Testing personnel will also be in a position to advise the purchaser of the quantities of supplies that will be needed.

INSTRUCTIONS FOR THE PURCHASE OF  
INTOXILYZER BREATH TESTING AND LABORATORY ALCOHOL/DRUG  
TESTING SUPPLIES AND GUN SHOT RESIDUE KIT

1. Submit your request on your department letterhead as per sample letter on page 4.  
  
This letter request must have an authorized signature and the name and phone number of a contact person.  
  
Also, furnish exemption number if tax exempt. This letter should be addressed to DPS REPROGRAPHICS & DISTRIBUTION SERVICES, P.O.BOX 15999, AUSTIN, TEXAS 78761-5999.
  
2. See price list on page 3a dated 04-11. These prices will be subject to change on a periodic basis and includes shipping and handling.
  
3. Check or money order should be attached to the letter made out to the Department of Public Safety, Reprographics & Distribution Services and should cover any tax, if applicable.
  
4. Our minimum stock quantities for non DPS agencies of Intoxilyzer Breath Testing and Alcohol/Drug testing supplies and printed materials will be as listed on page 3a .  
  
Minimum quantities must be adhered to.
  
5. If you have any questions concerning this procedure, please contact  
  
Department of Public Safety, Reprographics & Distribution Services, 512-424-5718.

## NON DPS AGENCIES PRICE SHEET

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

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>MINIMUM QUANTITY</u>	<u>PRICES</u>	<u>TOTAL AMOUNT</u>
_____	THP 1 OFFENSE REPORT	Pad of 100 sheets	\$ 2.50/pad	_____
_____	THP 1A SFST SCORING SHEET	Pad of 100 sheets	\$1.50/pad	_____
_____	THP/BR38 INTOXILYZER MANUAL	(Binder, Tabs & Contents)	\$7.00each	_____
_____	THP 51 STATUTORY AUTHORIZATION MANDATORY BLOOD SPECIMEN	Pad of 100 sheets	\$ 1.50/pad	_____
_____	THP 51A AFFIDAVIT OF PERSON WHO WITHDREW BLOOD	Pad of 100 sheets	\$1.50/pad	_____

**\*\*DIC ENGLISH AND SPANISH FORMS:** The Administration License Revocation (ALR) forms will no longer be available for purchase. These forms are available on our website at [www.txdps.state.tx.us](http://www.txdps.state.tx.us) under the link for DPS forms at no cost to you. Should you be unable to download these forms, you may contact Enforcement and Compliance Services at (512) 424-2655 to provide a copy of the forms.

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_____	* PBT (PORTABLE BREATH (Mouthpieces) TESTING TUBE)	1 PKG. of 25each	\$4.50/pkg.	_____
_____	* INTOXILYZER MOUTHPIECES	1 PKG of 25each	\$4.50/Pkg.	_____
_____	* ALCOHOL BLOOD TEST KIT	1 EACH	\$5.00/each	_____
_____	* URINE SPECIMEN TEST KIT	1 EACH	\$4.50/each	_____
_____	* SYRINGE TRANSPORT TUBES	1 EACH	\$3.50/each	_____
_____	* GUNSHOT RESIDUE KIT	1 EACH	\$8.50/EACH	_____
			<b>8.25% TAX (If Applicable)</b>	_____
			<b>TOTAL AMOUNT ENCLOSED</b>	_____

**PRICES SUBJECT TO CHANGE WITHOUT NOTICE!**

\* Municipalities and Counties must have an Interlocal Contract on file to purchase these items.

**Mail orders and payment to:**

**REPROGRAPHICS & DISTRIBUTION SERVICES**  
(Formerly General Services Bureau)  
P.O.BOX 15999  
AUSTIN, TEXAS 78761-5999  
512-424-5718

S - A - M - P - L - E

DEPARTMENT LETTERHEAD

DATE \_\_\_\_\_

DPS Reprographics & Distribution Services  
P.O.Box 15999  
Austin, Texas 78761-5999

Gentlemen:

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

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>PRICE EACH</u>	<u>TOTAL AMOUNT</u>
1 ea.	THP/BR 38 INTOXILYZER MANUALS	\$ 7.00/ea.	\$ 7.00
1 pad	THP 1 OFFENSE REPORT	\$1.50/pad	\$ 1.50
6 ctn.	ALCOHOL BLOOD TEST KITS	\$5.00 each	\$ 16.00
			<hr/>
TOTAL:			\$ 25.50

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

Sincerely,

Joe Smith  
Title \_\_\_\_\_