

Collin County, TX

REQUEST FOR PROPOSAL

2024-316

EXCESS LIABILITY INSURANCE

RELEASE DATE: July 22, 2024

RESPONSE DEADLINE: September 5, 2024, 2:00 pm

Please refer to the project timeline in this document for all important deadlines.

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Request For Proposal #2024-316
Title: Excess Liability Insurance

P - W9

1. PURPOSE/SCOPE OF WORK

1.1. Purpose

Provide excess general liability insurance coverage for Collin County in these areas:

- A. Commercial Crime
- B. Professional Liability to include Public Officials Errors & Omissions, Public Officials Employment Practices, and Public Officials Employee Benefits Administration
- C. Law Enforcement Liability including Armored Car Operations
- D. Pollution

1.2. Background

Collin County is a political subdivision of the State of Texas, with the County seat in McKinney, Texas. The County is home to over 1,000,000 residents, and occupies over 841 square miles. The County currently has approximately 1,880 full-time employees and 22 part-time employees. The County operates from multiple locations in areas such as Public Works, Facilities, Administration including Finance, Courthouse Operations, Sheriff's Office, Detention, Juvenile Detention and Probation, and operates its own low-risk Medical Clinic from which the County's Public Health Official is based. The County does not operate a fire department; instead, the County utilizes the fire departments of the various cities and towns in its area.

The County does not own, or operate a golf course, an airport, or a landfill. We do have a small water treatment facility at the Collin County Adventure Camp that is utilized solely for that facility. The County does own, and operate, the Collin County Sheriff's Office and the area's primary detention center. The Sheriff's office has approximately 122 full-time officers armed with full arrest authority, 281 full-time jailers, 40 reserve deputies, 0 unarmed officers with limited arrest authority, and 3 law enforcement dogs. The facility houses an average daily population of 1,298 low and moderate-risk detainees. Capital offense detainees are housed there during trial but are transferred to state facilities upon sentencing. Collin County outsources our jail medical to a third party.

1.3. Specification

This RFP will be conducted in two parts. Part I is the Response to Market Request Information and Questionnaire and Part II is the Proposal Response after markets are assigned.

- A. Part I - Response to Market Request and Assignment of Markets
 - 1. In order to be considered, Proposers must return Attachment C: Collin County Excess Liability Questionnaire and Market Survey Form
 - 2. Due by 8/07/2024 at 5:00 PM CST
 - a. send via email to purchasing@co.collin.tx.us with the following information in the subject line

- i. RFP Number
- ii. RFP Name
- iii. Buyer Name (Cory Rogers)
- iv. Company Name

3. After receipt of these forms, Collin County will assign markets. No markets may be reserved without the express written permission of Collin County.

B. Part II - Proposal Response

1. Once markets have been assigned, vendors will be notified of their market assignments and then must submit their proposal response by the RFP due date as outlined in the timeline.
2. Proposals are evaluated as outlined in Section 5 Evaluation.

2. INTRODUCTION

2.1. SUMMARY

The County is seeking for a Proposer to provide for a three (3) year term contract commencing upon award and final execution of any documents, with the option to extend for two (2) additional one (1) year periods. Collin County is conducting a vendor search to provide excess general liability insurance coverage for Collin County. As of October 1, 2022, Collin County is self-insured for general liability insurance coverage and is interested in receiving proposals for excess liability coverage in these areas:

- Commercial Crime
- Professional Liability to include Public Officials Errors & Omissions, Public Officials Employment Practices, and Public Officials Employee Benefits Administration
- Law Enforcement Liability including Armored Car Operations
- Pollution

Collin County is interested in receiving proposals for the following in excess liability coverage that will take effect after we have reached the following self-inured retention (SIR):

- \$3,000,000 coverage with an SIR of \$1,000,000
- \$3,000,000 coverage with an SIR of \$2,000,000
- \$5,000,000 coverage with an SIR of \$1,000,000
- \$5,000,000 coverage with an SIR of \$2,000,000

2.2. TIMELINE

RFP Released:	July 22, 2024
Response to Market Request Information and Questionnaire:	August 7, 2024, 5:00pm
Deadline for Submission of Questions:	August 16, 2024, 12:00pm
Response Submission Deadline:	September 5, 2024, 2:00pm
Award of RFP:	October 14, 2024

3. SPECIAL CONDITIONS

3.1. AUTHORIZATION

By order of the Commissioners Court of Collin County, Texas sealed proposals will be received for **2024-316 Excess Liability Insurance**.

3.2. INTENT OF REQUEST FOR PROPOSAL

Collin County's intent of this Request for Proposal (RFP) and resulting contract is to provide contractors with sufficient information to prepare a proposal for Excess Liability Insurance.

3.3. TERM

Provide for a three (3) year term contract commencing on upon award and final execution of any documents, with the option to extend for two (2) additional one (1) year periods.

3.4. TRANSITIONAL PERIOD

Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.

3.5. POINT OF CONTACT

Information regarding the purchasing process and the contents of this RFP may be obtained from the Collin County Department or email Cory Rogers, Senior Buyer at curogers@co.collin.tx.us.

3.6. FUNDING

Funds for payment have been provided through the Collin County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current Collin County fiscal year shall be subject to budget approval.

3.7. PRICE REDUCTION

If during the life of the contract, the offeror's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

3.8. PRICE REDETERMINATION

Changes in the annual fee can only be instituted on a policy anniversary date, and it is requested that the selected Proposer provide notice of changes in the annual fee at least thirty (30) days before renewal.

3.9. COMPLETION/RESPONSE TIME

Contractor shall place product(s) and/or complete services at the County's designated location within the number of calendar days according to the schedule proposed by contractor.

3.10. TESTING

Testing may be performed at the request of Collin County, by an agent so designated, without expense to Collin County.

3.11. SAMPLES/DEMOS

When requested, samples/demos shall be furnished free of expense to Collin County.

3.12. APPROXIMATE VALUE/USAGE

Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Estimated expenditure is three hundred thousand dollars (\$300,000.00) annually.

3.13. BACKGROUND CHECK

All Contractor employees that will be working on site or by Remote Access shall pass a background check performed by Collin County before any work may be performed. The selected contractor shall be provided the required information for background checks.

3.14. SUBCONTRACTORS

Contractor shall state names of all subcontractors and the type of work they will be performing. If a contractor fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No proposer whose proposal is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful proposer further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the successful proposer's sub-contractors, their agents or employees. The indemnification provisions of this contract shall apply to all sub-contractors.

3.15. CONFIDENTIAL OR PROPRIETARY INFORMATION

Collin County is subject to the Texas “Public Information Act”, Texas Government Code Chapter 552. Contractors shall identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets. Contractors shall clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement. State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.

3.16. PROPOSAL SCHEDULE

Collin County reserves the right to change the schedule of events as it deems necessary.

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4. INSURANCE REQUIREMENTS

A. Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

A. **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

Each Occurrence	\$5,000,000
Personal Injury & Adv Injury	\$5,000,000
Products/Completed Operation Aggregate	\$5,000,000
General Aggregate	\$5,000,000

B. **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers Liability	
Liability, Each Accident	\$500,000
Disease - Each Employee	\$500,000
Disease - Policy Limit	\$500,000

iii. **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

Combined Single Limit - Each Accident	\$1,000,000
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iv. **Professional/Errors & Omissions Liability** insurance with a two (2) year extended reporting period. If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

Each Occurrence/Aggregate	\$1,000,000
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v. **Umbrella/Excess Liability** insurance

Each Occurrence/Aggregate	\$10,000,000
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B. With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

1. A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.
2. The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3. All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.
 4. All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days' notice prior to cancellation, non-renewal or termination of the policy.
 5. All copies of Certificates of Insurance shall reference the project/contract number.
- C. All insurance shall be purchased from an insurance company that meets the following requirements:
1. A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.
- D. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:
1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
 2. Sets forth the notice of cancellation or termination to Collin County.

5. EVALUATION

The award of the contract shall be made to the responsible Proposer whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the RFP in accordance with Local Government Code 262.030. The County reserves the right to determine the suitability of proposals based on all of these criteria.

The evaluation committee will review all proposals received by the proposal due date as part of a documented evaluation process. For each decision point in the process, the County will evaluate Proposers according to specific criteria and will elevate a certain number of Proposers to compete against each other.

The County will use a competitive process based upon "selection levels". The County recognizes that if a Proposer fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining Proposers or to elevate another Proposer that was not elevated before. The following describes the selection levels.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Those Proposers who do not meet all the requirements for the RFP may, at the discretion of the County, be contacted to submit the missing information. Proposers must submit information within two business days. Proposers may be disqualified if RFPs are incomplete or noncompliant. Proposers should carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Completed proposals will be elevated to Level 2.

The evaluation committee will conduct a detailed assessment of all completed proposals. Criteria evaluated in Level 2 is outlined in the table below. Proposers elevated to Level 2 may be asked to respond in writing to issues and questions raised by the County, as well as any other cost and implementation planning considerations in the proposal.

Selection Level 3 is optional by the County's choice and worth 10 points if the County elects to hear oral presentations. The evaluation committee may hear oral presentations (if desired). Proposers are cautioned, however, that oral presentations are at the sole discretion of the committee and the committee is not obligated to request a demonstration or interview. The oral presentation is an opportunity for the evaluation committee to ask questions and seek clarification of the proposal submitted. The presentation is not meant as an opportunity for the Proposer simply to provide generic background information about the corporation or its experience. Thus, the time will be structured with a minimum time for the Proposer to present and the majority of time dedicated to addressing questions from the evaluation committee. The oral presentations, if held, will be scheduled accordingly and all presenting Proposers will be notified of time and date. Oral presentations may be given to Commissioners Court should Commissioners Court so desire. Proposers are cautioned, however, that oral presentations are at the sole discretion of Commissioners Court, and Commissioners Court is not obligated to request a presentation. The County reserves the right to bypass any oral presentations. Proposals may be re-evaluated on criteria in previous levels.

Proposers who are susceptible of receiving the award will be elevated to Level 4 for Best and Final Offer. Proposals may be re-evaluated on criteria in previous levels. Based on the information collected in this phase,

a single Proposer will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period deemed reasonable by the County, it reserves the right to contact any of the other Proposers that have submitted proposals and enter into negotiations with them.

LEVEL 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>DETAILED PROPOSAL ASSESSMENT - PRICING</p> <p>Please submit Attachment B - Excess Liability Pricing</p> <ul style="list-style-type: none"> Ensure you list all fees associated with coverage including hourly rates for your services, as well as any proposed fee schedule you would like to have considered. 	Points Based	30 <i>(30% of Total)</i>
2.	<p>DETAILED PROPOSAL ASSESSMENT - PROFILE OF LOCAL/NATIONAL AGENCY OPERATIONS TO INCLUDE FIRMS QUALIFICATIONS, EXPERIENCE, STABILITY, AND REFERENCES</p> <ul style="list-style-type: none"> Section 8.2 Firm Overview, Experience, and Qualifications Section 8.5 References Section 8.6 Similar Projects Involved With 	Points Based	20 <i>(20% of Total)</i>
3.	<p>DETAILED PROPOSAL ASSESSMENT - AGENCY RESOURCES AVAILABLE TO INCLUDE SUPPORT SERVICES, ACCESS OF STAFF, SERVICE PLAN</p> <ul style="list-style-type: none"> Section 8.3 Proposed Project Team/Staff Qualifications/Experience/Credentials Section 8.4 Proposed Project Plan 	Points Based	25 <i>(25% of Total)</i>
4.	<p>DETAILED PROPOSAL ASSESSMENT - ABILITY TO MEET ESTABLISHED CRITERIA</p> <p>Please submit Attachment A - Excess Liability Questionnaire</p>	Points Based	25 <i>(25% of Total)</i>

LEVEL 3

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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<p>1.</p>	<p>ORAL PRESENTATIONS (OPTIONAL BY COUNTY)</p> <p>The evaluation committee may hear oral presentations (if desired). Proposers are cautioned, however, that oral presentations are at the sole discretion of the committee and the committee is not obligated to request a demonstration or interview. The oral presentation is an opportunity for the evaluation committee to ask questions and seek clarification of the proposal submitted. The presentation is not meant as an opportunity for the Proposer simply to provide generic background information about the corporation or its experience. Thus, the time will be structured with a minimum time for the Proposer to present and the majority of time dedicated to addressing questions from the evaluation committee. The oral presentations, if held, will be scheduled accordingly and all presenting Proposers will be notified of time and date.</p> <p>Oral presentations may be given to Commissioners Court should Commissioners Court so desire. Offerors are cautioned, however, that oral presentations are at the sole discretion of Commissioners Court, and Commissioners Court is not obligated to request a presentation. The County reserves the right to bypass any oral presentations.</p>	<p>Points Based</p>	<p>10 <i>(100% of Total)</i></p>
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6. GENERAL INSTRUCTIONS

Definitions

- A. Offeror: refers to submitter.
 - B. Vendor/Contractor/Provider: refers to a Successful Vendor/Contractor/Service Provider.
 - C. Submittal: refers to those documents required to be submitted to Collin County, by an Offeror.
 - D. RFP: refers to Request for Proposal.
 - E. CSP: refers to Competitive Sealed Proposal
- A. If Offeror does not wish to submit an offer at this time, please submit a No Bid.
 - B. Awards shall be made not more than ninety (90) days after the time set for opening of Submittals.
 - C. Collin County is always conscious and extremely appreciative of your time and effort in preparing your Submittal.
 - D. Collin County exclusively uses OpenGov eProcurement Portal for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your Submittal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.
 - E. A Submittal may not be withdrawn or canceled by the Offeror prior to the ninety-first (91st) day following public opening of Submittals and only prior to award.
 - F. It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Proposals/Submittals for any or all products and/or services covered in a Request For Proposal (RFP) and Competitive Sealed Proposal (CSP), and to waive informalities or defects in Submittals or to accept such Submittals as it shall deem to be in the best interest of Collin County.
 - G. All RFPs and CSPs submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the RFP/CSP number and name. A hard copy paper form Submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.
 - H. Submittals via email, oral, telegraphic or telephonic will not be accepted. RFPs and CSPs may be submitted in electronic format via [Collin County eProcurement Portal](#).
 - I. All RFPs and CSPs submitted electronically via [Collin County eProcurement Portal](#). shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the RFP and/or CSP.

- J. Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all RFPs and CSPs submitted in hard copy paper form only, no flash drives, CD-ROMs or any other form of “plug and play” portable storage device will be accepted as a Submittal. RFPs, and CSPs received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late Submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic Submittals.
- K. For hard copy paper form Submittals, any alterations made prior to opening date and time must be initialed by the signer of the RFP/CSP, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.
- L. Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.
- M. Any interpretations, corrections and/or changes to a RFP or CSP and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than the date specified in the solicitation. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners Court. Addenda may be transmitted electronically via [Collin County eProcurement Portal](#).
 - 1. Addenda will be transmitted to all that are known to have received a copy of the RFP/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. <https://procurement.opengov.com/portal/collincountytx> telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Offeror’s receipt of any addenda issued. Offeror shall acknowledge receipt of all addenda.
- N. All materials and services shall be subject to Collin County approval.
- O. Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.
- P. Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.
- Q. Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Offeror shall state these exceptions in the section provided in the RFP/CSP or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

- R. Minimum Standards for Responsible Prospective Offerors: A prospective Offeror must meet the following minimum requirements:
1. have adequate financial resources, or the ability to obtain such resources as required;
 2. be able to comply with the required or proposed delivery/completion schedule;
 3. have a satisfactory record of performance;
 4. have a satisfactory record of integrity and ethics;
 5. be otherwise qualified and eligible to receive an award.
- Collin County may request documentation and other information sufficient to determine Offeror's ability to meet these minimum standards listed above.
- S. Vendor shall bear any/all costs associated with its preparation of a RFP/CSP Submittal.
- T. Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective Offerors during the solicitation process is subject to release under the Act.
- U. The Offeror shall comply with Commissioners Court Order No. 2004-167-03-11, County Logo Policy.
- V. Interlocal Agreement: Successful Offeror agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County. Delivery to governmental entities located within Collin County will be at no additional charge or as otherwise provided for in the award document. Delivery charges, if any, for governmental entities located outside of Collin County shall be negotiated between the Vendor and each governmental entity.
- W. Bid Openings: All bids submitted will be read at the County's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the County accepts such bid as responsive.
- The County will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The County will notify the successful Offeror upon award of the contract and, according to state law; all bids received will be available for inspection at that time.
- X. Offeror shall comply with all local, state and federal employment and discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or any other class protected by law.

7. TERMS OF CONTRACT

- A. A proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment.
- B. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments to the contract will be made in writing by Collin County Purchasing Agent.
- C. No public official shall have interest in the contract, in accordance with Local Government Code Title 5, Subtitle C, Chapter 171.
- D. The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.
- E. Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.
- F. Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
- G. All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.
- H. Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.
- I. Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including

attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

- J. Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.
- K. If a contract, resulting from a Collin County RFP/CSP is for the execution of a public work, the following shall apply:
 - 1. In accordance with Government Code 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).
 - 2. In accordance with Government Code 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).
- L. Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.
- M. The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.
- N. Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.
- O. All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the proposal price. All components required to render the item complete, installed

and operational shall be included in the total proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

- P. Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.
- Q. The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.
- R. Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:
 - 1. Collin County Purchase Order Number;
 - 2. Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;
 - 3. Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.
- S. Payment will be made in accordance with Government Code, Title 10, Subtitle F, Chapter 2251.
- T. All warranties shall be stated as required in the Uniform Commercial Code.
- U. The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- V. The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- W. The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- X. The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
- Y. The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

- Z. Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
- AA. The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.
- BB. Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
- CC. Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by Collin County prior to access being granted to Collin County facilities. Upon request, Vendor/Contractor/Provider shall provide list of individuals to the Collin County Purchasing Department within five (5) working days.
- DD. Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.
- EE. Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.
- FF. Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Offeror certifies that at the time of submission, he/she is not on the Federal

Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of proposal submission and time of award, the Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

GG. Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

HH. Delays and Extensions of Time when applicable:

1. If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect/Engineer may determine.
 2. If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.
- II. Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the

7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

- JJ. Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.
- KK. Vendors/Contractors/Providers must be in compliance with the provisions of Section 2252.152 and Section 2252.153 of the Texas Government Code which states, in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with a company that is listed on the Comptroller of the State of Texas website identified under Section 806.051, Section 807.051 or Section 2253.253 which do business with Iran, Sudan or any Foreign Terrorist Organization. This Act is effective September 1, 2017.
- LL. Force Majeure: No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: acts of God; flood, fire or explosion; war, invasion, riot or other civil unrest; actions, embargoes or blockades in effect on or after the date of this Agreement; or national or regional emergency (each of the foregoing, a "Force Majeure Event"). A party whose performance is affected by a Force Majeure Event shall give notice to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual RFP/CSP Solicitation documents as Special Terms, Conditions and Specifications.

8. PROPOSAL FORMAT

8.1. PROPOSAL DOCUMENTS

To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

- A. Proposals may be submitted online via <https://procurement.opengov.com/portal/collincountytx/projects/91817>. Electronic submissions are preferred.
- B. If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
2300 Bloomdale, Suite 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the contractor to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of Collin County's needs.

To begin your proposal include a title page showing the RFP subject; the Offeror's name, name, address, and telephone number of a contact person, and the date of the proposal.

Proposal shall include but not be limited to information on each of the following:

8.2. FIRM OVERVIEW

- A. Although proposals will be accepted from companies regardless of the A.M. Best rating (or regardless of whether they are rated by Best), more favorable consideration will be given to those proposals submitted by companies with ratings of at least A+ as published by A.M. Best Rating Guide, latest edition or the equivalent. Please provide most recent published A.M. best rating.
- B. Provide a brief description of the history and organization of your agency to include:
 - 1. A descriptive background of your company's history.

2. State your principal business location and any other service locations.
 3. How long have you been selling product(s) and/or providing service(s)?
 4. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
 5. List of all lawsuits resulting in award (in or outside of court) to a client and provide basis and finding of any settlement.
- C. Provide the most recent year's annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data.

8.3. PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/ EXPERIENCE/CREDENTIALS

- A. Provide resumes on the personnel who will service Collin County.
- B. Provide credentials, qualifications as well as experience for each team member or key personnel on the project.
- C. Provide name, job title, responsibilities, project management practices, role on the project, and number of years they have been in the role.

8.4. PROPOSED PROJECT PLAN

Provide an implementation plan for the proposed product(s)/service(s) to include but not limited to the following areas:

- A. Provide information on services such as claims handling, underwriting questions, endorsements, and loss control services. Please describe how your agency will handle policyholder services for Collin County.
- B. Submit a sample policy specifically outlining coverage. Be sure to specify any areas excluded, any gaps in coverage, endorsements, forms, policy jackets, etc.
- C. Outline notification requirements of Collin County to your agency and the process of communication once you have been notified of a claim. Please include specifics on updates the agency may require from the County and when those may be required to occur. Please specify if there is an amount of our obligation that may be paid before any updates are required.

8.5. REFERENCES

Provide references from three (3) of your agency's customers from the past five (5) years for services that are similar in scope, size, and complexity to the services described in this RFP, other than Collin County. Provide the following information for each customer.

- A. Customer name and address
- B. Contact name with email address and phone number
- C. Time period in which work was performed

8.6. SIMILAR PROJECTS INVOLVED WITH

- A. Experience working with public entity clients is preferred. Please provide a full description of your experience working with public entities including names of other entities you have worked with in the public sector.
- B. Provide a list of other similar projects that you are involved with currently or will be involved with during the duration of this project.

8.7. REQUIREMENTS

- A. Contractor shall respond to all requirements in Attachment A-Excess Liability Questionnaire
 - 1. Requirements that require a detailed response shall be submitted as an attachment titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document.
- B. Respondents must be authorized to do business in the State of Texas and have a demonstrated understanding of the various immunities as granted by the Texas Tort Claims Act. Please provide business licenses, certifications or other credentials proving such.
- C. The successful proposer shall maintain in full force and effect, agents/broker's errors and omission coverage to cover the servicing of the County's account. Provide certificate to show current coverage.

8.8. PRICING/FEES

Contractor shall state pricing by submitting Attachment B - Excess Liability Insurance Pricing with their proposal.

9. VENDOR RESPONSE

In accordance with the directions below, contractor shall provide a response for each item in this section in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. **Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information.** If an item is “not applicable” or “exception taken”, contractor shall state that and refer to Section: Exceptions, with explanation.

Contractor shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If contractor does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

1. Firm Overview

FIRM OVERVIEW, EXPERIENCE AND QUALIFICATIONS

A. Refer back to section 8.2 of RFP for Proposal Format

*1.1. Provide most recent published A.M. best rating.**

*Response required

*1.2. A descriptive background of your company’s history.**

*Response required

*1.3. State your principal business location and any other service locations.**

*Response required

*1.4. How long have you been selling product(s) and/or providing service(s)?**

*Response required

*1.5. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity?**

Yes

No

*Response required

When equals "Yes"

*1.5.1. Please explain the impact both in organizational and directional terms.**

*Response required

1.6. *List of all lawsuits resulting in award (in or outside of court) to a client and provide basis and finding of any settlement.**

*Response required

1.7. *Financial Statements*

Provide the most recent year's annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data.

2. PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/ EXPERIENCE/ CREDENTIALS

2.1. *Project Team/Staff**

Include name, job title, responsibilities, project management practices, role on the project, and number of years they have been in the role - along with credentials, qualifications as well as experience for each team member or key personnel on the project.

*Response required

3. PROPOSED PROJECT PLAN

3.1. *Provide an implementation plan for the proposed product(s)/service(s) to include but not limited to the following areas:**

Provide information on services such as claims handling, underwriting questions, endorsements, and loss control services. Please describe how your agency will handle policyholder services for Collin County.*

*Response required

3.2. *Provide a complete documentation set of all project documents**

Submit a sample policy specifically outlining coverage. Be sure to specify any areas excluded, any gaps in coverage, endorsements, forms, policy jackets, etc.

*Response required

3.3. *Notification Requirements**

Outline notification requirements of Collin County to your agency and the process of communication once you have been notified of a claim. Please include specifics on updates the agency may require from the County and when those may be required to occur. Please specify if there is an amount of our obligation that may be paid before any updates are required.

*Response required

4. SIMILAR PROJECTS INVOLVED WITH

4.1. *Provide a list of other similar projects that you are involved with currently or will be involved with during the duration of this project.**

Experience working with public entity clients is preferred. Please provide a full description of your experience working with public entities including names of other entities you have worked with in the public sector.

*Response required

5. REQUIREMENTS

5.1. *Contractor shall respond to all requirements in Attachment A-Excess Liability Questionnaire**

Requirements that require a detailed response shall be submitted as an attachment titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document.

*Response required

5.2. *Authorization to do business in Texas**

Respondents must be authorized to do business in the State of Texas and have a demonstrated understanding of the various immunities as granted by the Texas Tort Claims Act. Please provide business licenses, certifications or other credentials proving such.

*Response required

6. Other Questions/Documents

6.1. *Pricing Proposal**

Contractor shall state pricing by submitting Attachment B - Excess Liability Insurance Pricing with their proposal.

*Response required

6.2. *Reference No. 1**

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references are preferred.

Per section 5.5

Provide references from three (3) of your agency's customers from the past five (5) years for services that are similar in scope, size, and complexity to the services described in this RFP, other than Collin County. Provide the following information for each customer.

Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail, Time period in which work was performed.

It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County's requests. The County reserves the right to contact references other than those listed, and to consider any information acquired from all references during the evaluation process.

*Response required

6.3. Reference No. 2*

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references are preferred.

Per section 5.5

Provide references from three (3) of your agency's customers from the past five (5) years for services that are similar in scope, size, and complexity to the services described in this RFP, other than Collin County. Provide the following information for each customer.

Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail, Time period in which work was performed.

It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County's requests. The County reserves the right to contact references other than those listed, and to consider any information acquired from all references during the evaluation process.

*Response required

6.4. Reference No. 3*

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references are preferred.

Per section 5.5

Provide references from three (3) of your agency's customers from the past five (5) years for services that are similar in scope, size, and complexity to the services described in this RFP, other than Collin County. Provide the following information for each customer.

Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail, Time period in which work was performed.

It is the responsibility of the Bidder/Proposer to ensure submitted references will be responsive to the County's requests. The County reserves the right to contact references other than those listed, and to consider any information acquired from all references during the evaluation process.

*Response required

6.5. Exceptions

Please complete and upload attachment titled Exceptions

6.6. Notice*

Collin County exclusively uses OpenGov eProcurement Portal for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

Please confirm

*Response required

6.7. *Contact Information**

List the contact name, email address and phone number of the main person(s) Collin County should contact in reference to this solicitation. Contact(s) shall be duly authorized List authorized by the company, corporation, firm, partnership or individual to respond to any questions, clarification, and/or offers in response to this solicitation.

*Response required

6.8. *Insurance Acknowledgement**

I understand that the insurance requirements of this solicitation are required and are included in the submitted pricing. A certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract.

Please confirm

*Response required

6.9. *Subcontractors**

State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".

*Response required

6.10. *Cooperative Contracts**

As permitted under Title 8, Chapter 271, Subchapter F, Section 271.101 and 271.102 V.T.C.A. and Title 7, Chapter 791, Subchapter C, Section 791.025, V.T.C.A., other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an inter- local agreement with Collin County and have prior authorization from vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the local governmental entity requiring supplies/services. Collin County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract. Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded, under the same terms and conditions?

Yes

No

*Response required

6.11. Debarment Certifications*

I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

Please confirm

*Response required

6.12. Immigration and Reform Act*

I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America. I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.

Please confirm

*Response required

6.13. Disclosure of Certain Relationships*

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

Please confirm

*Response required

6.14. Anti-Collusion Statement*

Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list.

Please confirm

*Response required

6.15. Disclosure of Interested Parties*

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

Please confirm

*Response required

6.16. Notification Survey*

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165. How did you receive notice of this request?

*Response required

6.17. Preferential Treatment*

The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located or a state in which the nonresident is a resident manufacturer. (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A).

- A. Is your principal place of business in the State of Texas?
- B. If your principal place of business is not in Texas, in which State is your principal place of business?
- C. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
- D. If your state favors resident bidders, state by what dollar amount or percentage.

*Response required

6.18. Critical Infrastructure Affirmation*

Pursuant to section 2274.0102 of the Texas Government Code, Respondent certifies that neither it nor its parent company, nor any affiliate of Respondent or its parent company, is: (1) majority owned or controlled by citizens or governmental entities of China, Iran, North Korea, Russia, or any other country designated by the Governor under Government Code Section 2274.0103, or (2) headquartered in any of those countries.

Please confirm

*Response required

6.19. Energy Company Boycotts*

Pursuant to Section 2274.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent represents and warrants that: (1) it does not, and will not for the duration of the contract, boycott energy companies, and (2) will not boycott energy companies during the term of the contract. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency.

Please confirm

*Response required

6.20. Firearm Entities and Trade Associations Discrimination*

Pursuant to section 2274.002 of the Texas Government Code, should the contract have a value of \$100,000 or more and the company employs 10 or more full-time employees, Respondent verifies that:

- A. It does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If circumstances relevant to this provision change during the course of the contract, Respondent shall promptly notify Agency.

Please confirm

*Response required

6.21. Information Regarding Conflict of Interest*

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the

84th Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS: <https://www.ethics.state.tx.us/forms/conflict/>

The vendor acknowledges by doing business or seeking to do business with Collin County that they have been notified of the requirements under Chapter 176 of the Texas Local Government Code and that they are solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers: <https://www.collincountytx.gov/Contact/county-officials>

At the time of this solicitation being released, the following are known to be involved in the planning, recommending, selecting, and/or contracting for the attached procurement:

Department:

Human Resources:

Cynthia Jacobson – Director

Erica Johnson – Assistant Director

Jessica Gramly – HR Manager

Angie Hoelsing – Risk Manager

Purchasing:

Michelle Charnoski, NIGP-CPP, CPPB – Purchasing Agent

Marci Chrismon, CPPB – Asst. Purchasing Agent

Cory Rogers – Senior Buyer

Commissioners Court:

Chris Hill – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Darrell Hale – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

Please download and complete the CIQ attachment and upload.

*Response required

6.22. W-9*

Please upload your W-9 Form

*Response required

6.23. Proposer Acknowledgement*

Proposer acknowledges, understands the specifications, any and all addenda, and agrees to the proposal terms and conditions and can provide the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Proposal submittal resulting from Proposer's failure to do so. Proposer acknowledges the prices submitted in this Proposal have been carefully reviewed and are submitted as correct and final. If Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Request for Proposal.

Request For Proposal #2024-316
Title: Excess Liability Insurance

Please confirm

*Response required

ATTACHMENT A - EXCESS LIABILITY QUESTIONNAIRE

Vendor Name:

RFP responders are required to respond to all requests for information contained in this questionnaire. Your responses to the questions should be based on your current proven capabilities. Should there be instances where certain questions are not applicable to your organization or its operations, please indicate this by selecting "N/A". All "No" or "N/A" answers recorded in this questionnaire require additional information. Additional information to accompany those answers MUST be detailed in the Exceptions section (6.0) of your response. Failure to do so may result in disqualification.

If you are selected to administer this plan, your responses to the questionnaire will be considered part of your contractual responsibilities.

Answer by placing an "X" in the appropriate response column. DO NOT add extra rows/columns.

General Requirements		Yes	No	N/A
1	The Offeror agrees to submit electronic reports, detailing claims specifics as to paid and incurred costs, and status of the claim. These reports will be provided to the County on an as needed basis at no additional cost.			
2	The Offeror agrees that changes in premium can only be instituted on a policy anniversary date, and it is requested that the selected Offeror provide for notice of changes in premium at least 90 days before renewal.			
3	The Offeror agrees that a representative or team will be designated as the contact between the Offeror and the County.			
4	The Offeror agrees they will process payment directly with the claimant rather than requiring Collin County to be reimbursed?			
5	Is the policy written on an occurrence basis?			
6	Is the policy written on a claims-made basis?			
7	If claims made, does the policy provide full prior acts coverage?			
8	Does the Offeror agree to allow Collin County to choose their own counsel?			
9	Are defense costs covered in addition to the limit of liability?			
10	The Offeror agrees to give Collin County the authority to determine whether or not to settle a suit?			
11	Is TRIA included?			
12	The Offeror agrees to issue certificates of insurance as requested within 24 hours of request at no additional cost?			
13	The Offeror agrees to provide a 120-day notice of non-renewal.			
14	The Offeror agrees that if they are selected, their responses to the questionnaire will be considered part of their contractual responsibilities?			
15	Is there a discount for the proposed insurance premium if the County pays all costs up front? If yes, please outline on Pricing attachment.			
16	Is there any penalty should the County pay the proposed insurance premium over the period of a year? If yes, please explain on Pricing attachment.			

ATTACHMENT B - EXCESS LIABILITY PRICING

Vendor Name: _____

1 Provide a quote for Excess Liability coverage for \$3,000,000 coverage with an SIR of \$1,000,000.

	Option 1
Annual Premium	
TRIA	
Commissions	
Set up Fees	
Termination Fees	
Other Fees	
Total annual premium including TRIA and fees	

2 Provide a quote for Excess Liability coverage for \$3,000,000 coverage with an SIR of \$2,000,000.

	Option 2
Annual Premium	
TRIA	
Commissions	
Set up Fees	
Termination Fees	
Other Fees	
Total annual premium including TRIA and fees	

3 Provide a quote for Excess Liability coverage for \$5,000,000 coverage with an SIR of \$1,000,000.

	Option 3
Annual Premium	
TRIA	
Commissions	
Set up Fees	
Termination Fees	
Other Fees	
Total annual premium including TRIA and fees	

4 Provide a quote for Excess Liability coverage for \$5,000,000 coverage with an SIR of \$2,000,000.

	Option 4
Annual Premium	
TRIA	
Commissions	
Set up Fees	

Termination Fees	
Other Fees	
Total annual premium including TRIA and fees	

5 Additional proposed quote if any.

	Option 5
Annual Premium	
TRIA	
Commissions	
Set up Fees	
Termination Fees	
Other Fees	
Total annual premium including TRIA and fees	

6 If yes on question 18 in Attachment A to pricing discount, explain here.

7 If yes on question 19 in Attachment A to pricing penalty, explain here.

8 Is a renewal rate guarantee offered? If yes, specify the rate for each year and which coverage option the rate is for. If you would provide a different rate guarantee for different coverage options, please specify that below by quoting each option. (You may need to add additional rows if you want to quote more than two options.)

Rate and Coverage Option

2024	
2025	
2026	
2027	
2028	

Rate and Coverage Option

2024	
2025	
2026	
2027	
2028	

**ATTACHMENT C:
COLLIN COUNTY EXCESS LIABILITY QUESTIONNAIRE
AND MARKET SURVEY**

Collin County Liability Insurance Questionnaire and Market Survey

**Complete and return this form no later than
August 7, 2024 at 5:00 p.m., to**

Purchasing@co.collin.tx.us
Collin County Purchasing
2300 Bloomdale Rd #3160 McKinney, TX 75071
Phone: 972-548-4165 (McKinney)
972-424-1460 (Metro)

Agency:	Office Head:
Address:	City, State, Zip:
Date founded:	Number of Local Employees:

Phone:	Fax:	Toll Free Number:
Contact Person:		Contact Person Phone Number:
E-mail address:		Website:
In-house Services Representative:		Claims Representative:
Service Representative:		Loss Control Representative:

	Account Executive	Back-Up Executive
Name:		
Direct Phone:		
Mobile Phone:		
E-mail Address:		
Designations:		
Years with firm:		
Years of Insurance Experience- Government Entities:		

1. Approximate P&C commission/fee revenue by year for the last 3 years:

- a. 2023 - \$ _____
- b. 2022 - \$ _____
- c. 2021 - \$ _____

2. Business Retention Percentage overall by year for the last 3 years:

- a. 2023 - \$ _____
- b. 2022 - \$ _____
- c. 2021 - \$ _____

3. Percentage of your business in Public Entity: _____%

4. Number of Public Entity clients and commission/fee by year for the last 3 years:

- a. 2023 - \$ _____
- b. 2022 - \$ _____
- c. 2021 - \$ _____

5. **Agency Resources Available** – locally/nationally and the number of employees working in that specialty and their years of experience:

Specialty	# of Employees	Cumulative Years of Experience
Excess Liability		
Claims Consultants		
Loss Control Consultants		

6. Please provide a description of the services you provide to clients.

7. Please list any additional services your firm can provide including loss prevention and training opportunities.

8. Top 10 Markets – 2023 Premium Volume Annual

Market	Premium Volume

9. **Market Selections- in order of preference: (total premium by line for the local office)**

DO NOT CONTACT OR BLOCK A MARKET UNTIL A WRITTEN ASSIGNMENT HAS BEEN ISSUED BY COLLIN COUNTY. List up to a maximum of five (5) insurance carriers, by line of coverage, in ranked preference to provide the coverage you would propose. Additionally, you must show the average annual premium dollars for the past three years and the length of the relationship your firm has with each insurance carrier.

Excess Liability

<u>Market (parent company)</u>	<u>Annual Prem. Vol.</u>	<u>Length of Relationship</u>
	\$	
	\$	
	\$	
	\$	
	\$	

Exhibit A - Over the Road Fleet Schedule

Unit	Dept	Class	Description	Serial Number	Purchase Cost
55820	Animal Serv	AF	2022 FORD EXPEDITION SSV	1FMJK1GT5NEA26779	\$45,006.00
55397	Animal Serv	BE	2016 CHEVROLET CARGO VAN	1GCWGBFG2G1137404	\$29,207.00
54941	Animal Serv	DC	2020 FORD 3/4T PICKUP	1FDBF2B60LEC73673	\$56,349.52
54953	Animal Serv	DC	2020 FORD 3/4 T PICKUP	1FDBF2B69LEC73672	\$56,349.50
55357	Animal Serv	DC	2015 FORD 3/4 T PICKUP	1FT7X2BT9FEC82311	\$35,697.90
55715	Animal Serv	DC	2019 FORD 3/4 T TRUCK	1FDBF2B67KEF56389	\$57,749.00
55909	Animal Serv	ES	2024 WW LIVESTOCK TRAILER	11WHS1625RW326920	\$14,237.00
55254	Animal Serv	ES	2013 CM LIVESTOCK TRAILER	49TSB162XE1012356	\$8,508.37
55379	Animal Serv	EW	2015 DEERSKIN PET TRAILER	1D9A82326FS277301	\$38,775.00
55705	Animal Serv	EW	2020 BWISE DUMP BED TRAILER	58CB1DB2XLC001537	\$13,000.00
55317	Constable 1	AA	2015 FORD PI SEDAN	1FAHP2L88FG149175	\$25,602.00
55402	Constable 1	AA	2016 FORD PI SEDAN	1FAHP2L80GG104233	\$26,457.70
55585	Constable 1	AA	2017 FORD PI SEDAN	1FAHP2L83HG119004	\$27,105.80
59146	Constable 1	AH	2021 FORD POLICE SUV	1FM5K8ABXMGB34876	\$39,714.50
59147	Constable 1	AH	2021 FORD POLICE SUV	1FM5K8AB8MGB34875	\$39,714.50
59148	Constable 1	AH	2021 FORD POLICE SUV	1FM5K8AB1MG34877	\$39,714.50
54936	Constable 1	AH	2020 FORD PI SUV	1FM5K8AB3LGC63458	\$41,097.50
55740	Constable 1	AH	2020 FORD PI SUV	1FM5K8AB3LGB84291	\$39,943.50
55586	Constable 2	AA	2017 FORD PI SEDAN	1FAHP2L86HG120163	\$25,481.50
54938	Constable 2	AH	2020 FORD PI SUV	1FM5K8AB5LGC63459	\$39,882.50
55806	Constable 2	AH	2023 FORD POLICE SUV	1FM5K8AB8NGC23489	\$43,686.00
55738	Constable 2	AH	2020 FORD PI SUV	1FM5K8AB1LGB84290	\$40,422.50
59131	Constable 2	AH	2021 FORD POLICE SUV	1FM5K8AB2MGA96382	\$38,204.50
54629	Constable 3	AA	2018 FORD PI SEDAN	1FAHP2L85HG140260	\$27,411.60
55322	Constable 3	AA	2015 FORD PI SEDAN	1FAHP2L83FG149178	\$25,602.00
55410	Constable 3	AA	2016 FORD PI SEDAN	1FAHP2L85GG104227	\$25,871.80
55411	Constable 3	AA	2016 FORD PI SEDAN	1FAHP2L87GG104228	\$25,871.80
55413	Constable 3	AA	2016 FORD PI SEDAN	1FAHP2L89GG104229	\$25,871.80
55467	Constable 3	AA	2016 FORD PI SEDAN	1FAHP2L88GG113598	\$24,820.09
59155	Constable 3	AH	2021 FORD POLICE SUV	1FM5K8AB1MGB34880	\$39,689.50
59156	Constable 3	AH	2021 FORD POLICE SUV	1FM5K8AB5MGB34879	\$39,689.50
59157	Constable 3	AH	2021 FORD POLICE SUV	1FM5K8AB3MGB34878	\$39,689.50
59158	Constable 3	AH	2021 FORD POLICE SUV	1FM5K8AB3MGB34881	\$39,689.50
55753	Constable 3	AH	2020 FORD PI SUV	1FM5K8AB2LGB84301	\$42,405.50
55811	Constable 3	AH	2021 FORD POLICE SUV	1FM5K8AB4MGB34873	\$42,508.00
55812	Constable 3	AH	2021 FORD POLICE SUV	1FM5K8AB2MGB34872	\$39,524.50
55323	Constable 4	AA	2015 FORD PI SEDAN	1FAHP2L85FG149182	\$25,602.00

55325	Constable 4	AA	2015 FORD PI SEDAN	1FAHP2L81FG149180	\$25,602.00
55389	Constable 4	AA	2016 FORD PI SEDAN	1FAHP2L89FG200005	\$25,515.00
55444	Constable 4	AA	2016 FORD PI SEDAN	1FAHP2L87GG107064	\$25,866.80
55445	Constable 4	AA	2016 FORD PI SEDAN	1FAHP2L89GG107065	\$25,866.80
55446	Constable 4	AA	2016 FORD PI SEDAN	1FAHP2L83GG109037	\$25,866.80
55447	Constable 4	AA	2016 FORD PI SEDAN	1FAHP2L85GG109038	\$25,866.80
55591	Constable 4	AA	2017 FORD PI SEDAN	1FAHP2L81HG113573	\$26,985.00
59142	Constable 4	AH	2021 FORD POLICE SUV	1FM5K8AB9MGB34870	\$39,669.50
55188	CSCD	AA	2013 FORD TAURUS SEDAN	1FAHP2D87DG188819	\$22,359.00
57593	CSCD	AE	2011 FORD SUV	1FMCU0C75BKC64246	\$0.00
54729	CSCD	AH	2018 FORD PI SUV	1FM5K8AR1JGA99735	\$27,658.60
55589	CSCD	AH	2017 FORD EXPLORER	1FM5K8AR6HGC07776	\$26,068.00
55828	CSCD	AH	2022 FORD EXPLORER	11FM5K8AB8NGC24254	\$34,626.25
55414	DA	AA	2016 FORD PI SEDAN	1FAHP2L89GG104358	\$23,100.19
55415	DA	AA	2016 FORD PI SEDAN	1FAHP2L84GG109144	\$23,043.70
55844	DA	AH	2023 FORD POLICE SUV HYBRID	1FM5K8AW8NNA13568	\$38,330.00
55134	Dev Services	AE	2012 FORD ESCAPE SUV 2WD	1FMCU4K31CKA17832	\$29,949.00
54443	Dev Services	AF	2017 FORD PI SUV	1FM5K8AR8HGC07777	\$26,013.00
55675	Dev Services	DB	2018 FORD 1/2 T PICKUP	1FTEX1CP3JKF37287	\$27,713.00
55291	Dev Services	DB	2014 FORD 1/2 T PICKUP	1FTEX1CM5EKD76615	\$22,507.42
55724	Dev Services	DB	2019 FORD 1/2T PICKUP	1FTEX1CPXKKE66865	\$29,180.00
55271	Elections	BF	2014 FORD CARGO VAN	1FTSSEL1EDB05251	\$29,280.00
55713	Engineering	DB	2019 FORD 1/2 T PICKUP	1FTFX1E56KKE14813	\$32,183.00
55443	Equip Services	DE	2016 GMC 1.5 T TRUCK 4WD	1GD32VC88GF159793	\$61,492.10
42148	Equip Services	DE	2004 GMC 1.5 TRUCK	1GDE4C1284F513572	\$40,005.85
55466	Equip Services	DF	2016 FORD 2 T TRUCK 4WD	1FDUF5HT8GEC32253	\$67,806.60
55683	Equip Services	DF	2019 FORD 2 T TRUCK	1FD0X5HT1KED40010	\$76,985.00
35944	Equip Services	EN	2001 TRAIL-EZE TRAILER	1DA12RK511P015630	\$9,941.00
38872	Equip Services	EO	2002 ROAD FORCE TRAILER	1W4200F2832048672	\$5,539.00
55367	Facilities	BD	2015 FORD CARGO VAN	NM0LS7F70F1225717	\$26,126.00
55686	Facilities	BD	2019 FORD TRANSIT CARGO VAN	1FTYR2CM4KKA23968	\$40,527.50
53529	Facilities	BE	2009 FORD CARGO VAN	1FTNE24L79DA40329	\$23,750.00
53530	Facilities	BE	2009 FORD CARGO VAN	1FTNE24L59DA40328	\$23,750.00
55637	Facilities	BE	2018 FORD TRANSIT VAN	1FTYR3XM3JKA04133	\$42,317.00
55638	Facilities	BE	2018 FORD TRANSIT VAN	1FTYR3XM5JKA04134	\$42,317.00
55224	Facilities	BE	2014 FORD 3/4T CARGO VAN	1FTNS2EL6DDB11407	\$22,370.89
55225	Facilities	BE	2014 FORD 3/4T CARGO VAN	1FTNS2EL8DDB11408	\$26,122.77
55270	Facilities	BF	2014 FORD CARGO VAN	1FTNE2EL1EDB05250	\$29,812.00
55676	Facilities	DB	2018 FORD 1/2 T PICKUP	1FTEX1CP1JKF37286	\$27,712.99
55677	Facilities	DB	2018 FORD 1/2 T PICKUP	1FTEX1CPXJKF37285	\$27,712.99

55378	Facilities	DB	2015 FORD 1/2 T PICKUP	1FTEX1E8XFKD98966	\$27,616.00
59197	Facilities	DB	2021 FORD 1/2T TRUCK	1FTFX1E56MKE67899	\$35,519.00
59198	Facilities	DB	2021 FORD 1/2T TRUCK	1FTFX1E54MKE67898	\$34,985.00
55155	Facilities	DC	2012 FORD 3/4 T PICKUP	1FT7X2AT0CEC31552	\$31,272.25
55037	Facilities	DC	2010 FORD 3/4 T PICKUP	1FDNF2A53AEB36889	\$27,350.00
55156	Facilities	DC	2012 FORD 3/4 T PICKUP	1FDBF2AT8CEC31730	\$36,729.25
55351	Facilities	DC	2015 FORD 3/4 T PICKUP	1FDBF2A65FEC72217	\$35,805.00
55353	Facilities	DC	2015 FORD 3/4 T PICKUP	1FDBF2AC3FEC72216	\$35,805.00
55354	Facilities	DC	2015 FORD 3/4 T PICKUP	1FDBF2A67FEC72218	\$35,805.00
55355	Facilities	DC	2015 FORD 3/4 T PICKUP	1FDBF2A65FEC72220	\$35,805.00
55440	Facilities	DC	2016 FORD 3/4 T PICKUP	1FTBF2A61GEB97022	\$33,354.40
55593	Facilities	DC	2017 FORD 3/4 T PICKUP	1FTBF2A64HEC80851	\$37,955.25
55594	Facilities	DC	2017 FORD 3/4 T PICKUP	1FTBF2A66HEC80852	\$37,955.25
59202	Facilities	DC	2021 FORD 3/4T TRUCK W/SERV BODY	1FDBF2A6XMED10151	\$40,958.00
55352	Facilities	DC	2015 FORD 3/4 T PICKUP	1FDBF2A69FEC72219	\$35,805.00
55780	Facilities	DC	2020 FORD 3/4 T PICKUP	1FTBF2A6XLED08757	\$41,507.35
55781	Facilities	DC	2020 FORD 3/4 T PICKUP	1FTBF2A68LED08756	\$41,507.35
59199	Facilities	DC	2021 FORD 3/4 T TRUCK W/SERV BODY	1FDBF2A6XMED10148	\$40,958.00
59200	Facilities	DC	2021 FORD 3/4T TRUCK W/SERV BODY	1FDBF2A61MED10149	\$40,958.00
59201	Facilities	DC	2021 FORD 3/4 T TRUCK W/SERV BODY	1FDBF2A68MED10150	\$40,958.00
55782	Facilities	DC	2020 FORD 3/4 T PICKUP	1FTBF2A61LED08758	\$41,507.35
55107	Facilities	DC	2011 FORD 3/4 T PICKUP	1FTBF2A60BEC78313	\$20,869.00
55465	Facilities	DD	2016 FORD 1 T FLATBED	1FDRF3GT0GEC45056	\$43,354.34
55470	Facilities	DE	2016 FORD BOXBED TRUCK	1FDUF5GT5GEC57614	\$61,215.69
55377	Facilities	DN	2016 FORD 1 T TRUCK	1FD8W3AT8GEA44705	\$50,329.00
55784	Facilities	DN	2020 FORD 1-TON FLATBED	1FD8W3GN9LEE08701	\$45,362.05
59145	Facilities	DP	2021 FORD AERIAL LIFT TRUCK	1FDFF6LT0MDA08756	\$147,340.00
34158	Facilities	EC	1989 J-ROD 24' TRAILER	1JG229203K1965059	\$3,300.00
22564	Facilities	EF	1993 HENARD 18' TRAILER	1950510	\$2,305.00
36137	Facilities	EF	2001 20' SHOPMADE TRAILER	4PTU6202X1M013344	\$3,070.00
37240	Facilities	EF	2002 SHOPMADE TRAILER	4PTU508122M014010	\$1,380.00
59643	Facilities	EF	2022 FUEL PRO FUEL TRAILER	1N91U1223NU323410	\$20,975.00
19948	Facilities	EF	1991 SHOPMADE TRAILER	19948	\$1,490.00
22463	Facilities	EF	1996 12' SHOPMADE TRAILER	4MSLD1229TTX02045	\$800.00
34262	Facilities	EF	1999 WELDER TRAILER	4PTU50812YM012539	\$490.00
2328	Facilities	EO	1973 CARGO TRAILER	2328	\$0.00
42899	Facilities	EO	2004 PACE 20' TRAILER	47ZAB20274X032232	\$8,250.18
42905	Facilities	EO	2004 PACE CARGO TRAILER	47ZAB16274X032233	\$6,560.18
48832	Fusion Center	DF	2009 FORD 2 T ECV	1FDXE45SX9DA12742	\$133,302.00
40484	Fusion Center	EO	2003 WELLS CARGO TRAILER	IWC200J2342050519	\$12,216.95

48832A	Fusion Center	MB	2009 ONAN GENERATOR ON 48832	J080216274	\$0.00
55799	Fire Marshal	DB	2022 FORD 1/2 T PICKUP	1FTFW1P89NKE01231	\$47,893.00
55567	Fire Marshal	DB	2016 FORD 1/2T PICKUP	1FTEW1EF0GFC48022	\$38,882.10
59254	Fire Marshal	DB	2020 FORD 1/2 T PICKUP	1FTEW1P45LKF20318	\$45,887.00
55180	Fire Marshal	DB	2013 FORD 1/2T PICKUP	1FTFW1EF8DKE29506	\$34,039.58
55578	Fire Marshal	DB	2017 FORD 1/2 T PICKUP	1FTEW1EF7HFA99402	\$39,970.35
55419	Health Care Serv	AA	2016 FORD TAURUS SEDAN	1FAHP2L8XGG104191	\$23,236.40
55375	Health Care Serv	AF	2016 FORD UTILITY	1FM5K8AR1GGA28320	\$27,591.00
59130	Health Care Serv	AH	2021 FORD EXPLORER	1FM5K8AB4MGA96383	\$33,758.50
55793	Health Care Serv	EO	2020 WELLS CARGO 16' CARGO TRAILER	7KC1E1626MT000026	\$10,036.00
55794	Health Care Serv	EO	2020 WELLS CARGO 16' CARGO TRAILER	7KC1E1628MT000027	\$10,036.00
55795	Health Care Serv	EO	2020 WELLS CARGO 16' CARGO TRAILER	7KC1E1622MT000220	\$7,464.40
55702	Health Care Serv	EX	2018 TRAILERLOGIC MORGUE TRAILER	4T9BC1723J1074742	\$55,208.72
55796	Health Care Serv	MB	2020 MULTIQUIP MOBILE GENERATOR	5SLBG1420LL029355	\$56,287.31
55471	IT	BD	2016 FORD CARGO VAN	NM0LS7F74G1277191	\$24,783.00
55623	Sheriff/Jail	AA	2017 FORD PI SEDAN	1FAHP2L88HG123761	\$25,481.75
55626	Sheriff/Jail	AA	2017 FORD PI SEDAN	1FAHP2L82HG121200	\$26,441.40
55625	Sheriff/Jail	AA	2017 FORD PI SEDAN	1FAHP2L82HG126560	\$26,441.40
55624	Sheriff/Jail	AA	2017 FORD PI SEDAN	1FAHP2L86HG126559	\$26,441.40
55607	Sheriff/Jail	AA	2017 FORD PI SEDAN	1FAHP2L80HG126556	\$29,016.55
55606	Sheriff/Jail	AA	2017 FORD PI SEDAN	1FAHP2L89HG126555	\$29,016.55
55622	Sheriff/Jail	AH	2017 FORD POLICE SUV	1FM5K8AR2HGC90980	\$28,575.00
55720	Sheriff/Jail	BC	2020 CHEVROLET 12 PASSENGER VAN	1GAZGNFB1L1179665	\$35,817.50
55688	Sheriff/Jail	BC	2018 CHEVROLET EXPRESS 3500 12-PASS VAN	1GAZGNFG6K1279769	\$35,960.59
55682	Sheriff/Jail	BC	2018 CHEVROLET 3500 EXPRESS 15 PASS VAN	1GAZGNFG4J1169043	\$33,522.00
55685	Sheriff/Jail	EF	2018 BIG TEX 70LR LANDSCAPE TRAILER	16VNX1623K2060169	\$5,610.80
57287	Sheriff/Jail	EF	1995 BIG TEX TRAILER	MZBZ6460409	\$0.00
55266	Juv Prob/Detention	AA	2014 FORD PI SEDAN	1FAHP2L83EG168280	\$22,934.00
55267	Juv Prob/Detention	AA	2014 FORD PI SEDAN	1FAHP2L85EG168281	\$22,934.00
55343	Juv Prob/Detention	AA	2015 FORD PI SEDAN	1FAHP2L87FG149183	\$22,617.00
55344	Juv Prob/Detention	AA	2015 FORD PI SEDAN	1FAHP2L89FG149184	\$22,617.00
55408	Juv Prob/Detention	AA	2016 FORD PI SEDAN	1FAHP2L89GG104232	\$24,226.89
55409	Juv Prob/Detention	AA	2016 FORD PI SEDAN	1FAHP2L87GG104231	\$24,226.89
55639	Juv Prob/Detention	AF	2017 FORD POLICE SUV	1FM5K8AR1HGD65376	\$29,512.85
53531	Juv Prob/Detention	BC	2009 FORD 12-PASS VAN	1FBNE31L79DA40331	\$25,076.00
55269	Juv Prob/Detention	BC	2014 FORD 12-PASS VAN	1FBNE3BLXEDB05116	\$25,762.75
47301	Juv Prob/Detention	DC	2006 FORD 3/4 T BOX TRUCK	1FTNF20576ED27616	\$17,037.00
42906	Juv Prob/Detention	DC	2004 FORD 3/4 T BOX TRUCK	1FDNF20L54EC87348	\$17,701.00
55588	ME	AH	2017 FORD EXPLORER	1FM5K8AR4HGC07775	\$25,821.00
55667	ME	AH	2018 FORD POLICE SUV	1FM5K8AR9JGC44309	\$26,823.00

55261	Motor Pool	AA	2014 FORD TAURUS SEDAN	1FAHP2D89EG159615	\$18,599.83
55263	Motor Pool	AA	2014 FORD TAURUS SEDAN	1FAHP2D87EG159614	\$18,599.83
55417	Motor Pool	AA	2016 FORD TAURUS SEDAN	1FAHP2L81GG104192	\$22,959.10
55418	Motor Pool	AA	2016 FORD TAURUS SEDAN	1FAHP2L83GG104193	\$22,959.10
55574	Motor Pool	AA	2017 FORD TAURUS SEDAN	1FAHP2L82HG120161	\$23,560.90
55575	Motor Pool	AA	2017 FORD TAURUS SEDAN	1FAHP2L84HG120162	\$23,560.90
54950	Motor Pool	AH	2020 FORD EXPLORER	1FM5K8AB3LGD08205	\$33,265.50
55726	Motor Pool	AH	2020 FORD EXPLORER	1FM5K8AB0LGC63465	\$33,470.50
55376	Motor Pool	BA	2016 FORD 7-PASS VAN	NM0GE9F78G1241511	\$25,221.00
55681	Motor Pool	BA	2019 FORD PASSENGER VAN	NM0GS9F21K1397461	\$25,808.00
55372	Motor Pool	BC	2015 FORD 12-PASS VAN	1FBZX2CMXFKB19205	\$30,887.00
55368	Motor Pool	DB	2015 FORD 1/2 T PICKUP	1FTEW1CF9FKD18044	\$26,658.76
55369	Motor Pool	DB	2015 FORD 1/2 T PICKUP	1FTEW1CF4FKD18047	\$26,658.72
55370	Motor Pool	DB	2015 FORD 1/2 T PICKUP	1FTEW1CF2FKD18046	\$26,658.72
55371	Motor Pool	DB	2015 FORD 1/2 T PICKUP	1FTEW1CF0FKD18045	\$26,658.72
55678	Motor Pool	DB	2018 FORD 1/2T PICKUP	1FTEW1C56JKF30092	\$28,881.86
54952	Motor Pool	DC	2020 FORD 3/4 T PICKUP	1FT7W2BT4LEC73675	\$42,802.42
55345	Myers Park	DC	2015 FORD 3/4 T PICKUP	1FT7W2AT8FEC72132	\$35,744.62
55346	Myers Park	DC	2015 FORD 3/4 T PICKUP	1FTBF2BT5FEC72131	\$35,406.62
18467	Myers Park	ED	1990 TEXAS EQUIP TRAILER	17YGN2421LB007890	\$6,785.00
28573	Myers Park	EF	1995 SHOPMADE TRAILER	4MSSA0812STX01430	\$700.00
32429	Myers Park	EF	1999 SHOPMADE TRAILER	4PTU61820XM011903	\$1,965.00
39989	Myers Park	EF	2003 HOMEMADE TRAILER	39989	\$1,110.00
57319	Myers Park	EF	2019 MAXEY UTILITY TRAILER	5R8BU1216KM060572	\$4,350.00
55863	Myers Park	EF	2022 WYATT TRAILER	1W9BU1220PL364500	\$5,486.80
22464	Myers Park	EF	1996 12' SHOPMADE TRAILER	4MSLD1227TTX02044	\$800.00
57032	Myers Park	EF	2013 SHPMAD E DUMP TRAILER	17XFG1223D1030652	\$9,986.42
55469	Purchasing	BF	2016 CHEV 1-TON CARGO VAN	1GCZGHFGXG1337317	\$35,450.50
55822	Road & Bridge	BB	2022 CHEVROLET 15-PASS VAN	1GAZGNF70N1149166	\$37,345.00
55592	Road & Bridge	BC	2017 CHEVY 12-PASS VAN	1GAZGNFG2H1189298	\$32,511.24
55385	Road & Bridge	DB	2016 FORD 1/2 T PICKUP	1FTEW1CF0GFA18192	\$27,192.00
55386	Road & Bridge	DB	2016 FORD 1/2 T PICKUP	1FTEW1CF7GFA18190	\$27,192.00
55380	Road & Bridge	DB	2016 CHEV COLORADO PICKUP	1GCGTBE34G1203840	\$30,269.40
55388	Road & Bridge	DB	2016 FORD 1/2 T PICKUP	1FTFW1EF2GKD19054	\$31,839.00
55292	Road & Bridge	DB	2014 FORD 1/2 T PICKUP	1FTFX1EF6EFB70487	\$24,950.00
55295	Road & Bridge	DB	2014 FORD 1/2 T PICKUP	1FTFX1EF6EFB70490	\$25,540.10
54949	Road & Bridge	DB	2020 FORD 1/2T PICKUP	1FTFW1E51LKD51897	\$36,076.60
55679	Road & Bridge	DB	2018 FORD 1/2 T PICKUP	1FTEW1C54JKF30091	\$31,258.50
55294	Road & Bridge	DB	2014 FORD 1/2 T PICKUP	1FTFX1EFXEFB70489	\$25,540.10
55387	Road & Bridge	DB	2016 FORD 1/2 T PICKUP	1FTEW1CF9GFA18191	\$27,192.00

55381	Road & Bridge	DB	2016 CHEV COLORADO PICKUP	1GCGTBE33G1205207	\$30,269.42
59149	Road & Bridge	DB	2020 FORD 1/2 T TRUCK	1FTFW1E57MFB03101	\$37,100.00
59150	Road & Bridge	DB	2020 FORD 1/2 T TRUCK	1FTFW1E59MFB03102	\$37,100.00
55391	Road & Bridge	DC	2016 FORD 3/4 T PICKUP	1FT7W2AT6GEB25972	\$35,845.00
55396	Road & Bridge	DC	2016 FORD 3/4 T PICKUP	1FT7W2AT8GEB25973	\$35,417.00
55399	Road & Bridge	DC	2016 FORD 3/4 T PICKUP	1FT7W2ATXGEB25974	\$35,417.00
55407	Road & Bridge	DC	2016 FORD 3/4 T PICKUP	1FT7W2AT5GEB78954	\$35,947.40
55298	Road & Bridge	DC	2015 FORD 3/4 T PICKUP	1FT7X2AT1FEA46639	\$31,522.30
55296	Road & Bridge	DC	2015 FORD 3/4 T PICKUP	1FT7X2BTXFEA46640	\$35,461.00
55788	Road & Bridge	DC	2020 FORD 3/4 T PICKUP	1FT7W2BT2LED69076	\$42,493.00
55870	Road & Bridge	DC	2023 FORD 3/4 T PICKUP	1FT7W2BTXPEC64842	\$64,821.15
55722	Road & Bridge	DC	2019 FORD 3/4 T PICKUP	1FT7W2A61KEG07512	\$34,280.54
55868	Road & Bridge	DC	2022 FORD 3/4 T PICKUP	1FT7W2BT1NEG15716	\$51,541.15
55390	Road & Bridge	DC	2016 FORD 3/4 T PICKUP	1FT7W2AT4GEB25971	\$35,270.00
55392	Road & Bridge	DC	2016 FORD 3/4 T PICKUP	1FT7W2BT3GEB25975	\$36,790.00
55158	Road & Bridge	DC	2012 FORD 3/4 T PICKUP	1FT7X2AT2CEC31553	\$31,408.25
55721	Road & Bridge	DC	2019 FORD 3/4 T PICKUP	1FT7W2A6XKEG07511	\$34,580.54
55300	Road & Bridge	DD	2015 FORD 1 T FLATBED	1FD8W3HT2FEA46700	\$47,050.00
54951	Road & Bridge	DD	2020 FORD 1 T TRUCK	1FT8W3DT1LED38215	\$46,106.25
55045	Road & Bridge	DD	2010 FORD 1 T DUMP BED	1FDWF3GR0AEB38135	\$37,010.00
54727	Road & Bridge	DD	2018 FORD 1 T FLATBED	1FD8W3HT2JEC10617	\$49,296.96
54728	Road & Bridge	DD	2018 FORD 1 T FLATBED	1FD8W3HT4JEC10618	\$48,317.04
55157	Road & Bridge	DD	2012 FORD 1 T FLATBED	1FD8X3HT6CEC31731	\$41,474.00
55789	Road & Bridge	DF	2020 FORD 2T TRUCK	1FD0W5HT6LEE48143	\$70,993.25
55046	Road & Bridge	DF	2010 FORD 2 T SIGN TRUCK	1FDAW5GR9AEB36888	\$49,897.00
55687	Road & Bridge	DG	2019 FORD 2.5 T FLATBED TRUCK	1FDXW7DC5KDF06134	\$82,214.08
52618	Road & Bridge	DM	2010 IHC WATER TRUCK	IHTWGAZRAXJ250020	\$97,046.00
52616	Road & Bridge	DM	2010 IHC WATER TRUCK	1HTWGAZR6AJ241685	\$97,794.83
34180	Road & Bridge	DM	2000 IHC TRUCK TRACTOR	1HSHCADR5YH315809	\$57,928.00
55073	Road & Bridge	DM	2011 IHC TRUCK TRACTOR	1HSGSSJRXBJ411282	\$108,117.00
55102	Road & Bridge	DM	2012 IHC DUMP TRUCK	1HTWNAZR7CJ587088	\$86,179.00
55240	Road & Bridge	DM	2014 MACK DUMP TRUCK	1M2AX04C5EM020812	\$119,000.00
55241	Road & Bridge	DM	2014 MACK DUMP TRUCK	1M2AX04C7EM020813	\$119,000.00
55253	Road & Bridge	DM	2014 FREIGHTLINER PATCH	1FVACXC9FHGA2513	\$119,014.00
55256	Road & Bridge	DM	2014 FREIGHTLINER DISTRIB	1FVAG5DT6FHGE7730	\$178,326.29
55570	Road & Bridge	DM	2016 FL PATCH TRUCK	1FVACYDT2HHJC7361	\$173,104.00
55595	Road & Bridge	DM	2017 IH PATCH TRUCK	3HAZZMMR3JL542710	\$179,115.10
55597	Road & Bridge	DM	2016 MACK DUMP TRUCK	1M2AX07C7JM038167	\$139,072.50
55598	Road & Bridge	DM	2016 MACK DUMP TRUCK	1M2AX07C0JM038169	\$139,072.50
55599	Road & Bridge	DM	2016 MACK DUMP TRUCK	1M2AX07C7JM038170	\$139,072.50

57022	Road & Bridge	DM	2013 IHC DUMP TRUCK	1HTWNAZR0DJ381158	\$91,413.33
57027	Road & Bridge	DM	2013 IHC DUMP TRUCK	1HTWNAZR3DJ381154	\$91,413.33
57028	Road & Bridge	DM	2013 IHC DUMP TRUCK	1HTWNAZR5DJ381155	\$91,413.33
55463	Road & Bridge	DM	2016 FL W/KNUCKLEBOOM	1FVACYDT8HHHW9185	\$147,309.00
55464	Road & Bridge	DM	2016 FL W/KNUCKLEBOOM	1FVACYDTXHHHW9186	\$147,309.00
59164	Road & Bridge	DM	2022 IHC DUMP TRUCK	3HAEKTAR3NL284146	\$119,621.80
59165	Road & Bridge	DM	2022 IHC DUMP TRUCK	3HAEKTAR5NL284150	\$119,621.80
59166	Road & Bridge	DM	2022 IHC DUMP TRUCK	3HAEKTAR8NL284143	\$119,621.80
59167	Road & Bridge	DM	2022 IHC DUMP TRUCK	3HAEKTARXNL284144	\$119,621.80
59168	Road & Bridge	DM	2022 IHC DUMP TRUCK	3HAEKTAR1NL284145	\$119,621.80
59169	Road & Bridge	DM	2022 IHC DUMP TRUCK	3HAEKTAR7NL284148	\$119,621.80
59170	Road & Bridge	DM	2022 IHC DUMP TRUCK	3HAEKTAR9NL284149	\$119,621.80
59171	Road & Bridge	DM	2022 IHC DUMP TRUCK	3HAEKTAR5NL284147	\$119,621.80
55769	Road & Bridge	DM	2020 IHC DUMP TRUCK	3HAEKTAR4ML614780	\$111,864.70
55731	Road & Bridge	DM	2020 IHC DUMP TRUCK	3HAEKTAR2LL438875	\$111,864.70
55732	Road & Bridge	DM	2020 IHC DUMP TRUCK	3HAEKTAR1LL439323	\$111,864.70
55733	Road & Bridge	DM	2020 IHC DUMP TRUCK	3HAEKTAR3LL439324	\$111,864.70
55734	Road & Bridge	DM	2020 IHC DUMP TRUCK	3HAEKTAR5LL439339	\$111,864.70
55785	Road & Bridge	DM	2020 FREIGHTLINER PATCH TRUCK	3ALACYFC5MDMN9926	\$167,030.00
55736	Road & Bridge	DM	2020 IHC DUMP TRUCK	3HAEKTAROLL438874	\$111,864.70
57030	Road & Bridge	DM	2013 IHC DUMP TRUCK	1HTWNAZR9DJ381157	\$91,413.33
32120	Road & Bridge	DM	1999 IHC TRUCK TRACTOR	1HSHCADR2XH222017	\$49,875.00
34178	Road & Bridge	DM	2000 IHC TRUCK TRACTOR	1HSHCADR3YH315808	\$57,928.00
37609	Road & Bridge	DM	2002 FL TRUCK TRACTOR	1FUJBXBS33DK53941	\$51,485.00
40973	Road & Bridge	DM	2004 IHC TRUCK TRACTOR	2HSCEASR14C020716	\$68,635.00
55596	Road & Bridge	DM	2016 MACK DUMP TRUCK	1M2AX07C9JM038168	\$139,072.50
55629	Road & Bridge	DM	2018 MACK WATER TRUCK	1M2AX04C3JM040065	\$179,339.00
55630	Road & Bridge	DM	2018 MACK WATER TRUCK	1M2AX04CXJM040063	\$179,339.00
55631	Road & Bridge	DM	2018 MACK WATER TRUCK	1M2AX04C7JM040067	\$179,339.00
55632	Road & Bridge	DM	2018 MACK WATER TRUCK	1M2AX04C1JM040064	\$179,339.00
55633	Road & Bridge	DM	2018 MACK WATER TRUCK	1M2AX04C5JM040066	\$179,339.00
55635	Road & Bridge	DM	2018 MACK TRUCK TRACTOR	1M1AW07Y9JM087714	\$123,606.00
55636	Road & Bridge	DM	2018 MACK TRUCK TRACTOR	1M1AW07Y0JM087715	\$123,606.00
57026	Road & Bridge	DM	2013 IHC DUMP TRUCK	1HTWNAZR1DJ381153	\$91,413.33
55634	Road & Bridge	DM	2018 MACK TRUCK TRACTOR	1M1AW07Y7JM087713	\$123,606.00
55735	Road & Bridge	DM	2020 IHC DUMP TRUCK	3HAEKTAR3LL439338	\$111,864.70
55778	Road & Bridge	DM	2020 FREIGHTLINER DISTRIBUTOR	3ALACXFE3LDLX4934	\$207,298.00
55737	Road & Bridge	DM	2020 IHC WATER TRUCK	3HAEKTARXLL440227	\$140,961.57
57029	Road & Bridge	DM	2013 IHC DUMP TRUCK	1HTWNAZR7DJ381156	\$91,413.33
43451	Road & Bridge	DM	2005 KENWORTH TRUCK TRACTOR	2XKMDZ9X55M06527	\$51,510.50

34181	Road & Bridge	DM	2000 IHC TRUCK TRACTOR	1HSHCADR8YH315805	\$57,928.00
59163	Road & Bridge	DM	2022 IHC WATER TRUCK	3HAEKTAR6NL284142	\$149,821.56
55398	Road & Bridge	DN	2016 FORD 1 T FLATBED	1FD8W3HT2GEB25978	\$48,066.00
55877	Road & Bridge	DN	2023 FORD 1-TON FLATBED TRUCK	1FD8W3HT7PED60019	\$78,770.05
55394	Road & Bridge	DN	2016 FORD 1 T FLATBED	1FD8W3HT9GEB25976	\$48,066.00
55723	Road & Bridge	DN	2020 FORD 1 TON FLATBED	1FD8W3GT4LEC49374	\$50,639.50
55878	Road & Bridge	DN	2023 FORD 1-TON FLATBED TRUCK	1FD8W3HT6PED59539	\$78,770.05
55821	Road & Bridge	DP	2023 FREIGHTLINER CHIPPER TRUCK	3ALACWFD5PDNX7153	\$165,182.00
55711	Road & Bridge	DQ	2019 ELGIN ROAD WIZARD SWEEPER	1FVACXFC7LHKY9989	\$300,021.00
42040	Road & Bridge	EA	2003 CTS END DUMP TRAILER	1C93429254S770376	\$24,893.00
42041	Road & Bridge	EA	2003 CTS END DUMP TRAILER	1C93429294S770381	\$24,893.00
42042	Road & Bridge	EA	2003 CTS END DUMP TRAILER	1C93429224S770383	\$20,843.00
34176	Road & Bridge	EB	2000 SEI TRAILER	1S9FB2924YB638246	\$28,050.00
31700	Road & Bridge	EB	1998 SEI TRAILER	1S9FB2920XB638145	\$21,945.00
31701	Road & Bridge	EB	1998 SEI TRAILER	1S9FB2929XB638144	\$21,945.00
34135	Road & Bridge	EC	1999 BIG TEX 25' TRAILER	4K8HX2521Y1649004	\$11,762.50
55790	Road & Bridge	EE	2020 BIG TEX 16' FULL TILT TRAILER	16VFX1621L2069605	\$6,049.50
55791	Road & Bridge	EE	2020 BIG TEX 16' FULL TILT TRAILER	16VFX1621L2061746	\$6,049.50
55792	Road & Bridge	EE	2020 LEDWELL HYDRATAIL TRAILER	1L9GC72A5LL033951	\$72,107.80
59642	Road & Bridge	EF	2022 FUEL PRO FUEL TRAILER	1N91U1225NU323411	\$19,725.00
11066	Road & Bridge	EF	1979 WELDER TRAILER	TR164620	\$250.00
16250	Road & Bridge	EF	1989 SHOPMADE TRAILER	FECC642E120893994	\$2,350.00
16251	Road & Bridge	EF	1989 SHOPMADE TRAILER	FECC642E124893993	\$1,750.00
27721	Road & Bridge	EF	1994 CHALLENGER TRAILER	1JBC0712000000317	\$1,584.00
40307	Road & Bridge	EF	2003 SHOPMADE TRAILER	1P9BU20212M460036	\$2,692.00
55692	Road & Bridge	EF	2018 BIG TEX TANDEM AXLE 20' GOOSENECK TRAILER	16VDX2026K2058376	\$15,375.00
55693	Road & Bridge	EF	2018 BIG TEX TANDEM AXLE 20' GOOSENECK TRAILER	16VDX2022K2058374	\$15,375.00
55694	Road & Bridge	EF	2018 BIG TEX TANDEM AXLE 20' GOOSENECK TRAILER	16VDX2023K2056715	\$15,375.00
55695	Road & Bridge	EF	2018 BIG TEX TANDEM AXLE 20' GOOSENECK TRAILER	16VDX2028K2048125	\$15,375.00
57322	Road & Bridge	EF	2018 WYATT TANDEM AXLE TRAILER	1W9BU1221KL364532	\$3,845.00
36138	Road & Bridge	EF	2001 45' CULVERT TRAILER	TR187854	\$0.00
55690	Road & Bridge	EF	2018 BIG TEX TANDEM AXLE 16' DUMP TRAILER	16VDX1622K5051375	\$7,525.00
55691	Road & Bridge	EF	2018 BIG TEX TANDEM AXLE 16' DUMP TRAILER	16VDX1622K5052333	\$7,525.00
11065	Road & Bridge	EF	1979 WELDER TRAILER	TR164619	\$250.00
43457	Road & Bridge	EF	1989 SINGLE AXLE TRAILER	43EFC031021001002	\$0.00
11057	Road & Bridge	EF	1986 BELTON TRAILER	11057	\$4,352.00
28411	Road & Bridge	EF	1995 SHOPMADE TRAILER	9096875	\$220.00
35491	Road & Bridge	EF	2000 SHOPMADE TRAILER (PUMP TRAILER)	35491	\$0.00
57589	Road & Bridge	EF	2009 UTILITY TRAILER	N/A	\$0.00
35122	Road & Bridge	EF	1993 SHOPMADE TRAILER	35122	\$0.00

28829	Road & Bridge	EF	1995 PUMP TRAILER	28829	\$323.00
30154	Road & Bridge	EK	1996 SHPMDE SNORKLE TRAILER	30154	\$0.00
55182	Road & Bridge	EM	2013 SOLAR TECH MESSAGE BOARD	4GM2M151XD1411517	\$8,910.00
55649	Road & Bridge	EM	2017 SOLAR TECH MESSAGE BOARD	4GM2M1514H1414533	\$25,096.00
55650	Road & Bridge	EM	2017 SOLAR TECH MESSAGE BOARD	4GM2M1516H1414534	\$25,095.98
55337	Road & Bridge	EM	2015 SOLAR TECH MESSAGE BOARD	4GM2M1510E1412497	\$18,649.99
55338	Road & Bridge	EM	2015 SOLAR TECH MESSAGE BOARD	4GM2M1512E1412498	\$25,449.99
55756	Road & Bridge	EM	2019 SOLAR TECH MESSAGE BOARD	4GM2M1516K1415805	\$20,142.82
55757	Road & Bridge	EM	2019 SOLAR TECH MESSAGE BOARD	4GM2M1514K1415804	\$20,142.82
55183	Road & Bridge	EM	2013 SOLAR TECH MESSAGE BOARD	4GM2M1511D1411518	\$8,910.00
55127	Road & Bridge	EM	2011 SOLAR TECH MESSAGE BOARD	4GM2M1519B1411070	\$15,150.00
55128	Road & Bridge	EM	2011 SOLAR TECH MESSAGE BOARD	4GM2M1512B1411069	\$15,150.00
55066	Road & Bridge	EP	2010 TRAILEZE 35 T TRAILER	1DAFLD226BM020272	\$47,246.00
37253	Road & Bridge	EP	2001 HOLDEN EQUIP TRAILER	12HPF50322N506855	\$40,102.00
55059	Road & Bridge	EP	2010 TWAMCO EQUIP TRAILER	1T9FL5431A1473023	\$48,580.00
55067	Road & Bridge	EP	2010 TRAILEZE 35 T TRAILER	1DAFLD228BM020273	\$47,246.00
48879	Road & Bridge	ET	2010 SHOPMADE TRAILER	TR200044	\$0.00
55651A	Road & Bridge	EW	2018 ASPHALT ZIPPER TRAILER		\$0.00
55684	Road & Bridge	EW	2018 DUAL AXLE TRAILER -ASPHALT ZIPPER	109FS0829JU021998	\$9,300.00
55581	Road & Bridge	EY	2017 ALLMAND LIGHT TOWER	07-000422	\$8,899.99
55580	Road & Bridge	EY	2017 ALLMAND LIGHT TOWER	07-000423	\$8,899.99
55247	Road & Bridge	JA	2014 GRADALL EXCAVATOR	3120000303	\$317,715.00
55862	Road & Bridge	JA	2023 GRADALL EXCAVATOR	4140000463	\$521,000.00
55758	Road & Bridge	JA	2019 GRADALL EXCAVATOR	4140000282	\$445,600.00
58048	Road & Bridge	LF	2010 MORBARK CHIPPER 18"	4S8SZ1923AW051560	\$63,665.73
38666	Road & Bridge	LF	2002 VERMEER CHIPPER 18"	1VRN1312621002952	\$28,000.00
53738	Road & Bridge	SB	2011 MONROE SAND SPREADER	11-10-7786	\$13,773.40
57035	Road & Bridge	SC	2013 CRAFCO CRACK SEALER	124E2408	\$0.00
5372	Road & Bridge	TA	1972 TANK, OIL	N.A	\$28,908.00
55289	Road & Bridge	TA	2014 STEPP DISTRIBUTOR	4SPMT4002ES127026	\$41,440.00
54442	Sheriff	AA	2017 FORD PI SEDAN	1FAHP2L88HG120164	\$25,481.75
55249	Sheriff	AA	2014 FORD PI SEDAN	1FAHP2L8XEG150620	\$24,475.00
55262	Sheriff	AA	2014 FORD TAURUS SEDAN	1FAHP2D81EG159611	\$18,599.83
55260	Sheriff	AA	2014 FORD TAURUS SEDAN	1FAHP2D8XEG159610	\$18,599.83
55196	Sheriff	AA	2013 FORD PI SEDAN	1FAHP2L89DG225726	\$26,271.81
55437	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L88GG109034	\$26,269.90
54630	Sheriff	AA	2017 FORD PI SEDAN	1FAHP2L80HG137878	\$25,898.10
54631	Sheriff	AA	2017 FORD PI SEDAN	1FAHP2682HG137879	\$25,898.10
55436	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L81GG105455	\$25,125.50
55672	Sheriff	AA	2018 FORD PI SEDAN	1FAHP2L88JG133700	\$28,191.55

55427	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L84GG110066	\$25,454.50
55428	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L88GG105453	\$25,454.50
55429	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L8XGG105454	\$25,454.50
55432	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L86GG110067	\$25,454.50
55248	Sheriff	AA	2014 FORD PI SEDAN	1FAHP2L81EG148805	\$24,475.00
55426	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L86GG109033	\$25,454.50
55431	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L89GG105459	\$25,454.50
55433	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L86GG110068	\$25,454.50
55434	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L85GG105457	\$25,454.50
55435	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L87GG105458	\$25,454.50
55601	Sheriff	AA	2017 FORD PI SEDAN	1FAHP2L87HG126554	\$26,493.10
55609	Sheriff	AA	2017 FORD PI SEDAN	1FAHP2L84HG126558	\$25,719.40
55366	Sheriff	AA	2015 FORD PI SEDAN	1FAHP2L82FG167865	\$28,141.77
55605	Sheriff	AA	2017 FORD PI SEDAN	1FAHP2L82HG126557	\$27,542.90
55448	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L87GG109039	\$27,969.20
55460	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L85GG109041	\$27,969.20
55461	Sheriff	AA	2016 FORD PI SEDAN	1FAHP2L83GG109040	\$27,969.20
55825	Sheriff	AB	2022 FORD MUSTANG	1FA6P8CF6N5T34919	\$55,418.75
59842	Sheriff	AE	2023 CHEVROLET TAHOE	1GNSKLDK3PR238412	\$52,982.00
55866	Sheriff	AE	2015 FORD SUV	1FMCU0G75FUC24351	\$0.00
55620	Sheriff	AF	2017 FORD POLICE SUV	1FM5K8AR8HGD07149	\$39,458.60
55600	Sheriff	AF	2017 FORD POLICE SUV	1FM5K8AR4HGD07147	\$33,181.06
55807	Sheriff	AH	2022 FORD POLICE SUV	1FM5K8AB2NGC19373	\$43,799.50
55752	Sheriff	AH	2020 FORD POLICE SUV	1FM5K8AB7LGB66229	\$37,208.50
55808	Sheriff	AH	2022 FORD POLICE SUV	1FM5K8AB4NGC19407	\$42,377.00
55809	Sheriff	AH	2022 FORD POLICE SUV	1FM5K8AB4NGC23361	\$42,377.00
55810	Sheriff	AH	2022 FORD POLICE SUV	1FM5K8AB3NGC23237	\$42,377.00
55725	Sheriff	AH	2020 FORD PI SUV	1FM5K8AB2LGB67417	\$35,954.50
55751	Sheriff	AH	2020 FORD POLICE SUV	1FM5K8AB5LGB66228	\$37,208.50
55754	Sheriff	AH	2020 FORD POLICE SUV	1FM5K8AB4LGB84302	\$38,592.50
59252	Sheriff	AH	2021 FORD POLICE SUV	1FM5K8AB2MGB34869	\$39,691.50
55164	Sheriff	AH	2013 FORD PI SUV CRIME	1FM5K8AR9DGB20920	\$35,824.17
59253	Sheriff	AH	2021 FORD POLICE SUV	1FM5K8AB9MGB34867	\$42,518.50
55659	Sheriff	AH	2018 FORD POLICE SUV	1FM5K8AR8JGC44317	\$36,526.40
54937	Sheriff	AH	2020 FORD PI SUV	1FM5K8ABXLGC52599	\$39,312.00
55741	Sheriff	AH	2020 FORD POLICE SUV	1FM5K8AB3LGB84288	\$39,766.50
55742	Sheriff	AH	2020 FORD POLICE SUV	1FM5K8AB5LGB84289	\$39,766.50
54945	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB5LGC63462	\$38,104.50
54946	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB9LGC63464	\$38,104.50
54944	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB1LGC63460	\$38,104.50

55663	Sheriff	AH	2018 FORD POLICE SUV M/P	1FM5K8AR4JGC44315	\$36,376.40
55666	Sheriff	AH	2018 FORD POLICE SUV M/P	1FM5K8AR9JGC44312	\$36,376.40
55743	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB0LGB84295	\$38,082.00
55744	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB7LGB84293	\$38,082.00
55745	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB2LGB84296	\$38,082.00
55746	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB4LGB84297	\$38,082.00
55747	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB0LGB84300	\$38,082.00
55748	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB6LGB84298	\$38,082.00
55749	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB8LGB84299	\$38,082.00
55750	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB9LGB84294	\$38,082.00
55787	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB0LGD19808	\$40,743.50
55660	Sheriff	AH	2018 FORD POLICE SUV M/P	1FM5K8AR2JGC44314	\$36,376.40
55628	Sheriff	AH	2017 FORD POLICE SUV K9 M/P	1FM5K8ARXHGD60063	\$45,512.52
54947	Sheriff	AH	2020 FORD POLICE SUV	1FM5K8AB7LGC51345	\$36,604.00
54948	Sheriff	AH	2020 FORD POLICE SUV	1FM5K8AB9LGC51346	\$36,604.00
59257	Sheriff	AH	2021 FORD POLICE SUV	1FM5K8AB0MGB34868	\$41,776.50
55449	Sheriff	AH	2016 FORD POLICE SUV	1FM5K8AR5GGC36460	\$33,334.00
55640	Sheriff	AH	2017 FORD POLICE SUV	1FM5K8AR3HGE01231	\$30,965.95
55739	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB5LGB84292	\$39,294.50
54942	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB7LGC63463	\$38,104.50
54943	Sheriff	AH	2020 FORD POLICE SUV M/P	1FM5K8AB3LGC63461	\$38,104.50
55619	Sheriff	AH	2017 FORD POLICE SUV M/P	1FM5K8AR8HGD07152	\$35,056.16
55865	Sheriff	AI	2010 KIA SEDAN	KNAFU4A23A5055887	\$0.00
55680	Sheriff	BA	2019 FORD 7-PASSENGER VAN	NM0GS9F22K1396934	\$25,855.00
55036	Sheriff	BB	2010 FORD 12-PASS VAN	1FBNE3BLXADA45087	\$25,644.00
55226	Sheriff	BB	2013 FORD 12-PASS VAN	1FBNE3BL7DDB14712	\$25,577.25
55227	Sheriff	BB	2013 FORD 15-PASS VAN	1FBSS3BL2DDB17819	\$26,807.25
55119	Sheriff	BB	2012 FORD PRISONER VAN	1FTSSEL2CDA07701	\$23,736.00
55363	Sheriff	BC	2015 CHEV 12-PASS VAN	1GAZGZFG7F1285111	\$34,387.43
48241	Sheriff	CC	2007 US BUS PRISONER BUS	1GBE5V1G88F402099	\$85,902.45
59144	Sheriff	DB	2020 FORD 1/2 T PICKUP	1FTEW1P47LKF19865	\$49,200.25
59132	Sheriff	DB	2021 FORD 1/2 T PICKUP	1FTEW1P40LKF19853	\$51,885.00
59143	Sheriff	DB	2020 FORD 1/2 T PICKUP	1FTEW1P40LKF19836	\$43,510.25
59133	Sheriff	DB	2020 FORD 1/2T PICKUP	1FTEW1P44LKF19841	\$51,885.00
59255	Sheriff	DB	2020 FORD 1/2T TRUCK	1FTEW1P43LKF20320	\$57,109.50
59256	Sheriff	DB	2020 FORD 1/2T TRUCK	1FTEW1P45LKF20321	\$57,109.50
51940	Sheriff	DB	2008 FORD 1/2T PICKUP FFV	1FTPX12V48FB63378	\$19,465.00
55813	Sheriff	DB	2023 FORD 1/2 T PICKUP	1FTFW1P84PKD03856	\$50,379.50
55727	Sheriff	DB	2020 FORD 1/2 T PICKUP K9	1FTEW1P45LKD12164	\$54,336.00
55728	Sheriff	DB	2020 FORD 1/2 T PICKUP K9	1FTEW1P47LKD12165	\$54,442.00

55730	Sheriff	DB	2020 FORD 1/2 T PICKUP	1FTEW1P48LKD12269	\$48,487.00
54954	Sheriff	DB	2020 FORD 1/2 T PICKUP M/P K9	1FTEW1P47LKD80210	\$56,711.00
54935	Sheriff	DB	2020 FORD 1/2 T PICKUP M/P	1FTEW1P40LKD80212	\$46,869.84
54939	Sheriff	DB	2020 FORD 1/2 T PICKUP M/P	1FTEW1P42LKD80213	\$46,869.84
54940	Sheriff	DB	2020 FORD 1/2 T PICKUP M/P	1FTEW1P44LKD80214	\$46,869.84
55729	Sheriff	DB	2020 FORD 1/2 T PICKUP M/P	1FTEW1P43LKD12163	\$49,418.50
55566	Sheriff	DB	2016 FORD 1/2T PICKUP	1FTEW1EF2GFC48023	\$38,151.10
55777	Sheriff	DB	2019 FORD 1/2 T PICKUP	1FTEW1P41KKD30496	\$46,302.92
55190	Sheriff	DB	2010 TOYOTA TACOMA PICKUP	3TMJU4GN3AM094293	\$22,326.00
55268	Sheriff	DC	2014 FORD 3/4T PICKUP	1FT7W2A62FEA13548	\$27,247.40
32428	Sheriff	EF	1999 SHOPMADE TRAILER	4PTU62024XM011968	\$2,310.00
21250	Sheriff	EF	1992 SHOPMADE TRAILER	T21250	\$1,443.00
29265	Sheriff	EF	1996 18' UTILITY TRAILER	4MSLD182TTX03278	\$1,190.00
21959	Sheriff	EF	1993 SHOPMADE TRAILER	TR175130	\$625.00
28044	Sheriff	EF	1995 SHOPMADE TRAILER	4PTU50813TM007830	\$0.00
57592	Sheriff	EF	2023 SHOPMADE UTILITY TRAILER	17XFP1215P1237331	\$1,864.96
55621	Sheriff	EF	2017 BIG TEX 16' DUMP TRLR	16VDX1621H5041283	\$8,035.00
43624	Sheriff	EF	2004 UTILITY TRAILER	16VPX102752H49723	\$3,126.00
53539	Sheriff	EF	2008 UTILITY TRAILER	1P9BU22248M460036	\$5,550.00
48973	Sheriff	EF	UNKN FLATBED TRAILER	TR200065	\$0.00
22841	Sheriff	EO	1994 SHOPMADE TRAILER	93514	\$2,275.00
57282	Sheriff	EO	2017 WELLS CARGO TRAILER	575200G23JT359472	\$4,696.00
43647	Sheriff	EO	2004 WELLS CARGO TRAILER	1WC200G2752053559	\$8,200.00
57591	Sheriff	EO	2007 SHOPMADE CARGO TRAILER		\$0.00
57529	Sheriff	EU	2022 ZIEMAN DOUBLE WATERCRAFT TRAILER	1ZCS15015NZ366329	\$1,845.00
195	Sheriff	EU	2005 UNKN BOAT TRAILER	4TM1ANJ165B001038	\$0.00
55703	Sheriff	EZ	2018 TIS LPR TRAILER	1P9TC0519KW280724	\$23,685.00
59249	Sheriff	LF	2021 VERMEER CHIPPER	1VRY11192M1035187	\$42,501.07
55880	Sheriff	RA	2023 HARLEY-DAVIDSON MOTORCYCLE	1HD1FHP10PB652095	\$49,533.08
55881	Sheriff	RA	2023 HARLEY-DAVIDSON MOTORCYCLE	1HD1FHP10PB661086	\$48,936.13
55657	Support Serv	BD	2019 FORD TRANSIT CONNECT CARGO VAN	NMOLS6F23K1385101	\$24,382.30
55710	Support Serv	BD	2020 FORD TRANSIT CONNECT CARGO VAN	NMOLS7E23L1468214	\$25,163.00

2024 Collin County Bond Schedule

Term Expires	Bond Amount	Total Premium Amount	Invoices Paid	Office Held	Elected/Nonelected (E/N)	Primary Obligee	Renewal Type (Annual/Term of Office)	Comments
12/31/2024	\$ 500,000	\$ 1,723	\$ 1,723	New Probate Judge	Elected	Collin County Clerk	Term of Office	Filling term (10 months) until Nov.2024 Election.
12/31/2026	\$ 500,000	\$ 5,400	\$ 5,400	Probate	Elected	Collin County Clerk	Term of Office	Retired 1-31-24. Bond Cancelled.
12/31/2026	\$ 5,000	\$ 270	\$ 270	County Court at Law Judge, Court 1	Elected	Collin County Clerk	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	County Court at Law Judge, Court 2	Elected	Collin County Clerk	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	Court 3	Elected	Collin County Clerk	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	County Court at Law Judge, Court 4	Elected	Collin County Clerk	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	County Court at Law Judge, Court 5	Elected	Collin County Clerk	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	County Court at Law Judge, Court 6	Elected	Collin County Clerk	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	County Court at Law Judge, Court 7	Elected	Collin County Clerk	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	Criminal District Attorney	Elected	Governor of the State of Texas	Term of Office	Original must be filed with TX Comptroller's Office. N Judge signature.
12/31/2026	\$ 10,000	\$ 270	\$ 270	County Judge	Elected	Collin County Clerk	Term of Office	
12/31/2026	\$ 3,000	\$ 270	\$ 270	County Commissioner Precinct 2	Elected	Collin County Clerk	Term of Office	
12/31/2026	\$ 3,000	\$ 270	\$ 270	County Commissioner Precinct 4	Elected	Collin County Judge	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	Justice of the Peace, Precinct 1	Elected	Collin County Judge	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	Justice of the Peace, Precinct 2	Elected	Collin County Judge	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	Justice of the Peace, Precinct 3	Elected	Collin County Judge	Term of Office	
12/31/2026	\$ 5,000	\$ 270	\$ 270	Justice of the Peace, Precinct 4	Elected	Collin County Judge	Term of Office	
12/31/2026	\$ 500,000	\$ 4,725	\$ 4,725	County Clerk	Elected	Collin County Judge	Term of Office	
12/31/2026	\$ 500,000	\$ 4,050	\$ 4,050	County Treasurer	Elected	Collin County Judge	Term of Office	
12/31/2026	\$ 100,000	\$ 900	\$ 900	District Clerk	Elected	The Governor of State of Texas	Term of Office	
12/31/2024	\$ 1,500	\$ 325	\$ 325	Constable, Precinct 1	Elected	The Governor and his successors in office	Term of Office	Term begins 11-20-22
12/31/2024	\$ 1,500	\$ 325	\$ 325	Constable, Precinct 2	Elected	The Governor and his successors in office	Term of Office	
12/31/2024	\$ 1,500	\$ 325	\$ 325	Constable Precinct #3	Elected	The Governor and his successors in office	Term of Office	
12/31/2024	\$ 1,500	\$ 325	\$ 325	Constable Precinct #4	Elected	The Governor and his successors in office	Term of Office	
12/31/2024	\$ 100,000	\$ 1,139	\$ 1,139	Tax Assessor-Collector	Elected	Collin County Commissioners Court	Term of Office	
12/31/2024	\$ 100,000	\$ 1,139	\$ 1,139	Tax Assessor-Collector	Elected	The Governor and his successors in office	Term of Office	Original bond has to be mailed to TX Comptroller's O
12/31/2024	\$ 3,000	\$ 325	\$ 325	County Commissioner Precinct 1	Elected	Collin County Clerk	Term of Office	

Term Expires	Bond Amount	Total Premium Amount	Invoices Paid	Office Held	Elected/Nonelected (E/N)	Primary Oblige	Renewal Type (Annual/Term of Office)	Comments
12/31/2024	\$ 3,000	\$ 325	\$ 325	County Commissioner Precinct 3	Elected	Collin County Clerk	Term of Office	
12/31/2024	\$ 5,000	\$ 325	\$ 325	Sheriff	Elected	The Governor and his successors in office	Term of Office	
10/1/2025	\$25,000	\$ 175	\$ 175	County Auditor	Nonelected	District Judges of Collin County	2 year bond	Appointed Official
12/14/2025	\$ 1,000	\$325	\$ 325	Elections Administrator	Nonelected	Collin County Judge	4 year bond	Appointed Official
11/1/2024	\$ 5,000	\$ 93	\$ 93	Fire Marshall	Nonelected	Collin County Judge	2 year bond	Appointed Official
9/30/2024	\$ 5,000	\$ 175	\$ 175	Purchasing Agent	Nonelected	Collin County Clerk	2 year bond	Appointed Official
10/1/2024	\$ 72,000	\$ 3,600	\$ 3,600	36 positions Reserve Deputy Sheriff	Nonelected	Sheriff of Collin County	Annual	Public Employees Schedule Bond and it is for a 1 year
4/30/2024	\$ 10,000	\$ 100	\$ 100	5 positions Reserve Dep. Const.	Nonelected	Constable, Precinct 1	Annual	Public Employees Schedule Bond and it is for a 1 year
4/30/2024	\$ 6,000	\$ 100	\$ 100	3 positions Reserve Dep. Const.	Nonelected	Constable, Precinct 2	Annual	Public Employees Schedule Bond and it is for a 1 year
4/30/2024	\$ 12,000	\$ 100	\$ 100	6 positions Reserve Dep. Const.	Nonelected	Constable, Precinct 3	Annual	Public Employees Schedule Bond and it is for a 1 year
4/30/2024	\$ 10,000	\$ 100	\$ 100	5 positions Reserve Dep. Const.	Nonelected	Constable, Precinct 4	Annual	Public Employees Schedule Bond and it is for a 1 year

Exhibit C - Collin County Employee Handbook

COLLIN COUNTY HANDBOOK



Collin County Employee Handbook

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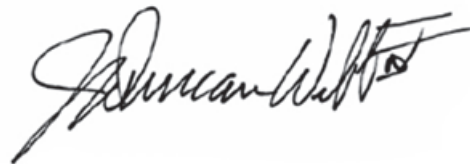
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WELCOME

Welcome to Collin County. We are pleased you have joined our team.

We believe our employees and officials are the county's most important asset. They are responsible for providing the quality services that make the county a success. Each of us has a part in meeting the county's objectives by taking the initiative in solving problems, effectively performing the requirements of our positions, and recommending or implementing improvements to better meet the needs of our citizens. Your suggestions on how to improve operations and services are valued. We each play a role in shaping the future success of county government.

Joining a new organization often requires some adjustment. You meet new people, work in different surroundings, and are confronted with new policies, procedures, rules and benefits. This Employee Handbook has been prepared to assist you in this process. It will answer many of your questions and provide a continuing source of reference during your employment with Collin County. We hope you enjoy being a member of our team.



Introduction

This handbook has been prepared to introduce you to Collin County. It will acquaint you with many of the policies and rules relating to your employment and will summarize benefits for which you are eligible. This publication replaces all previous employee handbooks. This handbook may be updated by future court orders, policy changes, or legislation. If a policy is changed by a court order, the court order will replace the applicable handbook section until changes are made to the handbook. Some departments may have additional rules and policies that may apply to you or your job. State and Community Supervision and Corrections Department (CSCD) employees also have different rules and benefits. One of your first responsibilities is to familiarize yourself with the county rules and policies contained in this handbook as well as those provided by your specific department. If you feel there is a conflict between any of these expectations, you are to ask your supervisor or Human Resources for clarification.

The following information is presented as a matter of information only. It is not intended to create any contractual rights or obligations. Although we will try to give you as much notice as possible of any changes in policies or benefits, the county reserves the right to alter, delete, or add to any policy or benefit at its sole and absolute discretion without prior notice. Employees will be notified through the normal channels of communication of changes to the policies. It is your responsibility to ensure that you update your handbook when these revisions are received.

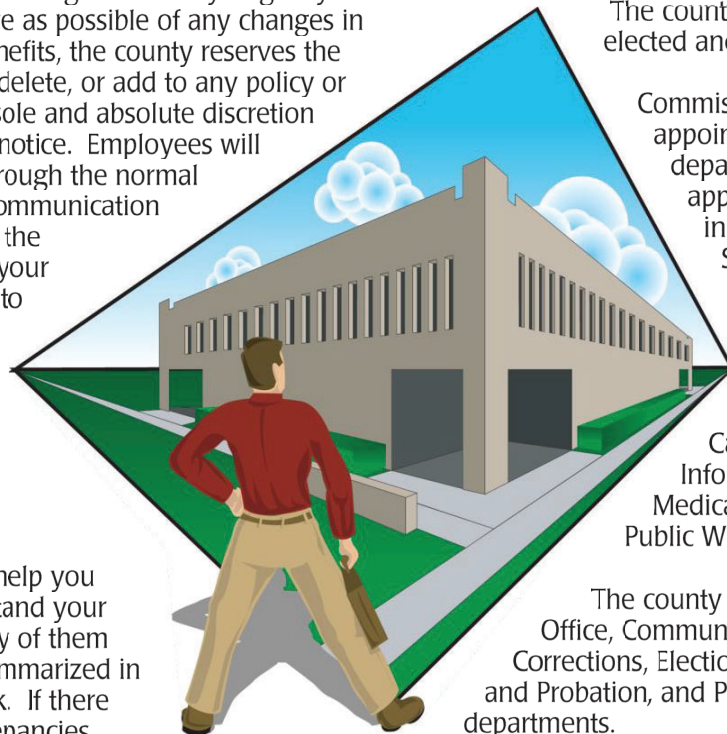
In order to help you better understand your benefits, many of them have been summarized in this handbook. If there are any discrepancies

between this handbook and benefit plan documents, plan documents will prevail.

Please read this handbook carefully and keep it handy for future reference. This is only a summary of the policies; it should not be considered the only source of information available to you. If you have questions about the information contained in this handbook, feel free to ask your supervisor or Human Resources.

Structure

Collin County is responsible for providing administrative, judicial, and political functions at a county level for an 885 square mile region including Allen, Anna, Blue Ridge, Celina, Fairview, Farmersville, Frisco, Josephine, Lavon, Lowry Crossing, Lucas, McKinney, Melissa, Murphy, Nevada, New Hope, Parker, Plano, Princeton, Prosper, Saint Paul, Weston, Wylie, and parts of Carrollton, Dallas, Garland, Richardson, Royse City, and Sachse. The county is divided into four different geographic units called precincts. Each precinct is generally 25% of the county's population based on census information.



The county is managed by both elected and appointed officials.

Commissioners' Court appoints non-elected department heads. These appointed departments include: Administrative Services, Budget, Building Projects, Development Services, Engineering, Facility Management, Health Care, Human Resources, Information Technology, Medical Examiner, and Public Works.

The county also has an Auditor's Office, Community Supervision and Corrections, Elections, Juvenile Detention and Probation, and Purchasing departments.

County Offices

Commissioners' Court

A Commissioner is elected to represent the citizens of each precinct for a four-year term of office. These terms are staggered to preserve continuity and ensure experienced leadership. A County Judge, the presiding officer of the Commissioners' Court, is also elected every four years.

The Commissioners and the County Judge comprise the Commissioners' Court which is responsible for specific functions such as:

- approving the annual budget and county expenditures,
- setting the county property tax rates,
- approving the tax rolls,
- determining public works policies,
- approving elections, and
- representing the county in state and regional matters.

Constable

A Constable is elected for each of the four constable precincts. The Constable is the chief process server of the precinct and also serves as the Court Officer in the Justice of the Peace Courts. This office executes and returns to courts all warrants, other criminal process citations, subpoenas, evictions, and writs.

County Clerk

This office ensures the accurate recording of the proceedings of the County Courts and facilitates public access to these records. The office is responsible for the receipt and disbursement of county funds. The County Clerk is the local Registrar for filing and recording birth certificates, marriage licenses, death certificates, trust fund records, bond records, military discharge records, and mental health records. The office is also responsible for legal documents which include real and personal property, land transactions, bonds, plats, marks and brands, assumed names, deputation records, issuance of bail bond checks, and going out of business sales, as well as the safekeeping of wills and probate records.

District Attorney

The District Attorney serves as the county's chief legal advisor and prosecuting attorney. This office represents the state in criminal and civil cases in both the county and district courts.

District Clerk

The District Clerk performs the duties assigned by the Texas Constitution as registrar, recorder, and custodian of all court pleadings, instruments, and papers that are part of any legal cause of action in the District Courts of Collin County. Additionally, the District Clerk's office serves as a passport acceptance agent and provides jury services for all statutory District, County and Justice of the Peace courts in Collin County.

Sheriff

The Sheriff is the chief law enforcement officer for the county. This office is responsible for the operation of the jail, dispatch and patrol functions, 911 emergency operations, criminal investigations, as well as community and educational programs designed to reduce crime.

Tax Assessor and Collector

It is the duty of the Tax Assessor and Collector to calculate and collect taxes owed on property within Collin County. This office also acts as the agent for the State Department of Highways and Public Transportation for motor vehicle registration.

Courts

It is the responsibility of the courts to impartially and fairly manage and resolve controversies and disputes that fall within their jurisdiction. The jurisdiction of each court is determined by the constitution and statutes and may be changed by the Legislature. The following are general descriptions of the types of issues handled by each court in Collin County.

Justice of the Peace

It is the primary function of these offices to hold civil and criminal court, as quickly and judiciously as possible. The Justices of the Peace have civil jurisdiction up to \$10,000 and exclusive jurisdiction in eviction matters.

Justice of the Peace Courts have criminal jurisdiction in cases such as bad checks, traffic offenses, and other criminal offenses punishable by fines only. The courts also handle some truancy cases.

County Court at Law

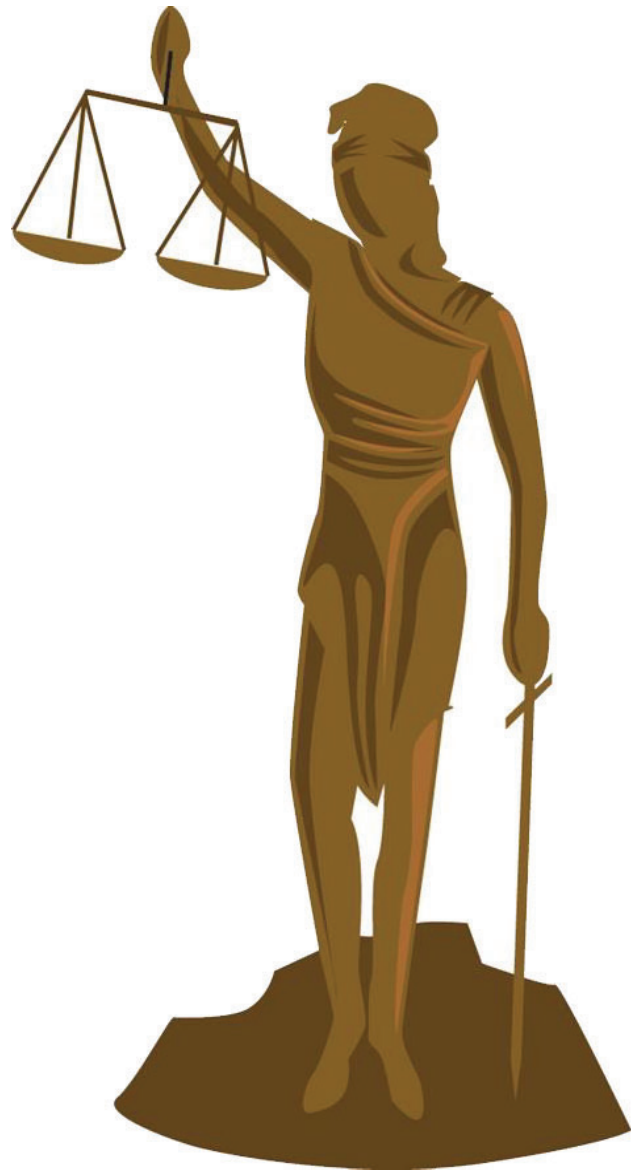
Collin County Courts at Law are general jurisdiction courts. They have original jurisdiction over Class A and B misdemeanor criminal cases and Class C misdemeanor appeals from Justice of the Peace Courts and Municipal Courts. They also rule on civil cases where the amount in controversy does not exceed \$200,000. This jurisdiction is concurrent with the District Court. In addition, the Judges of the County Courts at Law are members of the Community Justice Council and the County Juvenile Board. Individual Judges operate DWI/drug courts and veterans court programs and serve on the Bail Bond Board. County Court at Law Judges who hear criminal cases oversee the Community Supervision and Corrections Department.

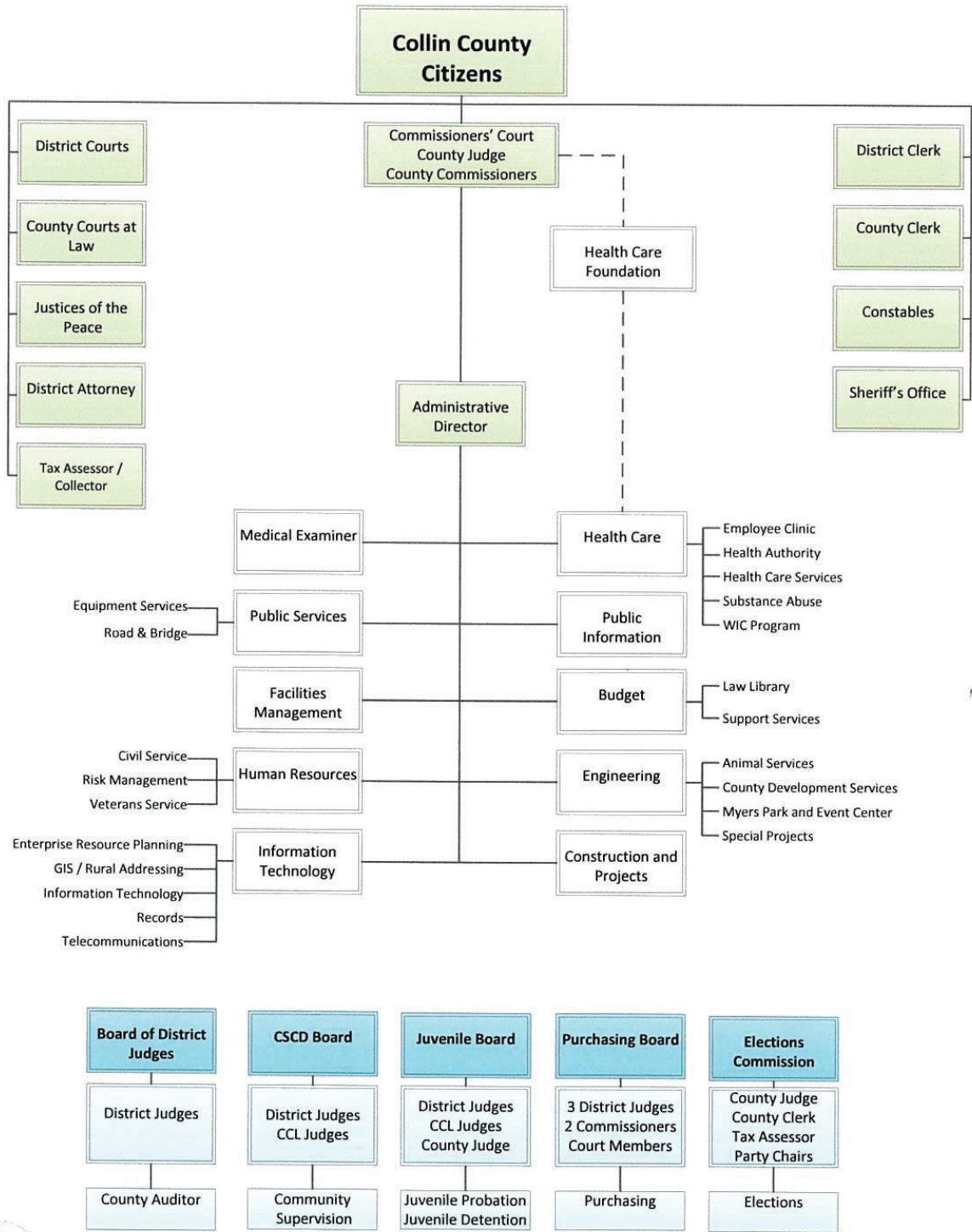
Statutory Probate Court

This court has jurisdiction over probate matters, guardianship cases, and mental health commitments.

District Court

District Courts are the state trial courts. District Courts have original jurisdiction in all felony criminal cases, family law cases, cases involving title to land, election contest cases, civil matters in which the amount in controversy (the amount of money or damages involved) is \$500 or more, and any matters in which jurisdiction is not placed in another trial court. The Board of District Judges oversees the Auditor's Office. District Judges who hear criminal cases oversee the Community Supervision and Corrections Department. District Judges also serve as members of the Community Justice Council, the Juvenile Board, and individual Judges serve on the Purchasing Board.





Collin County
Organizational Chart
FY2016

YOUR JOB

Orientation

The goal of our orientation program is to acquaint new employees with the county as well as to communicate requirements and expectations. Your supervisor and Human Resources share this responsibility. Information generally provided during orientation includes:

- county structure
- position responsibilities
- performance appraisal schedule
- pay periods
- required hours
- required method of reporting hours worked
- overview of county policies
- physical layout of the building including fire exits, building security, and access
- benefits
- health and safety requirements
- employee handbook

Personnel Records

Human Resources maintains information on all active employees. This information is used in the administration of many functions including payroll, benefits, personnel actions, and communications. Many of these records are maintained electronically in the human resource information system. While you are an active employee, you may usually review your personnel records by making an appointment with Human Resources. However, you can also easily view much of the information using the self service function in the computerized system.

It is your responsibility to update your records whenever a change occurs in order to be sure the county has your current address, telephone

number, and other personal information. Most of these changes can be made using the self service function in the computerized system.

Some of the most common information that needs to be periodically updated includes:

- address
- name change
- education
- dependents
- e-mail address
- telephone number
- marital status
- emergency contact
- beneficiaries

If you need assistance, please contact your supervisor or Human Resources regarding how you should change necessary information.

The county is subject to open records laws; therefore, your personnel records may be released to outside sources. Collin County does not release social security numbers. It is required by state law to release certain other information. You may request that your address, telephone number, emergency contact information, and family information remain confidential through the computerized system.

Requests for employment verification should be sent to the Human Resources Department.

Employee Classifications

For various legal and operating reasons, the county defines your employment classification.

Your position is classified as either exempt or non-exempt from the Fair Labor Standards Act. Generally, exempt positions perform certain executive, administrative, professional, or specified computer-related functions and are paid on a salary basis regardless of the number of hours worked in the pay period. However, there are some situations where an exempt employee's pay may be reduced. Examples



include: penalties imposed for infractions of safety rules of major significance; disciplinary suspensions (of one or more full days) imposed for workplace conduct rule infractions; time taken as unpaid leave under the Family and Medical Leave Act; absences of one or more days for personal reasons (other than sickness or disability); amounts necessary to offset money received as witness/jury duty fees or for military pay; and hours not worked during the initial or final week of employment.

Non-exempt positions are those that do not qualify as exempt and are paid on an hourly basis for the number of hours worked.

In addition, you will be classified based on the expected duration of your position and the number of hours you are scheduled to work. You will be placed in one of the following classifications:

- **Temporary, Part-Time:** You are hired to work less than 30 hours per week on a specific job for an identified period of time which will generally not exceed six months in a one year period.
- **Regular, Part-Time:** You are hired to work less than 30 hours per week on a job that is expected to continue for an indefinite period.
- **Temporary, Full-Time:** You are hired to work 30 hours per week or more on a specific job that is to last for an identified period of time which will generally not exceed six months in a one year period.
- **Regular, Full-Time:** You are hired to work 30 hours per week or more on a job that is expected to continue for an indefinite period.
- **Elected Official:** You are selected by the citizens (or temporarily appointed by authorized officials) to fulfill the functions of a statutorily or constitutionally established position. Hours worked are not tracked. There are two categories of elected officials: those who are state employees and those who are county employees. State employees will be subject to state policies, in addition to county policies, and receive state benefits.

Temporary Employees

Temporary employees are those hired to perform a specific function on a short-term basis, for a period that does not usually exceed six months in a one year period. Paid interns are considered temporary employees. Temporary employees generally are not eligible for employee benefits. Temporary employees may have limited access to some work areas.

Civil Service Commission

In accordance with Chapter 158 of the Local Government Code, Collin County has established a Sheriff's Office Civil Service Commission. The Civil Service Commission may make and interpret rules relating to employment, separation, promotions, and grievances of individuals employed by the Sheriff's Office who are covered by civil service. Copies of the civil service rules are available in the Sheriff's Office, Human Resources, and online at the Human Resources employee intranet site. Civil service policies only apply to covered Sheriff's Office personnel.

Hours

The standard number of hours worked for regular full-time Collin County employees is 40 hours per week. If 40 hours of approved time is not accumulated by non-exempt employees, the employee shall be compensated on a prorated basis. Some departments such as Juvenile Detention and the Sheriff's Office may have different scheduled hours, as allowed by the Fair Labor Standards Act.

As a government entity, Collin County can utilize a separate work week standard for employees engaged in law enforcement activities, including employees who work security in correctional institutions or detention functions. This enables Collin County to better manage the scheduling challenges faced in law enforcement and detention. If you work in one of these areas, your work schedule may be based on a two-week (14 day) period rather than a 40 hour per week period. Your department will advise you of your work schedule. If you are a non-exempt employee, the law provides that you will earn compensatory time or

overtime for eligible hours worked in excess of 86 in the 14-day pay period. The maximum hours you can work in the 14-day period without being paid overtime is 86. However, your office or department may schedule you for fewer hours. For example, Juvenile Detention schedules Detention Officers using 84 hours in a 14-day period. Juvenile Detention Officers who work more than 84 hours in a 14-day period will be issued compensatory time for eligible hours worked over 84.

Most employees are scheduled to work from 8:00 a.m. until 5:00 p.m. Monday through Friday, although some positions or departments may be scheduled to work different hours. You may be required to work overtime, weekends, or various shifts. Your supervisor will let you know what hours you are expected to work

The county's seven-day work period is from 12:00 a.m. Monday through 11:59 p.m. Sunday.

We rely on you to be at your workstation, working, during scheduled work hours. You are also expected to be punctual in leaving and returning from breaks and meal periods.

Attendance

If you must be absent or late, it is your responsibility to tell your supervisor as far in advance as possible. Unexpected absences must be reported to your supervisor or other management personnel within the guidelines established by the department. Your supervisor will advise you of the procedure to be followed. If you are absent from work for three consecutive days and do not call in, it may be assumed you have abandoned your job and your employment may be terminated. The county is an at-will employer and retains the right to terminate your employment prior to such a three-day absence.

Non-Exempt Time Reporting

Non-exempt employees must accurately report their hours.

Hours are typically reported by scanning your badge at an appropriate time collection device. Scanning another individual's badge

or allowing another individual to scan your badge is not permitted and may be considered falsification of hours worked.



Your time report is an important record. If you forget to scan your badge, report the hours worked to your supervisor or time keeper as soon as you remember. If you falsify time worked, your employment may be terminated. Meal periods are not hours worked and

you will not be compensated for that time.

If you are scheduled to be off work when your time report is to be turned in, report your hours in the payroll system before you leave, stating the reason for your absence. You may also enter your hours remotely by logging in to the payroll system using the link provided on the Human Resources page on the Collin County website. All time worked, as well as any leave time such as paid time off, must be reported by you. Time reporting processes and approvals may vary slightly by department. Please see your supervisor for the specific requirements you must follow.

Requests to adjust paid time off or catastrophic time off hours must be entered into the payroll system no later than two pay periods after the absence in order to be considered. Late entry of paid time off may affect accruals. The payroll system will not recalculate and credit your time for late entries.

Exempt Time Reporting

If you are exempt, the payroll system will automatically calculate your pay using your daily scheduled hours. For any day in which you don't work the hours scheduled in the payroll system (including full or partial days off), you must manually enter the actual hours taken off. If additional hours are worked during the week that off-set time taken off, those hours must also be entered so that the payroll system can correctly calculate and process your time off.

For example: you are scheduled to work eight hours a day Monday through Friday.

You take personal time off all day on Monday and three hours on Tuesday. On Wednesday, an important project came up and you had to work 10 hours to finish it. You would enter eight hours of paid time off on Monday, three hours of paid time off on Tuesday, and 10 hours worked on Wednesday. When the payroll system processes your time, it will automatically reduce your requested time off by the extra hours worked on Wednesday. You will be paid for 31 hours of regular pay for the hours you actually worked. You will also be paid for the nine hours of paid time off. Your total pay will be 40 hours for the week.

Pay

We are paid bi-weekly, one week in arrears. Generally paychecks will be distributed every other Friday; although if a payday falls on a banking holiday, you may be paid on the last work day before the banking holiday.

It is recommended that you have your pay deposited directly into a checking or savings account using the payroll system. The direct deposit usually becomes effective the second pay period after you have entered and submitted your banking information. Direct deposit funds are generally available in your bank account by 8:00 a.m. on payday. Advice statements are not printed and distributed, but information about your paycheck including earnings and deductions is available online through the payroll system.

If you are not at work when paychecks are distributed, and you receive a check rather than a direct deposit, your supervisor will generally hold your paycheck until you return. If you would like your paycheck released to another person, you will need to make arrangements with the Treasurer's Office.

Collin County provides pay for several types of absences such as paid time off, workers' compensation, holidays,

compensatory time off, office closures, military duty, jury duty, and elected official time off for motivation or safety. Although you may receive pay for these absences, you were not at work and the compensation received would not be included as time worked in the calculation of overtime or compensatory time. These forms of compensation may not be used to extend hours paid to you beyond the number of hours you are normally scheduled to work. For example: You are scheduled to work 40 hours and you take eight hours of paid time off on Monday. You work 36 hours during the remainder of the work week. Your paid time off taken will only be charged for four hours. You will be paid your regular hourly rate for the 36 hours worked and the four hours of paid time off taken.

You should review your check or online statement for accuracy each pay period.

It is Collin County's policy to comply with the requirements of the Fair Labor Standards Act (FLSA). No improper deductions are made from the salaries of exempt or non-exempt employees. You should review your check or online statement for accuracy each pay period. It is your responsibility to check for errors.

If you believe an error has been made on your paycheck, you should immediately contact your supervisor or Payroll.

Collin County is legally required to recover overpayments immediately upon discovery. If the entire balance is not paid immediately upon discovery, Collin County may apply your entire paycheck toward the amount owed and must legally continue to pursue payment until the entire amount is repaid.

The county is required by law to withhold certain deductions from your



paycheck. These mandatory deductions include federal income tax and FICA withholding as well as any garnishments and levies.

You may authorize other deductions to be withheld from your paycheck, such as deductions for health insurance, supplemental coverages, and uniforms.

Regular employees, including those working part-time, are required to contribute 7% of wages to their Texas County and District Retirement System (TCDRS) retirement savings account. This contribution will automatically be withheld from your paycheck each payday. The amount of the county match is determined each year by Commissioners' Court. The county match becomes vested after eight years of service.

Regular full-time employees who transition to an elected position will not be paid for previously accrued time, such as paid time off.

No Pay Status

In some instances, you may take an unpaid leave of absence. Except when regulated by state, federal, or local laws, or for time off of less than eight hours, you must use eligible earned time off before you may be placed on unpaid leave of absence.

A suspension is not considered a leave of absence. If you are put on an unpaid suspension, you may not be eligible to use accrued time off benefits.

Breaks

Employees scheduled to work at least an eight-hour day generally receive two 15-minute breaks when feasible. However, there may be times when departmental workload or deadlines may necessitate working through a normal rest break. There are no State of Texas or federal laws requiring a break, and all breaks are at the discretion of your management.

Breaks are designed to provide you a chance to relax and unwind so that you can return to work refreshed. They are not intended to allow you to come to work later

or leave earlier. To maximize the benefit, break times generally occur midway between your start time and meal break and again between your meal break and your departure. In order to ensure the department functions smoothly, some departments may have assigned break periods.

Since breaks are considered paid time, you may not leave the premises without your supervisor's approval.

Overtime and Compensatory Time

Collin County administers overtime and compensatory time in accordance with the requirements of state and federal laws. As a government employer, Collin County is exempt from some of the requirements that are traditionally seen in private employment.

Collin County will generally award compensatory time off rather than overtime compensation. However, in some situations, overtime compensation may be paid to non-exempt employees when approved, in writing, by the County Judge.

Approval must be obtained from your manager before working overtime or compensatory time or taking compensatory time off.

Approval must be obtained from your manager before working overtime or compensatory time or taking compensatory time off.

Overtime

Exempt employees are generally not eligible for overtime pay. Exceptions must be approved in advance, in writing, by the County Judge.

Approved non-exempt overtime is paid at 1.5 times your hourly pay rate if you have actual hours worked of more than 40 hours in the week (or 84 hours per pay period if you are a Juvenile Detention Officer).

Paid time off, workers' compensation, holiday pay, compensatory time off, paid office closures, military duty, jury duty, and elected official time off for motivation and safety are considered forms of compensation but are not considered hours worked and will not be used in the calculation of overtime.

If you are a non-exempt regular full-time employee required to work on a holiday, you will be paid your regular pay rate for hours worked on the holiday, and you will be paid for the holiday (not to exceed eight hours).

Holiday pay is not time worked and will not be included in overtime or compensatory time calculations. You will not be eligible to receive compensatory time or to be paid at an overtime rate until you have worked over 40 hours (or 84 hours per pay period if you are a Juvenile Detention Officer) during your work week.

Temporary employees are not permitted to work more than 40 hours per week without the approval, in writing, of the County Judge.

Exempt Compensatory Time

Department heads and elected officials may allow compensatory time off for exempt employees who work more than 40 hours in a work week.

Compensatory time for exempt employees may be earned at a rate of one hour for each hour of eligible time worked that was approved by the department head or elected official. A balance of up to 80 hours can be maintained.

Exempt employees are not paid for unused compensatory time upon termination unless the time was earned under a non-exempt status.

Non-Exempt Compensatory Time

If you are a non-exempt regular employee, and you have worked 40 hours in a work week that does not contain any paid leave, you may be eligible for compensatory time for hours worked in excess of 40 (or 84 hours per pay period if you are a Juvenile Detention officer). If

you have been paid straight pay or overtime, you are not eligible to also receive compensatory time for those same hours.

Collin County provides pay for several types of absences such as paid time off, workers' compensation, holidays, compensatory time off, office closures, military duty, jury duty, and elected official time off for motivation and safety. These are not considered hours worked and will not be used in the calculation of compensatory time.

Non-exempt compensatory time is earned at 1.5 hours for each eligible hour worked.

Compensatory time is reviewed at the beginning of each calendar year. If at the beginning of the calendar year, your compensatory time balance is greater than 100 hours, you must use all of your compensatory time over 100 hours or 30% of your total compensatory time balance, whichever is less, before you can use your paid time off.

For example: if you have 110 hours of compensatory time on January 1st, you must use 10 hours of compensatory time before you may use any paid time off for the year. Once you have used 10 hours of compensatory time, you may begin using your paid time off.

In another example: you have 150 hours of compensatory time as of January 1st, which is 50 hours over the 100 hour limit. In this example you must use 45 hours of compensatory time ($150 \times 30\%$ equals 45) before you could begin using your paid time off for the year.

If you are at your maximum paid time off accrual or you reach your maximum paid time off accrual during the period when you must use your compensatory time, you will not earn any additional paid time off and your paid time off accruals will not be adjusted.

Unused compensatory time earned while a non-exempt employee will be paid upon termination.

Performance Planning and Review

Performance reviews are an important tool in making sure you understand the expectations of your position and how well you are meeting your objectives.

Goals and objectives should be established and communicated at the beginning of the fiscal year. Your supervisor should meet with you periodically during the year to discuss your progress. The final evaluation process is completed on or around September 1st of each year. These performance meetings provide you an opportunity to discuss progress and challenges occurring on the job, as well as provide an opportunity for you to talk with your supervisor about your own occupational goals and ambitions.



Performance Pay Changes

Performance pay changes are normally effective on October 1st of each year if they have been approved by Commissioners' Court.

Job Postings

If it is your desire, we hope that you find opportunities for advancement and growth in your work. To help with this, we post most open positions and often promote from within the county.

Each department head or elected official is responsible for notifying the Human Resources office when job vacancies occur. Human Resources will announce available positions by various means which may include postings on; websites, internally in the self service function in the computerized

system, in printed media, in public areas, and on college job boards.

Staffing decisions will be based on factors such as county requirements, job-related qualifications, prior performance, etc. The county reserves the right to fill a vacancy by selecting the best-qualified individual, regardless of whether the candidate is an external or internal applicant. The county also reserves the right to transfer an employee to any location or position determined to be in the county's best interest.

When considering an individual for a position, the county may conduct interviews, and perform reference checks, background checks, credit checks, performance tests, medical examinations and assessments, employment or educational verifications, and other appropriate verifications. When used, medical examinations and assessments will be job-related.

If a criminal history check discloses a record of criminal activity, the applicant or employee will be evaluated, taking into consideration the following factors:

- nature and seriousness of the offense;
- relevance of the offense to individual's job responsibilities;
- time elapsed since commission of the offense;
- age of the individual when offense was committed; and
- final disposition of the case.

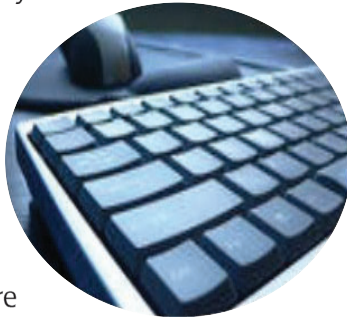
Hiring and promotion decisions are at the discretion of the department head or elected official. Sheriff's department hiring and promotion decisions will follow the civil service rules. Individuals may be disqualified from consideration for a position for any legal reason including but not limited to:

- not having necessary qualifications,
- providing false statements in applying for a position,
- committing or attempting to commit a fraudulent act, or
- not having the legal right to work in the United States.

Applying for Other County Positions

You can apply for another position within Collin County using the self service function in the computerized system.

Many positions require skills-based testing, which may be administered by Human Resources or the hiring department. Some positions may require that you successfully complete a functional capacity test showing that you are physically able to perform the requirements of the position. These tests are conducted at the county health facility. Medical information associated with the test will not become part of your personnel file.



The hiring department will notify you if you have been selected to interview for the position.

It is your responsibility to notify your supervisor before interviewing for another position within the county.

Unless otherwise mandated by legislation, salary offers must be approved by Commissioners' Court. Some positions may require approval from other boards or offices in addition to notification to Commissioners' Court.

You can apply for another position within Collin County using the self service function in the computerized system.

Pay changes associated with a position change or a transfer will take place at the beginning of a pay period.

When you are placed into a new position, your supervisor will monitor your performance, knowledge, and skills to ascertain your ability to meet the criteria of the new position. If your supervisor finds that you are not able to satisfactorily perform

the job requirements, you may be placed in another position, if one is available, or you may be terminated. Civil service rules apply to employees of the Sheriff's Office.

Promotion

A promotion is the assignment of an employee from a position in one job grade to a position in another job grade with a higher minimum salary. If you are promoted, you will typically receive a 5% increase or your pay will be adjusted to the minimum of the new pay range.

If you are accepted for a promotion in another department, you are expected to give your current supervisor two weeks' notice prior to transferring, unless the two affected department heads or elected officials agree to a greater or lesser amount of time.



Demotion

A demotion is the assignment of an employee from a position in one job grade to a position in another job grade with a lower minimum salary. This type of action may occur due to a number of reasons including an employee's request, an individual's inability to perform the job, position elimination, or disciplinary action.

If you are demoted, your pay will generally be decreased by 5%. Your salary should fall within the new salary grade. If your salary rate after the 5% decrease still exceeds the maximum of the new pay range, your pay rate will be decreased to the range maximum.

Transfer

A transfer is the assignment of an employee from one position to an equivalent position in the same job grade. It is usually not accompanied by a salary change.

When you are transferred, promoted, or demoted to a position other than to an elected position, you will retain all of your accrued time off, including compensatory time.

Status Change

A status change is the assignment of an employee from one position to another position which has a different part-time/full-time or regular/temporary status. The new position may or may not be in the same pay grade.

If you are a non-exempt employee transferred from a full-time position to a part-time position, you will be paid for earned but unused paid time off as well as premium and straight compensatory time on the pay period following the transfer. If you are an exempt employee who is transferred from a full-time to a part-time position, you will be paid for accrued but unused paid time off at the time of transfer. Paid time off will only be paid if you have been employed with Collin County for one year or more.

Reclassification

A reclassification is the movement of a position to a higher or lower pay grade occurring after a reassessment of the position by the county.

A reclassification generally does not result in an increase or decrease in pay.

Emergencies/Inclement Weather

Occasionally, emergency or inclement weather situations may occur. Often these types of conditions may result in a greater need for some types of county services.

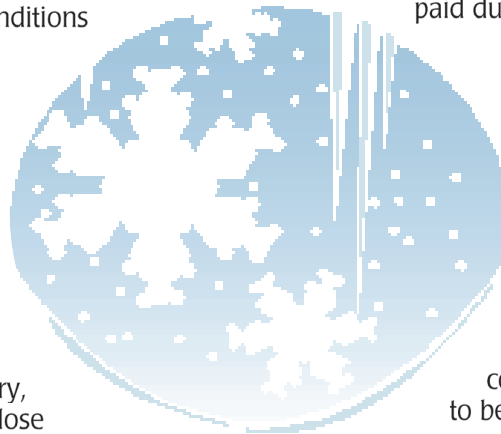
The county is committed to being fully prepared to meet the needs of its citizens during these occasions.

If it becomes necessary, the County Judge will close general government operations. If general government operations are closed, non-emergency personnel will not be required to work. The County Judge may authorize regular full-time employees time off with pay for a pre-determined number of

hours regardless of individual employee schedules. If government operations are closed for a full day, the employee will be given eight hours of office closure pay. If operations are closed for half of the day (early closing at noon or delayed opening between noon – 1:00pm), office closure pay will be given for four hours. Any variations of late opening or early closing times will be calculated based on an 8:00am – 5:00pm schedule, with a 1 hour lunch break (i.e. eight hour work day). Temporary and part-time employees are not eligible for office closure pay.

Employees in essential, emergency, or detention operations are required to work as scheduled to meet the needs of the operation and/or emergency conditions. If you are eligible for office closure pay and you are required to work in these situations, you will be paid your normal pay rate for actual hours worked. You will also be paid the pre-determined number of hours of office closure pay regardless of your individual work schedules. Depending upon your total hours worked for the work week, compensation will be in the form of compensatory time or as additional pay calculated at your base rate of pay.

Authorized time off for office closure is not time worked and will not be considered in calculating overtime or compensatory time. Shift differentials are not included for hours paid due to office closure.



If offices are closed due to inclement weather, you may be notified in a number of ways such as communications from your supervisor, television, radio, messages on the main county switchboard, or an emergency high-speed call out process. You can use the self service function in the computerized system to sign up to be called for office closings. Ask your supervisor about departmental requirements and processes.

Elected officials have the independent authority to determine if their offices will be open during inclement weather. Employees

should check with their own office holders or be aware of the policies of their own office in the event the County Judge does not close general government operations.

If supervisory approval is obtained, non-exempt employees who do not report to work as scheduled due to inclement weather even though offices are open, may use appropriate approved time off with pay (such as paid time off or compensatory time). If they do not have appropriate time off available, they will receive time off without pay.

If offices are not closed, exempt employees who do not report to work and who lack appropriate time off to offset their time away from work of less than a full day due to inclement weather, will be placed on leave with pay for the hours missed. If they are absent and do not perform work for a full day, they will be placed on unpaid leave for the day.

Collin County must continue to offer many services even in bad weather. We need to be able to rely on employees reporting to work when necessary. Therefore, if you hold a position that requires you to work during inclement weather or an emergency and you do not report to work, or if the office is open and you choose not to report to work, you may be subject to disciplinary action.

If you are absent from work due to vacation, illness, compensatory time off, a workers' compensation injury, or some other scheduled reason you are not eligible to receive office closure pay. If a decision is made to close the county offices, you will still be charged paid time off, catastrophic time off, compensatory time off, or other time off for the time you are away.

Call-In Pay

Most non-exempt employees are eligible for call-in pay. If you are called back to work after leaving your work location, or if you must come in to work on a scheduled day off, you are guaranteed a minimum of two hours pay. If you work two hours or less, you will be paid for two hours of call-in pay. If you work more than two hours, you will be paid for actual hours worked. You are not

eligible for call-in pay when handling work-related telephone calls if you are not required to return to work. This policy only applies to unscheduled work that is necessitated because of an unforeseen emergency situation.

Shift differential does not apply to call-in pay. Call-in pay is counted as time worked.

Mileage

If you do not receive a car allowance and do not have a take home county vehicle you are eligible for mileage reimbursement if you are required to drive your personal vehicle for business reasons. The mileage reimbursement rate is set annually as part of the budget process.

If you are called back to work, or you are called in to work when you were not scheduled to work, you can be reimbursed for mileage from your home or the Collin County line (whichever is less) to your work location. This policy only applies to unscheduled work that is necessitated because of an unforeseen emergency situation.

Personal Property

Reasonable measures will be taken to safeguard your personal belongings; however, the county is not responsible for the loss, theft, or damage of anyone's personal property while on county premises or in county vehicles. Be sure to take proper precautions to protect your belongings.

Rights of Privacy

Collin County reserves the right to inspect any and all county property at any time, and county employees should have no expectation of privacy when using county property. This includes any property owned by the county even if it is used solely by one employee. County property includes items such as desks, credenzas, file drawers, computer files, electronic mail, and lockers.

Your supervisor has authority to ask you to open for inspection any package, box, container, or any personal items (such as a purse, wallet, briefcase, backpack, and lunch sack) that is brought on or taken from county

premises. Personal items are generally not subject to inspection by your supervisor unless the county has reason to believe that:

- property belonging to the county or another individual has been placed within your personal property, or
- your personal property is suspected of containing illegal, dangerous, or banned items.

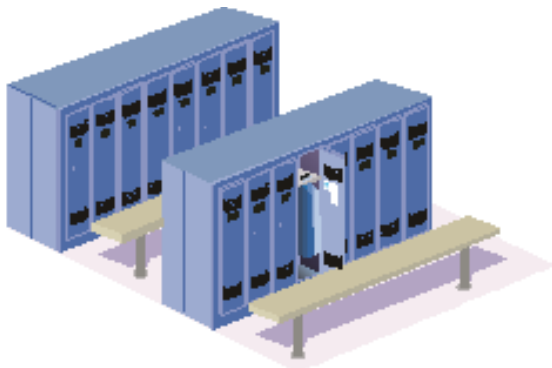
Refusal to cooperate with an inspection may result in disciplinary action up to and including termination.

Lockers

You may be provided the opportunity to use county lockers if you work in certain locations. Your supervisor may have access to your locker via a copy of the key and/or the combination to the lock. Lockers and their contents are subject to inspections or searches at any time without prior warning.

It is your responsibility to maintain a locker assigned to your use. It should be cleaned periodically.

County tools, materials, and equipment may not be stored in your locker. Nor may you keep weapons (except those which are part of your uniform, or are required or allowed by your position), chemicals, explosives, alcohol, illegal drugs, or narcotics in any work area or locker.



Work Standards

Collin County relies on you to meet the expectations of your position. There may be occasions when you perform at an unsatisfactory level, violate a policy, or commit an act that is inappropriate. In many

circumstances your supervisor may choose to work with you in an effort to resolve problems. However, employment may be terminated “at-will” by either you or the county at any time with or without cause, and without following any system of disciplinary warnings.

In many cases, progressive discipline may be utilized. This means that the county may, at its sole discretion, choose to use forms of discipline prior to termination. Discipline less than termination may include verbal or written warnings, suspension without pay, denial of a pay increase, transfer, demotion, a poor performance appraisal, or the use of a plan to improve performance.

Which of these options is chosen or whether any of these options are used before termination depends on various factors including, but not limited to, the seriousness of the infraction, the impact on the department, and prior situations. The determination of the seriousness of the offense will be made solely by management.

Rules are necessary to protect the rights of the county, its employees, contractors, visitors, and citizens. Some offenses are so severe that they may result in discharge on the first occurrence. The following are some (but not all) examples of conduct that may result in disciplinary action up to and including immediate termination:

- Using or reporting to work under the influence of alcohol, illegal drugs, or narcotics. The sale, distribution of, or possession of alcoholic beverages, illegal drugs, or narcotics on county premises or while on county business.
- Misuse of a legal drug or narcotic such as failing to follow proper dosages or directions, taking medication prescribed to another individual, or failing to notify management when a medication affects your ability to safely perform your job assignments.
- Falsifying, forging, altering, or misrepresenting information on county records, forms, or contracts. This includes, but is not limited to, application forms, time/absence reports, expense reports, and work documents.

- Refusing to cooperate in an official investigation or query including refusing to appear, refusing to answer any questions, giving false information or answers, and/or failing to participate with a voluntary polygraph administered in conjunction with an investigation.
- Engaging in sexual harassment or harassment of another individual because of race, color, religion, sex, ancestry, disability, national origin, age, veteran status, sexual orientation, genetics, or physical, mental or perceived disability.
- Unauthorized possession of weapons, explosives, or firearms while on county business or on county premises (including lockers and purses).
- Insubordination or refusal to perform reasonable job assignments or management requests.
- Threatening or intimidating another individual. Fighting, assault, or battery of another individual (other than exercising appropriate physical force as required by the responsibilities of your position) while on county business or premises, or while in uniform.
- Conduct unbecoming of an employee and/or conduct which reflects negatively upon the office or department.
- Failure to follow safety or security rules and procedures. Failure to use required safety equipment. Deactivating safety or security equipment without proper authorization.
- Violation of county and/or department policies and procedures.
- Commission of or indictment by a Grand Jury for an unlawful act.
- Conviction of an unlawful act.
- Any felonious charges and crimes involving dishonesty, moral turpitude, or official oppression in any jurisdiction resulting in deferred adjudication or a plea of guilty or nolo contendere.
- Engaging in conduct which could subject the county or an employee to possible liability or litigation.
- Use of profanity or abusive language.
- Sleeping on the job.
- Theft, destruction, defacement, or misuse of the property of the county, another employee, contractor, or visitor.
- Negligence in the performance of duties or in the care or use of county property.
- Misuse of county telephones, computers, e-mail, or software.
- Unauthorized use of county property or supplies.
- Absenteeism, lateness in reporting to work or returning from breaks or meal periods, or leaving early from work for the day.
- Substandard or inefficient performance of an assigned duty or responsibility.
- Unauthorized taking of county funds or unauthorized charges against a county account.
- Interfering with others in the performance of their job.
- Improper use or disclosure of county information including data and other information retained on the computer system.

Suspension

If you are under investigation for a crime or misconduct, or you are awaiting a hearing or trial in a criminal matter, and the county has decided not to terminate you based on its own investigation of your conduct, you may be suspended without pay for the duration of the investigation or proceedings when suspension would be in the best interest of the county or the public. If the investigation or proceedings clear you, you may be eligible to resume work and the suspension shall not be considered to have been disciplinary in nature. For Sheriff's Office employees who are covered under the civil service rules, there may be various situations that could result in suspension without pay.

The maximum length of time an employee may be on any leave of absence or combined leaves of absence (other than military leave) including suspension is 12 months within a rolling 18-month period. If the time you are on leave exceeds one year, your employment will be terminated.

Leaving County Employment

We are an “at-will” employer. Either you or the county can terminate employment at any time with or without cause. Employment relationships are entered into for mutual benefit. Unless there is a written agreement to the contrary, at any time you may resign to pursue other opportunities, or the county may determine that your services are no longer required.

If you find it necessary to resign, we would like to receive two weeks advance notice so that an orderly transition can be made. This notice should be submitted in writing to your supervisor, department head or elected official.



Generally, your date of termination will be the last date you work unless you are on disability or workers' compensation, family medical leave, or suspension with or without pay. Your termination date may not be extended past the last date worked through the use of holidays or earned or accrued time off (such as paid time off or compensatory time).

You will need to return any county property including keys and your badge to your supervisor. The Treasury department will also need a forwarding address and instructions for how to handle the release of your final paycheck. Your final paycheck will not be a direct deposit. Your final paycheck will be mailed to the address listed in the human resources information system unless other arrangements are made with the Treasury department.

Payment for eligible unused paid time off and compensatory time for non-exempt

employees is normally made on your final paycheck. Paid time off is not paid if you have been employed less than one year.

You may be asked to have an exit interview with a representative from Human Resources. During an exit interview, you may be asked to comment on your job, benefits, working conditions, compensation, supervision, or other aspects of your employment.

Involuntary Terminations

You may be dismissed from the county without prior notice. Termination shall not be made without the approval of the department head or elected official unless they have previously given the supervisor termination authority.

Prior to the termination, the supervisor should inform the department head or elected official of the intention to dismiss an employee and should discuss the situation with Human Resources.

Reduction in Force

A reduction in force is a decrease in the number of authorized positions resulting from discontinuance of services, organization changes, or a change in funds authorization. It is not considered a disciplinary action.

If you are subject to a reduction in force, you may apply for other positions for which you may be qualified. Transfer to another department is contingent upon approval by the receiving department head or elected official.

The decision as to which employees may be subject to a reduction in force may be based on various factors such as business need, job performance, attendance, and length of service.

Retirement

You may submit a completed application for retirement to Human Resources if you have met eligibility requirements. You should notify your supervisor of your retirement as soon as possible. Applications for retirement should be submitted far enough in advance to allow for processing.

Your retirement date may be different than your termination date. Although your last day worked may be anytime during the month, the effective date of your retirement with the retirement system will be on the last day of a calendar month.

Rehire

Collin County does not have a policy prohibiting employees from being rehired.

If you voluntarily leave Collin County's employment and are later rehired, your new hire date will generally be used in determining benefits. Collin County's retirement savings plan is an exception to this rule. Collin County's retirement savings plan is administered by an outside agency: Texas County and District Retirement System (TCDRS). Unlike other county benefits, the calculation used in determining retirement eligibility may allow you to receive credit for previous years of service.

In some instances the county may rehire an employee who has retired from Collin County and is receiving retirement payments from the Texas County and District Retirement System (TCDRS). Generally, retirees who are currently receiving TCDRS retirement payments are not eligible for rehire unless the break in service has been greater than six months. Other requirements must also be considered before a retiree can be rehired. Contact Human Resources for additional information.

GENERAL POLICIES

Open Door Policy

We are committed to high standards of individual treatment and respect for all employees, including career development and job satisfaction.

We strongly support and encourage communication in the workplace. We feel it is beneficial for employees to exchange information, understand each other, and do a good job. We believe that a direct, person-to-person approach is the best way to communicate. You are encouraged to express creative ideas, issues, or concerns.

It is your responsibility to ask your supervisor about things you do not know or understand, as well as to make suggestions that could improve any part of the operation. The best way to do this is through open discussions with your supervisor. If your supervisor cannot help you, or if you feel uncomfortable discussing the situation with your supervisor, contact someone in the next level of management or the Human Resources department. While you might not always get the answer you want, every effort will be made to provide a response and to solve the problem or answer the question in a timely manner.



Equal Employment Opportunity

We are an equal opportunity employer. Personnel matters generally are determined on the basis of merit, qualifications, and competence and without regard to race, color, religion, sex, age, national or ethnic origin, ancestry, veteran status, sexual orientation, genetic information, or physical

or mental disability (except where physical or mental fitness is a valid occupational qualification).



Discrimination/Harassment

Discrimination is treating an individual differently from others. Harassment is the pestering, tormenting, or bullying of another individual or individuals and may include verbal, written, visual or physical conduct, repeated slurs or taunts in the guise of jokes, disparaging references to others, stereotypes, comments, gestures, threats, display or circulation of written materials, graffiti, or other negative comments or actions. Discrimination and harassment may be considered illegal when they occur on the basis of race, color, religion, sex, age, national or ethnic origin, ancestry, veteran status, sexual orientation, genetic information, or physical or mental disability.

We believe that all employees should be able to work in an environment free from all forms of illegal discrimination and harassment. The county will not tolerate unlawful harassment of its employees, including sexual harassment, whether committed by a fellow employee, a member of management, a vendor, a contractor, or a member of the public.

If you believe that you have been subjected to any form of illegal discrimination or harassment or have observed another individual being subjected to such treatment, it is your responsibility to report it to your supervisor, manager, or

Human Resources. Your complaint will be kept confidential to the extent possible. Your concerns will be promptly investigated, and based on the findings of the investigation, the county will take prompt action to remedy any circumstances of unlawful harassment or discrimination.

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct is used as the basis for employment or the continuation of employment; or
- such conduct has the purpose of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to sexually-oriented behavior that is not welcomed and creates uneasiness on the job.

Such conduct, whether committed by supervisors, non-supervisory personnel, vendors, contractors, etc., is prohibited. Examples of sexual harassment include but are not limited to: unwelcome sexual flirtations, touching, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his/her appearance; the display of sexually suggestive objects or pictures, comments, jokes, innuendo; or any offensive or abusive physical contact.

No individual should imply to an employee that cooperation or lack of cooperation of a sexual nature will affect employment, assignment, compensation, advancement, career development, or any other condition

of employment. Any such behavior may bring prompt disciplinary actions, including the possibility of termination.

Collin County prohibits any form of retaliation against an employee for filing a complaint for discrimination or harassment of any kind or for assisting in a complaint investigation. If you feel you have been retaliated against for making a report or for participating in an investigation, you should report it to Human Resources immediately.

Americans with Disabilities Act

To the extent reasonably possible, the county will accommodate individuals with disabilities in the application, hiring, and employment process.

Reasonable accommodation is available to all employees and applicants, so long as the accommodation does not create an undue hardship for the county, and can be

provided without posing a substantial or imminent safety risk. Disabled individuals requiring accommodations should notify Human Resources or their immediate supervisor. The county requests sufficient notice, when possible, so that an interactive process regarding the requested accommodation can occur.

If you have a disability as defined under the Americans with Disabilities Act, but are still able to perform the essential functions of your job with reasonable accommodations, we will consider your accommodation request. You are responsible for making this request in writing to your supervisor. If your request is denied and you require additional information, you may contact Human Resources.

The Genetic Information Nondiscrimination Act (GINA)

The Genetic Information Nondiscrimination Act (GINA) prohibits making employment



decisions based on the genetic information of:

- an employee,
- an applicant, or
- a family member of an employee or applicant.

You will not be asked to provide any genetic information to Collin County for the purposes of hiring, investigations, or any terms of employment.

Lactation Accommodation

Collin County supports a mother's right to express breast milk following the birth of her child. If you are a nursing mother, you are allowed reasonable break time, comfort, and privacy to express milk for the first year following your child's birth. If regularly scheduled breaks and meal times are not sufficient, you may take additional time to express milk. Based upon your department's rules, these additional breaks may not be considered compensable working time and may be deducted from your total time worked. You may choose to use accrued paid leave for this purpose. You should notify your immediate supervisor or Human Resources of your need for this accommodation so that arrangements can be made to provide a private, comfortable location to express milk.

Workplace Violence

We are committed to providing a workplace that is free of intimidation, violence, and threats of violence. While no workplace can be free of minor disputes and disagreements, we will not tolerate unnecessary acts or threatened acts of violence by employees against another individual.

Examples of prohibited acts or conduct include, but are not limited to, physically striking or attacking another individual with intent to do bodily harm, displaying or using any kind of weapon

(except where that weapon is an authorized part of a uniform or is an authorized piece of equipment required in the performance of your assigned duties), verbally or physically threatening an individual, or intentionally damaging county property or the property of another employee.

It is not acceptable to make threatening statements to or about supervisors, co-workers, customers, family members, or others while on duty, on county premises, in uniform, or while representing Collin County. It is important that you be aware of how comments may be interpreted. Although it might not be your intention for someone to take your comment seriously, others may feel as if they are legitimately threatened, and you may be held accountable, even if the comments were made in jest.

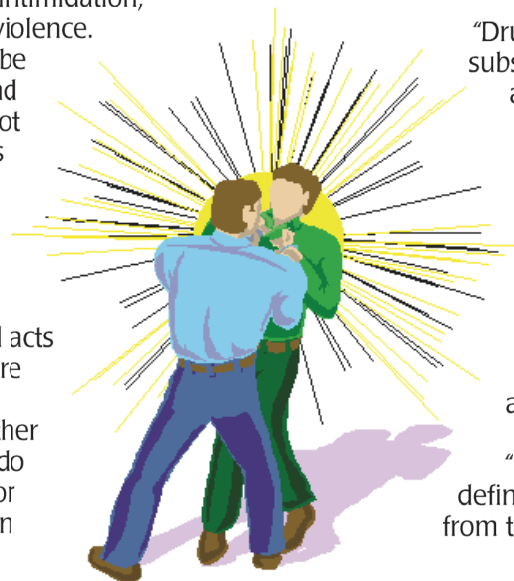
If you violate this policy, you are subject to disciplinary action up to and including immediate termination.

Drug/Alcohol Free Workplace

We are strongly committed to providing employees a safe and secure workplace conducive to maintaining high work standards. Possessing, using, or reporting to work under the influence of prescription drugs not prescribed to you by a physician, prescription drugs not taken as directed by your physician, illegal drugs or alcoholic beverages is prohibited and may result in disciplinary action up to and including termination.

"Drug" is defined as any substance that impairs your ability to perform your job or poses a threat to the safety of others. This definition includes prescription drugs (unless such prescription drugs are taken as directed by your physician and do not impair your ability to perform your job duties), illegal inhalants, narcotics and illegal drugs.

"Under the influence" is defined as a condition resulting from the use of alcohol or drugs,



the effects of which may limit your ability to safely and efficiently perform your job duties or pose a threat to your safety or the safety of others. If there is any detectable level of alcohol or drugs in your system, you are regarded as being “under the influence.” If you are asked to take a drug test, you are required to notify the testing facility of all prescription drugs you are taking.

Dispensing, selling, or attempting to sell prescription drugs, illegal drugs, narcotics, and/or alcohol is also prohibited and may result in disciplinary action up to and including termination.

Use of Prescription Drugs

If you are taking prescription medication, carefully follow your physician’s instructions. You must take the prescription as it is prescribed. You must have a current valid prescription in your name from a health care provider for any prescribed medication that is being taken. If the medication affects your safety, the safety of others, or your ability to satisfactorily perform your job, you must notify your supervisor or Human Resources of the possible effects of the drug prior to reporting to work so that accommodations can be considered.



The county may use pre-employment, random, post-accident, reasonable suspicion, and return-to-work drug tests. Failure to submit to required testing may result in disciplinary action including termination.

Recording and Taping

As an employee of Collin County, you are not allowed to film, photograph, record, or tape, in any format, a conversation or activity taking place on county property or where county business is being performed, unless you inform and obtain the consent of all

parties to the conversation or activity. Public meetings, public workshops, or other meetings covered by the Open Meetings Act are excluded from this policy. This prohibition applies even if you yourself are taking part in the conversation or activity. The county reserves the right to monitor, film, photograph, record, or tape business conversations or activities for its own business purposes including, but not limited to court activities (where allowed by law), training, law enforcement activities, or quality assurance.

Weapons in the Workplace

In order to increase the safety of employees, officials, contractors, and visitors, it is against county policy for employees to bring, have, or use firearms or any other weapon on county premises or property unless that weapon is an authorized part of a uniform, a sanctioned piece of equipment required in the performance of your office or assigned duties, or is allowed by law for your position. If you are an employee who does not meet these criteria and you are licensed to carry a handgun, you may only bring the weapon and/or ammunition onto county property if it remains locked in your personal vehicle in a parking area provided to employees.

County premises include owned and leased property, buildings, trailers, county vehicles, or vehicles used for county business.

A weapon is defined as any device or object capable of causing serious bodily injury or death to another person such as:

- automatic, semi-automatic, or other firearms (such as handguns, shotguns, and rifles)
- stun guns
- switchblades
- hardened knuckles (such as brass, steel, plastic, or acrylic)
- daggers
- swords
- spears
- explosive weapons
- knives with blades more than five-and-one-half inches in length

Weapons do not include mace, pepper spray, or other similar devices intended to temporarily disable a person, knives with blades five-and-one-half inches in length or less, or serving knives used for food preparation or service in departmental events when approved by the department head or elected official.

Emergency Procedures

Safety is of extreme importance to the county. Periodically, emergency drills will be conducted to make sure you know what to do in an emergency. Evacuation routes are posted in different parts of the building. You should be familiar with emergency exit procedures for any part of the building in which you work. In the event of an emergency, the appropriate procedures should be followed.

You should be familiar with the proper procedure for:

- reporting a fire or other emergency.
- evacuating the premises quickly and safely.
- accounting for all employees following an evacuation.

It is important that management is immediately informed of developing situations so that appropriate actions can be taken to ensure the safety of all employees.



In the event of an emergency, such as a medical situation or fire, immediately call 911. If it is possible to safely render first aid, have the most qualified person available do so after 911 has been called. If feasible, have someone locate a supervisor or manager.

There are many entrances to most of our buildings. The responding emergency team will not know which entrance should be used. If 911 is called, someone should be assigned to direct the emergency team to the correct entrance, floor, and department.

Safety

The county is committed to providing you a safe working environment. Safety is everyone's responsibility. If you see any unsafe condition, immediately report it to your supervisor.

You are expected to be familiar with your department's safety procedures. In some work areas, or when performing certain tasks, you must wear specific clothing, eye protection, safety shoes, or other protective equipment in an appropriate and safe manner.



Should a vehicle accident or an incident involving damage to county property or injury to a person occur, call 911. It is also important to notify your supervisor and risk management, no matter how slight the accident or injury may seem.

Tobacco Free Workplace

Consistent with our desire to create and maintain a safe and healthy work environment, the county has implemented a policy prohibiting tobacco products including smokeless tobacco products (such as chewing tobacco, snuff, and electronic cigarettes) in county vehicles or on county premises.

Individuals who desire to smoke must limit this activity to their personal vehicles. It remains your responsibility to ensure that all wastes are properly disposed of in appropriate trash receptacles. Cigarettes and other litter should not be thrown on the grounds, walkways, or parking areas.



It is your responsibility to limit time spent away from workstations to breaks and meal times.

Employment of Relatives

Although Collin County does not prohibit all employees from having relatives who also work for the county, there are some limitations. You may not supervise or be supervised by a member of your immediate family. An immediate family member includes husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandfather, grandmother, grandson, or granddaughter.



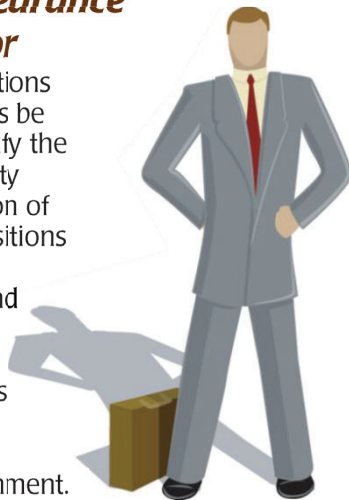
Members of the Human Resources and Health Care departments may not have family members work for the county in any capacity other than temporary or elections work.

When this type of situation occurs, one of the two employees may be transferred, promoted, demoted, re-assigned or, if no suitable position is available, terminated.

Texas Government Code provides provisions which prohibit the employment of some relatives by certain elected officials. Contact Human Resources for more information.

Personal Appearance and Demeanor

Some county positions require that uniforms be worn to easily identify the individual as a county employee or a person of authority. Other positions allow the use of discretion in style and dress. While performing your duties, you will dress in attire appropriate to your position and the business environment. You must wear clothing that is clean, neat, in good condition and is safe for the type of work being performed. Clothing that is sexually provocative or is imprinted with illustrations or messages that are disruptive



to the workplace, offensive, insulting or demeaning to coworkers, visitors, or the public is not permitted.

Individuals with positions that involve the use of machinery should avoid loose clothing or jewelry that poses a safety hazard. Required safety equipment must be worn when appropriate.

All positions require individuals to exhibit behavior that is necessary for the productive and efficient operation of the workplace and that makes a good impression on the public. The key guideline is to dress and behave in a way that is safe and always reflects well on the county.

Business Principles

Collin County strives to conduct business with the highest ethical standards. As an employee of Collin County, you are expected to comply with the laws, rules, and regulations governing your job responsibilities. Pursuing a personal objective, regardless of how well intentioned, will not excuse a wrongful or illegal activity, conflict of interest, or the violation of a county policy or standard.

As a Collin County employee, you are expected to comply with:

- federal, state, county, and municipal laws.
- county policies and procedures.
- departmental policies and procedures.
- laws of foreign countries while working in those countries (unless they are in conflict with US laws).

If you feel there is a conflict between any of these expectations, you are to ask your department head or elected official for clarification.

If you have knowledge that a criminal offense has occurred involving Collin County, inform a department head or elected official who will then be responsible for notifying the Sheriff's Office. If the criminal offense involves your department head or elected official, you should inform Human Resources or the County Judge.

Collin County Social Media

Collin County government offices may elect to maintain a presence on social media sites or services. When the county elects to do so, these sites and services are considered an extension to the county's information and communications networks. County use of social media must be approved by the county Public Information Officer and/or the Chief Information Officer to be in compliance with county-approved policies.

Employee Social Media

Social media sites or services refers to a broad range of Internet activities and include but are not limited to blogs, microblogs, Facebook, Flickr, Twitter, YouTube, LinkedIn, and Instagram. When using social media, the lines between public and private, personal and professional are blurred. Just by identifying yourself as a Collin County employee, you are creating perceptions about the county. Any content you publish that is related to work should reflect Collin County's values and professional standards. To help establish a division between your personal and professional life, you may use a disclaimer to notate that content on your personal profile is not a representation of Collin County. An example of one such disclaimer is, "The postings on this site are my own and do not necessarily represent Collin County's positions, strategies, or opinions."

Any content you publish that is related to work should reflect Collin County's values and professional standards.

Except as otherwise provided by law, employees may not use social media in any manner that produces adverse consequences to other employees, their department, office, or the county. While Collin County encourages you to enjoy and make good use of your off-duty time, certain social media activities may become a concern and possibly result in disciplinary action, up to and including termination, if you publish any information about yourself, another employee, the county, or an

individual doing business with the county that:

- could involve you, your co-workers, or the county in any kind of dispute or conflict with other employees or third parties.
- interferes with the work of any county employee.
- creates a harassing, demeaning, or hostile work environment for any employee.
- disrupts the smooth and orderly flow of work within the workplace or delivery of services to the county's citizens or customers.
- harms the goodwill and/or reputation of the county.
- places in doubt the reliability, honesty, credibility, trustworthiness, or sound judgment of yourself, another employee, or the county.
- discloses confidential, privileged or protected information.

Your department may have additional policies and procedures regarding social media. If you are unsure if an activity is acceptable, ask your supervisor, department head or elected official.

Use of County Equipment

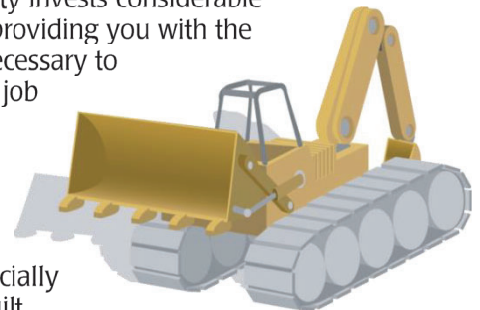
Collin County invests considerable resources in providing you with the equipment necessary to perform your job efficiently.

Much of this equipment is expensive.

In some cases it is specially ordered or built

specifically for our use and its repair or replacement can involve a great deal of time and money. It is the responsibility of each of us to exercise due care in the use of county property or equipment. You should not operate equipment until you have been properly trained to use the equipment.

Unauthorized removal, use, or conversion to personal use of county equipment is not



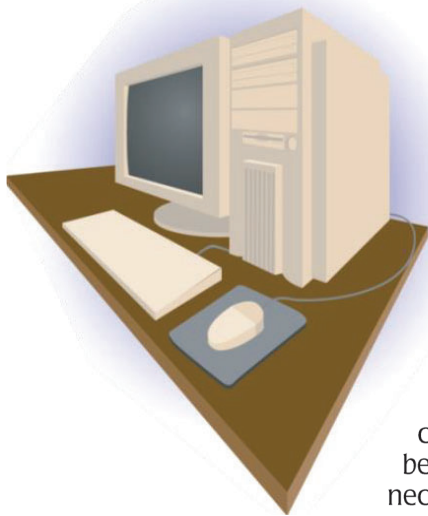
permitted. Damaged or lost equipment must be reported to your supervisor immediately.

Any county equipment or property issued to you must be returned upon request or termination. Sabotaging or destroying county data, records, equipment, software, programs, or computer systems is prohibited and may result in disciplinary actions and/or prosecution.

Computer Usage

In order to improve productivity and internal communications, the county may provide you with a computer so you can better perform your job. County computers are provided for job-related functions and are not meant for personal use. County data, databases, programs, and other proprietary information may only be used for its intended purpose. Releasing county information or using these resources for anything other than their intended purpose is not permitted unless prior management approval has been obtained. Use of county assets for personal gain or benefit is prohibited. Computer equipment, with the

exception of laptop computers issued to authorized users, should not be removed from county premises without written permission from the Information Technology department.



If you are given use of a county-owned computer, you will also be provided with the necessary software. There are often licensing requirements that must be met. Since we are only authorized to use this software in accordance with the licensing agreements, software provided by the county may not be duplicated or transferred to another computer without the written approval of the Information Technology department.

Only authorized Information Technology personnel shall install computer equipment and software. Games and other types of “entertainment” software, vendor supplied or personal, are prohibited on Collin County computer equipment.

Unauthorized or unlicensed software may not be installed on county-owned computers. No county software license may be used for personal use on non-county-owned computer equipment. To ensure the proper usage of county-owned computer equipment and software, the Collin County Information Technology department will conduct random software license audits.

All information created, sent, or received via the e-mail system, network, Internet, intranet, or extranet is the property of Collin County.

All information created, sent, or received via the e-mail system, network, Internet, intranet, or extranet is the property of Collin County. Employees should not have any expectation of privacy regarding such information. Collin County reserves the right to, at any time and without notice, access, read and review, monitor and copy all messages and files on its computer system as it deems necessary. This includes e-mail messages, electronic files, and Internet files. Collin County may disclose texts or images to third parties without your consent, and may be required to provide information under open records or other laws.

You will be granted access to county information necessary to perform your job. This information is to be used only for authorized county business. It is unacceptable to access or attempt to access unauthorized information or to use county information and resources for any purposes other than official county business unless prior written approval is obtained from your department head or elected official.

Electronic Mail (E-mail)

As with any other form of business communication, care should be taken to be sure e-mail messages are appropriate and are communicated in a professional manner. You are accountable for the content of your e-mail messages.

Transmitting defamatory, offensive, or harassing messages is not permitted. It takes considerable time to type out personal e-mail messages. This results in decreased productivity that should be avoided. Sending mass e-mail messages that are not work-related and which have



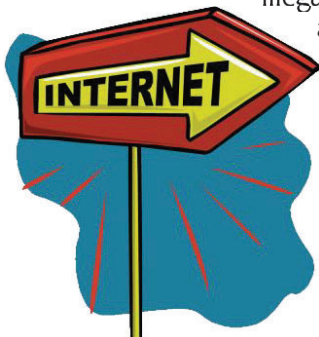
not been approved by your department head or elected official or forwarding non-work-related e-mails to multiple individuals is prohibited.

County e-mail addresses remain the property of the county and may be reassigned to other individuals at the county's discretion.

E-mail messages that pertain to county business may be subject to public access under open records laws and must be kept for a two-year period.

Internet Access

Collin County provides Internet access to employees whose responsibilities require this resource. The Internet is considered a business tool and is to be used as such. It should only be used in conducting county business. It is not to be used to access sites featuring pornography, terrorism, espionage, gambling, theft, drugs, or other illegal or inappropriate



activities unless access to these types of sites is a required function of your position, in which case you will be granted permission to access these sites by your department head or elected official. No personal

Internet accounts will be used on county computers. The county reserves the right to determine which web sites will be considered business related. Any material received over the Internet is considered county property. Web usage history is subject to public access under open records laws.

Telephone Usage

Telephones are vital tools in conducting business and are intended for that purpose. If your job requires you to make long-distance calls, you will be provided a long-distance personal identification number. This number is confidential and should not be shared with other employees. Under no circumstances are you permitted to access 900 numbers, unapproved long distance telephone numbers, or personal long distance numbers from your work telephone.

Personal telephone calls and text messaging, including those using a personal cell phone, should be kept to a minimum and should be limited to breaks and meal times when possible. Also be aware that texts, e-mails, and other communications sent on your personal device may be subject to open records requests if such communications involve county business. If you send or receive communications relating to county business on your personal devices, you must transmit it to the county system or otherwise preserve it according to record retention laws.



Some non-exempt employees may be issued a cell phone or other communication device to be used in performance of their jobs during normal working hours. There may be occasions where a non-exempt employee will be contacted during non-working hours. As a general guideline, these calls should be infrequent unless you are "on-call." When you are not on-call, work-related calls outside of working hours should be limited to critical matters and

should be of short duration so as not to infringe on your personal freedom.

If long or frequent calls are received during non-working hours, your supervisor may authorize you to receive compensatory time or may adjust your schedule for the remainder of the week so as not to incur compensatory time. Overtime and compensatory time must be approved by supervisors in advance.

Collin County Cell Phones

You may be provided a county cell phone or personal digital assistant (PDA) for use on the job. If you are provided this equipment, a small amount of pay will be withheld from your paycheck to allow for personal usage.



Since personal use is permitted, you may utilize your PDA to access personal e-mail as well as county e-mail. Be sure to adhere to departmental policies when utilizing communication devices during working hours.

This equipment is county property and should not be used for inappropriate or illegal purposes. For example, it is not to be used to access sites featuring pornography, terrorism, espionage, gambling, theft, drugs, or other illegal or inappropriate activities unless access to these types of sites is a required function of your position, in which case you will be granted permission to access these sites by your department head or elected official.

Information received or transmitted on county devices, including county cell phones, may be subject to open records requests.

Please refer to the Collin County Cellular Telephone Policy for more information.

Personal Mail

Because of the large volume of business mail that we receive and send on a daily basis, it is not possible to handle personal employee mail. Please do not use the county

business address as your own, or process personal mail or packages through the county mail system.



Gifts, Entertainment, Gratuities, and Bribes

You are not allowed to engage in any activity or practice which conflicts with, or appears to conflict with, the interest of Collin County. If you perform regulatory functions or conduct inspections or investigations on behalf of the county, you may not solicit, accept, or agree to accept any benefit from a person you know to be subject to regulation, inspection, or investigation. If you exercise discretion in connection with contracts, purchases, payments, claims, or other monetary transactions of Collin County, you may not solicit, accept, or agree to accept any benefit from a person you know is interested in, or likely to become interested in, any contract, purchase, payment, claim, or transaction involving your discretion. This includes prizes received when attending a function or an event paid for by the county and payments made for participation in a job-related survey (even if the survey is conducted during non-working hours).

As an employee, you may accept the following:

- an item other than cash or a negotiable instrument with a value of less than \$50.00.
- reasonable food, lodging, transportation, or entertainment accepted as a guest in conjunction with a product demonstration or business meeting, where you are accompanied or in the presence of the vendor or person providing the food, lodging, transportation, or entertainment.
- benefits that are exempt due to reporting required by other statutes in accordance with state laws including the Texas Penal Code section 36.10.

If you are approached, or offered a benefit by a third party, the acceptance of which is prohibited by this policy or by state legislation, you must immediately report such incidents to your department head or elected official and/or the County Judge.

In the event you receive an unsolicited benefit, you may donate the benefit, after properly reporting it, to the county or other governmental entity that has the authority to accept the gift, or to a recognized tax-exempt charitable organization formed for educational, religious, or scientific purposes.

If you are aware of suspected misconduct, illegal activities, fraud, abuse of county assets, or violations of county policies, you have a duty to immediately report such activities to your department head or elected official, the County Auditor, the District Attorney or the County Judge. If you have any questions regarding an ethical or legal issue, or you want to know what procedure to pursue if there is a violation, contact your department head, elected official or the County Judge.

If the department head or elected official is the person who committed the infraction, you should inform the County Auditor, the District Attorney, Human Resources or the County Judge.

Falsification of Documents

Collin County records must be accurate and complete. You are expected to accurately record information on county records and documents. Falsification of any county document including applications, time records, expense reports, operational documents, reports, etc. is not permitted and may result in disciplinary action up to and including termination as well as criminal prosecution.

Moonlighting

Occasionally personal needs or interests may require you to seek additional outside employment. Although we expect to be your primary employer, you are permitted to have other jobs which:

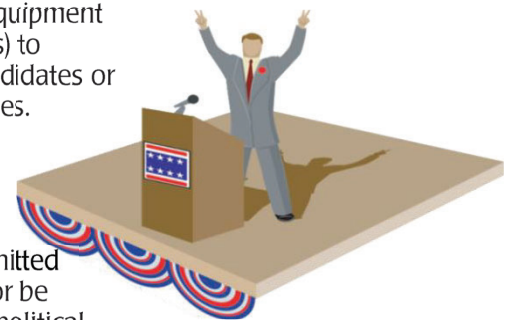
- do not interfere with the performance of your county position.

- do not reflect negatively on the county or its public image in any manner.
- do not pose a conflict of interest, or appear to pose a conflict of interest, to the individual or the county.
- are not reporting to a secondary employer who is involved in the exchange, purchase, or sale of goods or services to the county.
- do not involve the use of county resources or time unless the job includes law enforcement functions.

Prior written approval should be obtained from your department head or elected official before accepting a second position. If outside employment is later found to interfere with your position at Collin County, you may be expected to immediately resign from your outside position in order to continue employment with the county.

Political Involvement

We encourage you to be aware of civic responsibilities and recognize that you may wish to be involved in the election of candidates you feel will best represent the needs of the county and its citizens. You may not, however, use county resources (including equipment and supplies) to endorse candidates or political issues.



Collin County employees are not permitted to perform or be involved in political campaigning or related activities, whether paid or voluntary in the following circumstances:

- during working hours including additional work hours outside your normal shift, or on paid compensatory time or overtime. Work time includes both the soliciting and the solicited employee's work time.
- while in county uniform.
- while using county vehicles.

In accordance with the Collin County Building/Ground Use Policy, no signs, posters, handbills, or notices shall be posted without written approval from the Director of Facilities.

No county employee will be required to participate in political campaigns or related activities or make donations or contributions as a condition of obtaining or retaining employment, work assignments, compensation, advancement, career development, or any other condition of employment.

Solicitation and Distribution

We want to provide a work environment that allows you to complete your work with the fewest number of interruptions. For this reason, except for legitimate business purposes with prior authorization, individuals are not permitted to solicit, survey, petition, or distribute commercial literature during work time. Work time includes both the soliciting and the solicited employee's work time.

Telephones, electronic mail, and interoffice mail may not be used for solicitation except for legitimate county purposes.

Non-employees will not be permitted in employee work areas for the purpose of requesting commercial contributions, soliciting, distributing or posting literature, notices, messages, or other material.

Driving on County Business

Your position may require that you drive a vehicle in the performance of your job duties.



If you need to drive a vehicle on county business, you are expected to do so in a safe, polite manner. Avoid distractions that may affect your ability to safely operate a vehicle. For example, under no circumstances should you send text messages while driving a county vehicle or while driving on county business.

When in a county vehicle either as the driver or passenger, you must wear a seat belt while the vehicle is in use. An exception may be made for law enforcement personnel transporting restrained individuals or in emergency situations where it is unsafe or not feasible to wear seat belts. Passengers should not travel in areas of the vehicle intended for cargo or where seat restraints are not available.



County vehicles should be parked in a secure location and locked when not in use. Valuables should be secured out of sight. Collin County will not be responsible for personal items that may be damaged or stolen from the vehicle.

County vehicles are to be used for business purposes only. Non-business passengers are not allowed in the vehicle.

In order to drive a county vehicle or use your personal vehicle on county business, you must have an appropriate driver's license and meet the minimum Collin County driving history requirements of:

- no more than three moving traffic violations and/or accidents recorded against your driver's license by any licensing agencies within the preceding 12-month period.
- no more than five moving traffic violations and/or accidents recorded against your driver's license by any licensing agencies within the preceding 24-month period.
- no Driving While Intoxicated (DWI) or Driving Under the Influence of Drugs (DUID) conviction during the preceding 36-month period.

These are the minimum guidelines. Some positions may have more extensive requirements.

Many Collin County vehicles have been equipped with geolocators for the safety and security of Collin County citizens, employees, and vehicles. Not only does this equipment enable drivers and vehicles to be easily located, it also promotes safer driving through the tracking and monitoring of driving behaviors. It is prohibited to remove, disable, alter, deactivate, damage, or otherwise invalidate these devices.

Your department may also have specific rules that regulate activities while at work, such as vehicle check out procedures, limitations on the usage of county vehicles and equipment, restrictions as to where vehicles may be driven, etc. Please ensure that you are aware of these rules before utilizing county equipment and vehicles.



If you are involved in an accident while on county business, you are expected to immediately notify your supervisor and risk management. If the accident involves a county vehicle, you are expected to follow the directions listed in the risk management brochure which may be found in the glove compartment of the county vehicle. You are required to take a post-accident drug test as soon as possible but no later than 24 hours after the accident.

Collin County will conduct periodic motor vehicle records checks. If your position requires you to drive on county business, your employment may be contingent, in part,

on successfully meeting the driving history requirements listed. If you do not meet these standards, you may be subject to actions such as dismissal or exclusion from a position.

Information Requests

There may be occasions where you receive a request for information from the general public or the press. These requests should be referred to your department head or elected official or the Public Information Office.

Confidentiality

During the course of your duties with the county, you may have access to confidential information. Collin County is committed to safeguarding confidential information obtained during the course of operations. Confidential information is to be used only for authorized county business pertaining to your job duties. It is unacceptable to access, share, discuss, or use confidential information for any purposes other than official county business unless prior written approval is obtained from your department head or elected official.

Although many of our official records are subject to public access under open records acts, there is also a great deal of confidential information that is protected under state and federal laws, such as social security numbers, banking information, some medical records, private information about an individual's family, and documents related to ongoing litigation.

Additional records, such as driver's license numbers and certain law enforcement records, may be protected should the county obtain an opinion from the Attorney General. If you are unsure of what constitutes confidential information, ask your supervisor. The laws outlining what information must be released are complex. Therefore, we generally require the public to go through formal open records procedures before releasing information.

BENEFITS

We offer a comprehensive package of benefit programs for employees. Your eligibility for certain benefits depends upon the number of hours you are scheduled to regularly work, your employment status, and your length of employment. You will be provided with information on these benefits during orientation. The following descriptions are brief summaries for your general information. From time to time, additional benefits may be added or existing benefits may be terminated or modified at the county's sole discretion. Additional information about these benefits may be obtained from Human Resources.



Some benefits involve a deduction from your paycheck. Because we are paid bi-weekly, there will be some months where you will receive three paychecks. During those months, most benefit deductions will only be made from the first two paychecks.

State and Community Supervision and Corrections Department (CSCD) employees and state elected officials (District Judges and the District Attorney) are eligible for coverage under state benefit plans. These state plans do not allow coverage under Collin County programs. Therefore, these employees are not eligible for many of Collin County's benefit plans such as life insurance, health insurance (medical, dental, and vision), flexible spending accounts, short term disability, and long term disability.

If you are a CSCD or state employee and need clarification regarding your benefits, you should ask your supervisor or Human Resources.

Medical Insurance

If you are a regular full-time employee scheduled to work 30 or more hours per week or an eligible elected official, you may elect medical insurance coverage. Insurance becomes effective the first of the month after completing 59 days of eligible service. Coverage for eligible dependents may also be elected. The cost of dependent coverage is based upon the dependents covered. Premium information is available from Human Resources.

Regular part-time employees (scheduled less than 30 hours per week) may also elect coverage, but will be responsible for paying the full cost of the insurance.

Clinic

Employees and dependents seven years and older who are covered by the Collin County health insurance plan and retirees are eligible to receive services from the County Health Care Center. No co-payments are required.

CSCD, CSCD retirees, and state employees may use the health clinic with a nominal co-payment.

Vision

Collin County's medical plan includes vision care. Coverage provides for an annual exam, as well as glasses and frames or contacts. Deductibles or co-payments may apply.

Benefit Changes

Generally, you will have the opportunity to make changes to your insurance coverage once a year during the county's annual enrollment period. However, there are certain instances, such as a change in marital, dependent, or employment status that may qualify you to change your elections during the course of the year. Should one of these qualified life changes occur, you must request a change in coverage and provide appropriate documentation to Human Resources within 30 days from the date of the life change.

Infants are only covered under the mother's insurance for the first 30 days and

are not automatically added to your insurance. If you wish to provide health coverage for your newborn, you must enroll the infant within 30 days after the birth, even if you already have coverage for children.

State and Community Supervision and Corrections Department (CSCD) employees are able to make qualified life changes by using the Employee Retirement System (ERS) online website. Changes must be made within 31 days of the date of the life event. If you are a CSCD or state employee and have questions, visit the ERS website or you may contact ERS directly.

Retiree Insurance

Collin County offers a retiree health program for eligible employees and eligible elected officials. The retiree insurance program is designed for eligible employees who wish to continue their health insurance benefits into retirement. With this plan, insurance coverage remains the same, except if the retiree is Medicare eligible. Once a retiree reaches the age of 65, the health plan becomes secondary to Medicare. The health plan reduces benefits paid by the amount on the Medicare payment schedule. Retirees will pay the full cost of the premium. Retirees in this plan may continue to insure eligible dependents who are covered on their insurance at the time of retirement. Retirees may drop dependent coverage at any time but they will not be allowed to add dependents to their plan. The election for coverage must be made at the time of retirement and it must be continual. Once coverage has been dropped it may not be reinstated.

Dental Insurance

If you are a regular full-time employee or an eligible elected official, you may elect dental coverage for yourself and your eligible dependents. The election for dental coverage is separate from the election for medical insurance. Dental coverage becomes effective the first day of the month following 59



days of eligible service. Employees participate in the cost of dental insurance. Premium information will be provided to you during orientation and annual enrollment.

Regular part-time employees (scheduled less than 30 hours per week) may also elect coverage, but will be responsible for paying the full cost of the insurance.

Life Insurance

If you are a regular full-time employee or an eligible elected official, Collin County pays the full cost of providing you with \$50,000 of term life insurance. This coverage goes into effect the first of the month following completion of 90 days of eligible service. You may elect to purchase additional life insurance in the amount of one or two times your annual salary up to \$400,000. If you do not elect life insurance when you are initially hired, you may have to provide evidence of insurability if you decide you would like to enroll at a later date. Benefits continue at a reduced level after you reach age 65.

Each year the Collin County Commissioners' Court determines if it will include additional group term life insurance benefits in its retirement plan. If you die while employed, this benefit will provide your beneficiary with a payment equal to your final annual salary paid by Collin County. If you die after you retire, your beneficiary will be eligible for a \$5,000 payment.

Employee Assistance Program

Collin County offers most regular full-time employees and eligible elected officials (CSCD and other state employees are not eligible) a confidential employee assistance program (EAP). This program is designed to provide you with resources and referrals to assist with life challenges that may be encountered such as: child care and elder care, alcohol and drug abuse, difficulties in relationships, stress and anxiety, depression, financial and legal concerns, as well as coping with grief or loss.

These services are provided free of charge to eligible employees and their covered dependents.

Additional information about the employee assistance program may be obtained from Human Resources.

Short Term Disability

Collin County provides regular full-time eligible employees with short term disability benefits if they become disabled due to a non-occupational illness or injury. Short term disability becomes effective the first of the month following completion of 90 days of employment as a regular full-time employee. If you become disabled, you may be eligible for 67% of your salary for up to 26 weeks after you meet a 15 calendar day waiting period.

Long Term Disability

Long term disability insurance is designed to provide you with partial income benefits if you are medically unable to work due to a non-occupational illness or injury. If you are an eligible regular full-time employee or an eligible elected official, you may have coverage for long term disability (LTD). Long term disability coverage becomes effective the first of the month following 90 days of employment as a regular full-time employee. Should you become disabled, this benefit may begin paying 67% of your gross salary after 180 qualifying days. Benefits continue for a reduced time period if you are disabled after age 60. For employees up to age 60, the maximum disability period is to age 65. Individuals disabled at age 60 or older may be eligible for 12 to 60 months of disability benefits, dependent upon their age at the time of disability.

Long Term Care

Collin County provides basic long term care insurance coverage at no cost to eligible regular full-time employees and eligible elected officials with at least eight years of eligible service. This insurance provides nursing and custodial care benefits to employees who require assistance with daily life activities such as dressing and eating. You will automatically be enrolled in this

benefit. Coverage becomes effective the first of the month following your eighth year of employment.

Eligible new hires may elect to purchase long term care coverage during their initial benefit enrollment period. Should coverage not be elected at that time, and you want to add coverage during a subsequent annual benefit enrollment period, evidence of insurability will need to be provided before coverage will be issued.

You may also elect coverage for your spouse and other eligible family members during your initial benefit enrollment period or subsequent annual benefit enrollment periods. Evidence of insurability will be required. Premiums for your spouse may be made through payroll deductions. Premiums for other family members must be paid directly to the long term care provider.

Flexible Spending Accounts

Collin County has established a flexible benefit plan that allows you to pay for eligible childcare, medical, dental, and/or vision expenses with before-tax dollars instead of after tax dollars. Each year, you may elect a before tax deduction amount that will be withheld from 24 of the 26 bi-weekly paychecks. This amount is applied to your flexible spending account. Federal income tax withholding is calculated on your lower taxable earnings. As you incur eligible expenses, you submit the bills for payment from your flexible spending account. There are two types of flexible spending accounts: medical and dependent care.

When using flexible spending accounts, calculate your deductions carefully. Due to IRS regulations, unused money in your flexible spending account cannot be moved between flexible spending accounts or returned.

Flexible Medical

You can request funds to be deducted from your paycheck and applied to your flexible medical account to help cover eligible medical expenses. The amount you may elect to have withheld is updated periodically. You will be informed of the

maximum contribution you may elect. Examples of eligible expenses would be your co-insurance amounts, unreimbursed eyeglasses and contact lenses fees, and prescription co-payments.

Not all medical expenses are eligible for reimbursement under your flexible spending account. Cosmetic surgery/dentistry, custodial care, hair-growth treatment, and over-the-counter vitamins are some examples of ineligible charges. If you have a question about the eligibility of an expense, contact the plan administrator.

If you do not use all of your flexible withholdings for the year, our flexible medical plan has a grace period that allows you to submit claims incurred through March 15th of the following year. They will be applied to your previous year's withholdings if you submit them by March 31st.

Flexible Dependent Care

A dependent care flexible spending account allows you to use before-tax dollars to pay for dependent care so you and your spouse can work. It can be used to pay for care of a dependent child under the age of 13 or for disabled dependents such as children, parents, and grandparents. In order to be considered eligible for this benefit, expenses must be primarily for the care of your dependent. Expenses that are mainly for the education of your dependent such as kindergarten costs, first grade or higher expenses, and expenses for the educational portion of boarding school are generally not eligible for reimbursement under a dependent care flexible spending account.

You can request up to \$416.66 per month (\$5,000 per year) be withheld for eligible child or elder care expenses.

Expenses under dependent care flexible spending accounts must be incurred by December 31st. Payment request for reimbursement must be submitted by March 31st.

Retirement Plan

We believe it is important to plan for your future retirement needs. To help you meet

these needs, Collin County participates in a retirement pension plan offered through the Texas County and District Retirement System (TCDRS). This program allows you to save for retirement on a tax-deferred basis.

Regular employees and elected officials (other than County Extension agents) paid through Collin County must participate in this plan regardless of age. Seven percent of your gross pay will automatically be withheld from your paycheck each pay period. This amount is deducted before federal income tax is withheld thereby decreasing the amount of federal income tax you pay at the end of the year. The amount of the county match is determined each year by Commissioners' Court. You become vested in the county's contribution after eight years of service.

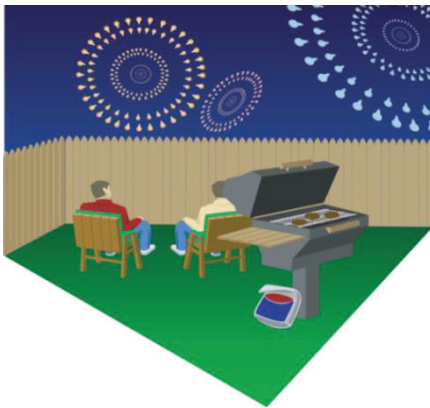


Holidays

Active regular full-time employees are eligible for ten paid holidays each year. Part-time and temporary employees are not eligible to receive holiday pay.

Holidays are determined by the Commissioners' Court each year. Generally the following days are considered holidays:

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day



Regular full-time employees are awarded holiday pay in eight-hour increments regardless of daily scheduled hours. For example, if you are normally scheduled to work four ten-hour days, you will be paid eight hours of holiday pay for that holiday. You are paid for holiday pay even if it is not your scheduled day to work. Your supervisor may work with you regarding any changes to your schedule during a holiday period.

Holiday pay is not time worked and will not be included in overtime calculations.

If you are a non-exempt employee and are required to work on a holiday, you will be paid for hours worked on the holiday at your regular hourly pay rate. You will also be paid for the holiday.

Holidays that fall on Saturday will normally be observed on the Friday preceding the holiday. Holidays that fall on Sunday will normally be observed on the Monday following the holiday. A holiday schedule will be posted each year.

You will not receive pay for the holiday unless you have actually worked prior to that holiday.

An employee who has given notice of their leaving will not be paid for a holiday as their last day.

In order to be paid holiday pay, you must be in an active paid status (for at least four hours) on each of the scheduled work days immediately preceding and following the holiday based on your assigned schedule. If you are on catastrophic time off, workers' compensation, military leave, suspension, or leave without pay on the day before or after a holiday, you will not be eligible to receive pay for the holiday.

Paid Time Off

Regular, full-time, non-elected employees earn paid time off for active full-time service. If you are a regular full-time employee, you will begin accruing paid time off from your hire date. You will be eligible to take paid time off following six months of service. Paid time off may not be advanced.



Paid time off days may be used for vacation, illness for yourself or an immediate family member, medical/dental, appointments, funerals, personal business, or emergencies. Paid time off must be scheduled in advance and pre-approved by your supervisor except in cases of unforeseen illness or emergency. Hours worked plus paid time off used cannot exceed your regularly scheduled hours (40 for most employees) per week.

Your department may have specific requirements such as how much advance

notice is required and how many unplanned absences are allowed when using paid time off. If you experience an unplanned absence, you are expected to notify your supervisor on a daily basis at the start of your scheduled work day (or when you leave if you have already reported to work) unless other specific arrangements have been made with your supervisor. Except as otherwise provided by the Family and Medical Leave Act (FMLA), if you are absent from work for medical reasons, your supervisor may at any time ask you to provide a physician's statement indicating that you are medically unable to work.

Paid time off must be approved by your supervisor before it is taken. There may be times (although these occasions are infrequent), such as during slow work periods, that your supervisor may require you to take your paid time off at a designated timeframe.

Paid time off is calculated and awarded at the end of the pay period. Although you are encouraged to use your paid time off each year, you can continue to accrue paid time off until you reach the maximum amount allowed (see chart). Unused paid time off in excess of the maximum will be forfeited unless specifically approved by Commissioners' Court.

Paid Time Off Table (Regular Full-Time Employee)			
Completed Years of Service	Accrual Rate (per Pay Period)	Annualized Paid Time Off	Maximum Accrual
0-4	7.40	24 days	200 hrs.
5-9	8.32	27 days	240 hrs.
10-19	9.24	30 days	320 hrs.
20 +	10.16	33 days	400 hrs.

Elected officials cannot utilize paid time off. If you have accrued time off and are elected into office, you must use your accrued time off prior to assuming office.

Paid time off is not time worked and will not be included in overtime/compensatory time off calculations.

While you are on paid time off, you may accrue time off benefits.

Paid time off will not be accrued on your final paycheck.

Requests to adjust paid time off hours must be entered in to the payroll system no later than two pay periods after the absence in order to be considered. If you are at the maximum accrual amount and your time off was not entered during the pay period, the accrual will not be recalculated.

If you have worked for more than one year and are transferred from a full-time to a part-time position, you will be paid for earned but unused paid time off time at the time of transfer.

When you leave Collin County's employment, accrued but unused paid time off will be paid if you have completed at least one year of continuous service. Employees who terminate before completing one year of continuous service are not eligible for a paid time off payout. Your termination date may not be extended past the last date worked through the use of holidays or earned or accrued time off (such as paid time off or compensatory time).

Family and Medical Leave of Absence

The Family and Medical Leave Act (FMLA) provides job protection if you are unable to work for a qualifying reason. If you meet the qualifications, your job is protected under the Family and Medical Leave Act.

In accordance with the Family and Medical Leave Act, you may be eligible for family medical leave if you have worked for a minimum of one year and have worked 1,250 hours or more during the 12 months prior to taking the leave. Elected officials are elected for a term of office. Benefits for the elected official may not extend past the term of office.

If you are eligible, your job may be protected for up to 12 weeks of leave within a rolling backward 12 month period for any of the following:

- for the birth, adoption, or placement of a child for foster care for children under 18 years old, or for the adoption of a child 18 years or older if the child is incapable of self-care because of physical or mental disability.
- to care for a child, spouse, or parent with a serious health condition.
- your own serious health condition.
- a qualified military need when military service requires you:
 - to arrange for childcare, to attend counseling, to attend meetings with school or childcare providers, to make financial or legal arrangements, or
 - to act as the covered military member's representative before a federal, state, or local agency for the purposes of obtaining, arranging, or appealing military service benefits, or
 - to attend eligible events sponsored by the military or military service organizations.

If your leave is due to the addition or care of a child in the family and you and your spouse both work for the county, the combined maximum length of Family and Medical Leave Act time that may be taken by both parents is 12 weeks. Both you and your spouse may take leave at the same time or the leave may be taken separately.

The Family and Medical Leave Act provides job protection if you are unable to work for a qualifying reason.

If you qualify for family medical leave, you are required to use it when requesting time off. While on family medical leave, you must use eligible, available accruals unless you are receiving disability pay. If you do not provide your manager with written documentation on what accruals you would like to use, your accruals will be used in the following order:

- accrued catastrophic time off (if appropriate)
- accrued paid time off
- earned compensatory time

These accruals must be used concurrently with family medical leave and do not extend the 12 week family medical leave period.

You may not exceed a total maximum leave period of 12 months.



Additional Military Family Leave Entitlements

You may request up to 12 weeks of leave during a 12 month period because of a qualifying emergency arising out of the fact that your spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in support of a contingency operation. The benefits provided will be subject to the provisions of the Family and Medical Leave Act at the time leave is taken.

You may also be eligible to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- a spouse, son, daughter, parent, or next of kin who is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness incurred or aggravated in the line of duty
- a veteran who was discharged or released under conditions other than dishonorable within the five-year period prior to the first date the caretaker's

leave begins, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred or aggravated in the line of duty.

To request leave to care for an eligible family member, you will need to submit a certification for serious injury or illness of a covered service member for military family leave.

Requesting Family Medical Leave

You must give the county at least 30 days advance notice of your intended dates of leave under the Family and Medical Leave Act, except in the case of an emergency. In the case of an emergency, you must notify the county as soon as possible. You can provide advance notice verbally, but should also submit your notice in writing to your supervisor within one week of providing verbal notice.

If you qualify for family medical leave, you are required to use it when requesting time off.

When Human Resources receives your request for leave under the Family and Medical Leave Act, they will notify you if your leave meets Family and Medical Leave Act requirements and if medical certification will be required. They will also provide important information about how your insurance premiums will be handled.

It may be necessary for you to request an extension of leave under the Family and Medical Leave Act if you need more time than originally submitted. It is possible to be on family medical leave for up to 12 weeks. If you originally requested less than 12 weeks of leave, and circumstances develop that prevent you from returning to work as originally planned, you must apply for an extension in the same manner that you requested the original leave. The county reserves the right to require a second opinion from an approved health care provider (if appropriate).

You may request intermittent leave when medically necessary due to your own serious health condition or to care for a seriously ill immediate family member. When requesting intermittent leave, you must work with the department head or elected official to schedule the leave so as not to unduly disrupt the department's operation.

The county may temporarily transfer you to an alternative position with equivalent pay and benefits if the alternative position would better accommodate an intermittent or reduced schedule.

Periodic Updates

While on leave under the Family and Medical Leave Act, you may be required to provide periodic updates at reasonable intervals. You may also be required to obtain a second opinion or recertification.

Key Employees

Not all employees who take leave under the Family and Medical Leave Act must be restored to work upon returning from leave. Key employees may be granted time off under the Family and Medical Leave Act but are not guaranteed their position upon their return from leave.

A key employee is an employee who is among the highest paid 10 percent of employees, and who holds a position that if left vacant would pose substantial and economic injury to the operations of the organization.

Return to Work

When returning from family medical leave for your own serious medical condition, you will need to submit a health care provider statement releasing you to return to work. The statement should include specific restrictions to which you must adhere, if any, and the expected duration of the restrictions so that your supervisor may determine the ability to accommodate those restrictions.

When you return to work within the 12 weeks allowed by the Family and Medical Leave Act, you will be reinstated to the same position you held prior to your leave, or one

of similar status and pay provided the county's circumstances have not changed to the extent that reinstatement is impossible or unreasonable.

If you are not granted an extension of leave and you do not return to work even though you are physically able to return, you may be considered to have abandoned your job and voluntarily terminated your employment with the county. The county may ask you to repay the portion of the insurance premiums that were paid on your behalf. For example: If you are able to return from family medical leave and you decide to leave your job with the county, you may be required to reimburse the county for insurance premiums paid on your behalf while you were out on leave.

Leaves of Absence

A leave of absence may be granted for many different reasons including medical leave, military service, or the birth or adoption of a child. The length of time you may be out on leave is dependent upon the circumstances and the type of leave requested. In some circumstances, you may be out on multiple types of leave concurrently. For example, you may be on family medical leave and workers' compensation leave, or short term disability and family medical leave simultaneously. The maximum length of time you may be on any combination of leave is 12 months, except where otherwise regulated by legislation, such as military leave laws. The county will comply with the Americans with Disabilities Act (ADA) when additional, limited time off is necessary to accommodate an employee's disability. Such leave is for a specified time period and maybe granted if, the leave can be taken without undue hardship to the county, and the employee is still qualified for the position.

A request for a leave of absence must include the specific reason for the leave (for example: medical, military, workers' compensation, birth/adoption of a child, etc.). If it is discovered that a leave is not being used for the specific reason granted, leave may be cancelled and you may be

required to return to work or subject to disciplinary action up to and including termination.

Leaves may be paid or unpaid. Eligible accrued time off (such as paid time off, compensatory time and when appropriate, catastrophic time off) must be used before you may be placed on an unpaid status. While on unpaid leave, you will not earn benefit accruals.



If you are covered under Collin County's health insurance plan and are on a leave that also qualifies for protection under the Family and Medical Leave Act, you may be able to continue your health insurance coverage at the same premium rate as employees not on leave as long as you have available family medical leave time. You will continue to pay the same premium as an active employee. While on a paid status, premiums may be automatically withheld from your paycheck. When on an unpaid status, you must make arrangements with Human Resources for the payment of premiums. Failure to pay premiums in a timely manner may result in the termination of benefits.

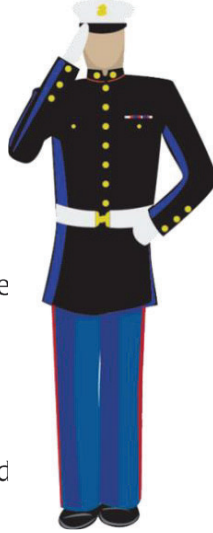
If your unpaid leave is for a reason that is not protected by the Family and Medical Leave Act or all your family medical leave has been utilized, you may elect to continue your health insurance coverage for 18 to 36 months under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If you elect to continue this benefit, you will be responsible for paying the full cost of coverage.

Military Leave

Military leave will be granted in accordance with applicable state and federal laws.

Paid Military Leave

If you are a regular full-time employee, you may be granted up to 15 work days of paid military leave per fiscal year. Paid military leave will only be given in lieu of regularly scheduled work hours.



Unpaid Military Leave

Time required over and above the maximum allowed for paid military leave may be taken from accrued paid time off, compensatory time, or authorized leave without pay. You are not required to use paid time off or compensatory time prior to using paid or unpaid military leave.

Temporary employees are hired for a brief, non-recurrent period. Usually these jobs are not expected to continue for a significant length of time. Therefore, individuals called upon to serve who are in temporary positions are generally not able to return to the position.

You should furnish your supervisor and the Human Resources department written copies of your military orders. You must return from leave within the specified periods required under the Uniformed Services Employment and the Re-employment Rights Act (USERRA).

The following time may be eligible to be considered as part of your allotted military leave:

- travel/rest time necessary to attend or return from military duty or training
- time required for physical examination for selection or admission to the military service, to determine or maintain a selective service rating, or to maintain a reserve status

When you return from leave, you will need

to provide a copy of required government documents.

Jury Duty

Collin County encourages you to fulfill your civic obligation to serve on a jury when summoned. To support you in this obligation, we pay for your time off when you are called to serve on a jury on one of your scheduled work days.

If your jury duty schedule will allow you to work part of your shift, you are expected to report to work. Consideration will be given to second and third shift employees to allow for sleep time after you have served.

While on jury duty, you must contact your supervisor daily to report your availability for work unless you make other arrangements with your supervisor. When you are not required in court, you must report to work as scheduled.

Some counties and cities may allow you to call in or check your status online prior to reporting for jury duty to see if your services are needed. If you receive a jury summons but you are not required to serve, you must report to work as scheduled.



After you have served jury duty, you must present the written jury summons from the court as soon as it is received.

If you are excused or released from jury service before the end of your work day, you are expected to report to work.

Time spent on a jury is not time worked and will not be included in the calculation of overtime or compensatory time.

Educational Assistance

You are encouraged to continue your education and keep abreast of changes occurring in your chosen field of work. Collin County has established a reimbursement plan to enable regular full-time employees to pursue job-related training courses.

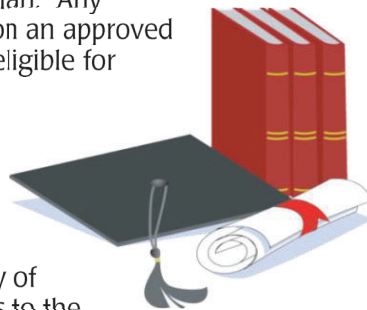
Our Educational Assistance program reimburses you for 100% of tuition, books, and lab fees for eligible courses (not to exceed that which would be paid at The University of Texas at Dallas) if a grade of at least "C" is received for undergraduate courses or "B" for graduate courses. Forms for this program are available on the intranet in the Document Center on the My Collin County page under Policies and Procedures.

In order to be considered eligible for reimbursement, a course must:

- be job-related
- be approved by your department head or elected official prior to enrollment
- consist of a semester's work of at least four weeks duration
- be listed on an approved degree plan (you are responsible for submitting a new degree plan if the original submission changes for any reason)
- be a course in which a grade is awarded

Non job-related courses are not eligible for reimbursement unless they are listed on an approved degree plan. Any courses not listed on an approved degree plan are ineligible for reimbursement.

In order to be reimbursed, you must submit a reimbursement request with a copy of receipts and grades to the Auditor's Office within 30 days after the end of the class.



Educational expenses that are paid or reimbursed by other educational support programs such as veteran programs, scholarships, or federal grant programs, are

not eligible for payment by Collin County.

You must be employed before and during the length of the class for which reimbursement is requested.

When Collin County provides you with tuition assistance, it makes a significant investment in your future. In return for tuition assistance, you agree to continue your employment for a period of time. The period of time you are expected to work for the county is based on the amount of tuition assistance received in a calendar year. The following schedule reflects the time after completing a class that you must remain as a full-time employee. If you voluntarily leave the county before this agreed upon period, you are expected to reimburse the county for the tuition paid on your behalf.

Tuition Reimbursement Schedule	
Amount Received (within a calendar year)	Years of Service Required
\$0–\$2,000	1
\$2,000–\$5,000	2
\$5,000–\$7,500	3
\$7,500 or more	4

For example, if you receive a total of \$9,000 in tuition assistance for the spring semester which ends on June 15th, you must continue employment in a full-time capacity for four years after you complete the course work. If you leave county employment voluntarily before working the specified period of time, the reimbursement is due immediately. In the example above, termination on or after June 15th four years in the future, fulfills the agreement, and your tuition liability for the class is reduced to zero. Voluntary termination before June 15th would result in reimbursement of \$9,000 to the county.

Tuition Reimbursement Advances

Collin County recognizes that the initial cost to attend classes may be a deterrent. Therefore, the county may provide employees who have at least three years of

consecutive service with an educational assistance advancement for the amount of books, tuition, and eligible fees. If you leave the county before the completion date of a class for which reimbursement has been received, you will be required to immediately repay the county for the amount of the advancement in one lump sum payment.

Advances are not allowed for online courses.

See the Auditor's policy for detailed requirements and other information. Any questions should be directed to the County Auditor's Office.

Workers' Compensation

Regular full-time and part-time employees who have not waived their rights to workers' compensation in writing within the first five days of employment are provided workers' compensation benefits. These benefits provide for medical, surgical and hospital treatment as well as compensation for lost wages in the event you are injured on the job.

If you suffer any on the job injury, no matter how minor, you must report the injury to your supervisor and risk management as soon as possible.

Reporting an Injury or Illness

Although Collin County strives to offer a safe work environment, you may in the course of performing your job become injured. If you suffer any on-the-job injury, no matter how minor, you must report the injury to your supervisor and risk management as soon as possible. In some cases it will only be necessary to file a report; in other situations medical treatment and/or tests may be necessary. Your supervisor or risk management can advise you how to proceed and facilitate the process. Failure to report an injury or illness in a timely manner may result in denial of your claim and lost benefits.

When seeking treatment for a work-related

injury, be sure the provider accepts workers' compensation claims. You should not use your health insurance card or pay any money out of your pocket for a workers' compensation injury.

If a workers' compensation leave of absence is granted because you are medically unable to work due to a work-related injury or illness, you must keep in touch with your supervisor on a regular basis. When you have missed time from work due to an on-the-job injury, you are required to provide a written physician's statement releasing you to return to work prior to your return. This statement also needs to list any job-related restrictions to which you must adhere. You must return to work when your physician indicates you are able to return to full duty. Light duty may be accommodated depending on the restrictions, duration, and whether or not your department/office determines it can accommodate your light duty request.

Family and Medical Leave Act time will run concurrently while you are away from work due to a workers' compensation injury or illness.

The maximum length of time you may be out on leave is 12 months except where otherwise required by legislation.

Medical expenses incurred due to your work-related injury may be covered by workers' compensation. However, if you need time off for your workers' compensation injury and you qualify for the Family and Medical Leave Act, you may also continue health insurance coverage if you continue to pay your portion of the premiums. Once your family medical leave expires, your county provided insurance coverage ends, but you and your eligible dependents will be given the opportunity to continue coverage for up to an additional 18 to 36 months as provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Should you not be eligible for family medical leave, you will be provided the opportunity to continue your health insurance coverage under Consolidated

Omnibus Budget Reconciliation Act (COBRA) as soon as your county-provided health insurance ceases.

The Texas Legislature has enacted legislation providing for additional coverage under workers' compensation for law enforcement personnel. If you are employed in the capacity of Sheriff, Deputy Sheriff, Constable, Deputy Constable, or in another county or precinct law enforcement position, and are hospitalized or otherwise incapacitated in the official course of your duties, you may be eligible to continue to receive a salary for a longer period of time. Contact risk management for additional details.

Exhibit D - Jail Inspection Report

TEXAS COMMISSION ON JAIL STANDARDS

EXECUTIVE DIRECTOR
Brandon S. Wood



P.O. Box 12985
Austin, Texas 78711
Voice: (512) 463-5505
Fax: (512) 463-3185
Agency Website: <http://www.tcjs.state.tx.us>
E-mail Address: info@tcjs.state.tx.us

November 14, 2023

Sheriff Jim Skinner
Collin County Sheriff's Office
4300 Community Ave.
McKinney, TX 75071

RECEIVED

NOV 21 2023

COLLIN COUNTY
SHERIFF'S OFFICE

JOS
11/22/23


Dear Sheriff Skinner,

The most recent limited compliance review of the Collin County Jail on November 13, 2023 by Texas Commission on Jail Standards Inspector Michael Gravitt has demonstrated that your facility remains in compliance with Texas Minimum Jail Standards.

Enclosed you will find the requirement review of areas that were reviewed for the Collin County Jail.

If you have any questions, please feel free to contact me.

Sincerely,


Brandon S. Wood
Executive Director

BW/SR

cc: Judge Chris Hill, Collin County

Judge Bill Stoudt, Longview, Chair
Dr. Esmail Porsa, M.D., Parker, Vice-Chair
Ross Reyes, Melissa

Sheriff Kelly Rowe, Lubbock
Sheriff Raul "Pinky" Gonzales, Refugio
Patricia M. Anthony, Garland

Commissioner Ben Perry, Waco
Duane Lock, Southlake
Monica McBride, Alpine

"The Commission on Jail Standards welcomes all suggestions and will promptly respond to all complaints directed against the agency or any facilities under its purview".
To empower local government to provide safe, secure and suitable local jail facilities through proper rules and procedures while promoting innovative programs and ideas



Texas Commission on Jail Standards

Collin County Jail

November 13, 2023

McKinney, Texas

Date(s) of Inspection

SUBJECT: LIMITED COMPLIANCE REVIEW

State Law requires periodic inspections of county jail facilities (VTCA, Local Government Code, Chapter 351, VTCA, Government Code, Chapter 511; Chapter 297.8, Texas Commission on Jail Standards).

- The facility was inspected on the date(s) indicated above, and it was determined that deficiencies exist. You are urged: (1) to give these areas of noncompliance your serious and immediate consideration; and (2) to promptly initiate and complete appropriate corrective measures. The Commission is available to discuss or assist you with the appropriate corrective measures required.

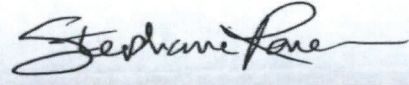
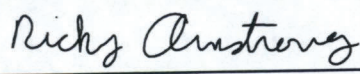
Failure to initiate and complete corrective measures following receipt of the Notice of Noncompliance may result in the issuance of a Remedial Order (Chapter 297.8, et seq.).

- This facility was inspected on the date(s) indicated above. There were no deficiencies noted and upon review of this report by the Executive Director of the Texas Commission on Jail Standards, a certificate of Compliance may be issued per the requirements of VTCA, Chapter 511 and Texas Minimum Jail Standards.

Authenticated:

Inter-Office Use Only


 Michael Gravitt, TCJS Inspector

	11/14/2023
Received by:	Date
	11/13/2023
Reviewed by:	Date

RECEIVED
 By Stephanie Reneau at 8:48 am, Nov 14, 2023

cc: Judge
Sheriff

Individuals and/or entities regulated by the Texas Commission on Jail Standards shall direct all complaints regarding the commission procedures and functions to the Executive Director at: P.O. Box 12985 Austin, Texas 78711 (512) 463-5505 Fax (512) 463-3185 or at our agency website at www.tcjs.state.tx.us .

TEXAS COMMISSION ON JAIL STANDARDS - INSPECTION REQUIREMENTS REVIEW


 Michael Gravitt, TCJS Inspector

Facility | Collin County Jail

Date: November 13, 2023

Chapter	Title	Comments
259	New Construction	Not applicable.
261	Existing Construction	Not applicable.
263	Life Safety	Reviewed documentation.
265	Admission	Reviewed a random sample of 20 inmate files. Interviewed staff. Reviewed policy.
267	Release	Not applicable.
269	Records/Procedures	Reviewed policy, documentation and reviewed ADA compliance evaluation.
271	Classification	Reviewed a random selection of 20 inmate files.
273	Health Services	Reviewed a random selection of 20 files.
275	Supervision	Reviewed a random selection of 100 officer TCOLE certification records. Reviewed officer documentation.
277	Personal Hygiene	Not applicable.
279	Sanitation	Not applicable.
281	Food Service	Interviewed staff.
283.1	Discipline	Reviewed 20 disciplinary hearing records. Interviewed staff and inmates. Reviewed policy. Reviewed inmate
283.3	Grievance	Not applicable.
285	Exercise	Reviewed documentation.
287	Education/Library	Not applicable.
289	Work Assignments	Not applicable.
291.1	Telephone	Not applicable.
291.2	Correspondence	Not applicable.
291.3	Commissary	Not applicable.
291.4	Visitation	Not applicable.
291.5	Religious Practices	Not applicable.
xxx	Variances	Not applicable.
xxx	Remedial Orders	Not applicable.
xxx	Complaints	Not applicable.
xxx	CCQ	CCQ inquiries are being submitted through TLETS as required.

RECEIVED

By Stephanie Reneau at 8:49 am, Nov 14, 2023

Exhibit F - Court Order for Outsourced Inmate Medical

State of Texas §
Collin County §
Commissioners Court §

Court Order
2022-1341-12-19

An order of the Collin County Commissioners Court approving a request to award a contract for products or services to be provided to the county.

In accordance with Texas Local Government Code section 262.027, the Collin County Commissioners Court hereby approves a request to award a contract for the following products or services to be provided to the county: *Inmate Health Care Medical Services (RFP No. 2022-061)* to WellPath LLC, as detailed in the attached documentation.

A motion was made, seconded, and carried by a majority of the court members in attendance during a regular session on Monday, December 19, 2022.

Not Present

Chris Hill, County Judge



Susan Fletcher, Commissioner, Pct 1

Not Present

Cheryl Williams, Commissioner, Pct 2



Darrell Hale, Commissioner, Pct 3



Duncan Webb, Commissioner, Pct 4



ATTEST: Stacey Kemp, County Clerk

Exhibit G - Claims Summary (Tristar)

04/10/2019 - 04/10/2024

Table with columns: CLAIM_ID, CLAIMANT, TYPE, DATE, STATUS, NATURE, LOSS, AMOUNT, etc. It lists various insurance claims with their respective details.

Exhibit G - Claims Summary (TriStar)

04/01/2019 - 04/01/2024

Colin County

CLAIMANT STATUS	CLAIMANT_NUM	INSURANCE_TYPE_DESC	INCIDENT_DATE	CLAIMANT_TYPE_DESC	BODY_PART_DESC	CLAIM_CAUSE_DESC	INCIDENT_TYPE_DESC	NATURE_OF_INJURY_DESC	ADD_DATE	INCIDENT_REPORTED_DATE	INSURED_REPORTED_DATE	CLOSED_DATE	REOPENED_DATE	POLICY_PRODUCT_DESC	POLICY_EFFECTIVE_DATE	POLICY_EXPIRATION_DATE	LIMIT	DENIED	TOTAL_PAID	TOTAL_RECOVERY	TOTAL_INCURRED	TOTAL_PROP_DMG_LOSS_PAID	TOTAL_BI_PLECONOMIC_PAID	TOTAL_LEGAL_COSTS_PAID	TOTAL_ADJUSTMENT_PAID	TOTAL_PROP_DMG_LOSS_INCURRED	TOTAL_BI_PLECONOMIC_INCURRED	TOTAL_LEGAL_COSTS_INCURRED	TOTAL_ADJUSTMENT_INCURRED	TOTAL_PROP_DMG_LOSS_RECOVERY	TOTAL_BI_PLECONOMIC_RECOVERY	COLLISION_CODE	PROP_DMG_LOSS_RESERVES	BI_PLECONOMIC_RESERVES	ADJ_INVESTMENT	LEGAL_RESERVE
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Exhibit H - Claims Summary (Inact)

Age	Policy Effective Date	Cause of Accident Description 1	Cause of Accident Description 2	Cause of Accident Description 3	Claim Status	Claim Total	Closed Date	Creation Date	Date of Loss Reported	Description	Businesses Paid	Legal Expenses	Location Description	Loss Paid	Loss Reserve	Loss Type Description	Major Line	Net Incurred	No. of Occupants on Code	Occupied Days	Reopened Date	Subro Status	Suffi Status		
30	10/7/2014	EE - Excessive Force	All Other	All Other	Closed	1 \$	3/26/2016	5/14/2015	3/9/2016	0	0	\$		\$	\$	GL BODILY INJURY	Liability	0	21	0	N	Closed	N		
0	10/7/2014	FDL Gov A - Wrongful Act	Zoning	Other	Closed	1 \$	12/13/2016	12/9/2016	12/9/2016	0	0	\$		\$	\$	GL BODILY INJURY	Liability	0	4	9993	0	N	Closed	N	
25	10/7/2014	EE - Excessive Force	Carjacking	All other	Closed	1 \$	3/10/2018	1/9/2015	1/10/2017	0	0	\$		\$	\$	GL BODILY INJURY	Liability	75000	444	4412	0	N	Closed	N	
32	10/7/2015	LEL - Confinement	Medical	Medical Treatment	Closed	1 \$	1/20/2017	12/18/2015	12/29/2015	0	0	\$		\$	\$	GL BODILY INJURY	Liability	0	388	0	0	N	Closed	N	
30	10/7/2015	LEL - Confinement	Medical	Medical Treatment	Closed	1 \$	1/20/2017	12/13/2015	12/29/2015	0	0	\$		\$	\$	GL BODILY INJURY	Liability	0	388	0	0	N	Closed	N	
0	10/7/2015	FDL Gov A - Wrongful Act	No Coverage	Declaratory / Injunctive Relief	Closed	1 \$	1/20/2016	1/9/2016	1/8/2016	0	0	\$		\$	\$	GL BODILY INJURY	Liability	0	12	0	0	N	Closed	N	
0	10/7/2015	LEL - Confinement	Denial of Access	Denial of Access	Closed	1 \$	3/25/2016	10/28/2015	1/27/2016	0	0	\$		\$	\$	GL BODILY INJURY	Liability	0	58	0	0	N	Closed	N	
54	10/7/2021	X3 Public Officials	EPL	All Other On Premises Not Specifically Mentioned	Closed	2 \$	4/12/2023	8/10/2022	7/15/2022	8/10/2022	Excess - OBI	\$			\$	\$	EXCESS GL - BODILY INJURY	Liability	0	44281	9993	0	N	Closed	Y
48	10/7/2021	X3 Public Officials	EPL	All Other On Premises Not Specifically Mentioned	Closed	3 \$	4/12/2023	8/10/2022	7/15/2022	8/10/2022	Excess - OBI	\$			\$	\$	EXCESS GL - BODILY INJURY	Liability	0	44281	9993	0	N	Closed	Y
32	10/7/2021	X3 Public Officials	EPL	All Other On Premises Not Specifically Mentioned	Closed	4 \$	4/12/2023	8/10/2022	7/15/2022	8/10/2022	Excess - OBI	\$			\$	\$	EXCESS GL - BODILY INJURY	Liability	0	44281	9993	0	N	Closed	Y
41	10/7/2021	X3 Public Officials	EPL	All Other On Premises Not Specifically Mentioned	Closed	5 \$	4/12/2023	8/10/2022	7/15/2022	8/10/2022	Excess - OBI	\$			\$	\$	EXCESS GL - BODILY INJURY	Liability	0	44281	9993	0	N	Closed	Y
53	10/7/2021	X3 Public Officials	EPL	All Other On Premises Not Specifically Mentioned	Closed	6 \$	4/12/2023	8/10/2022	7/15/2022	8/10/2022	Excess - OBI	\$			\$	\$	EXCESS GL - BODILY INJURY	Liability	0	44281	9993	0	N	Closed	Y
0	10/7/2014	Other	Auto (Passenger Type)- Insured Owner	Our Insured Less Than 50% At Fault	Closed	1 \$	7/27/2015	7/6/2015	7/16/2015	0	Collison	\$		\$	\$	COLLISION	Automobile	0	11	0	0	N	Closed	N	
0	10/7/2014	Other	Auto (Passenger Type)- Insured Owner	Our Insured - Fault Not Known Or Not Determined	Closed	1 \$	3/16/2018	7/8/2015	3/2/2018	0	Collison	\$		\$	\$	COLLISION	Automobile	0	43159	0	0	0	N	Closed	N
0	10/7/2014	Other	Auto (Passenger Type)- Insured Owner	Our Insured - Fault Not Known Or Not Determined	Closed	2 \$	3/16/2018	7/8/2015	3/2/2018	0	APD	\$		\$	\$	APD	Automobile	0	13	0	0	N	Closed	N	
0	10/7/2014	Other	Auto (Passenger Type)- Insured Owner	Our Insured - Fault Not Known Or Not Determined	Closed	3 \$	3/16/2018	7/8/2015	3/2/2018	0	APD	\$		\$	\$	APD	Automobile	0	13	0	0	N	Closed	N	
0	10/7/2014	Other	Auto (Passenger Type)- Insured Owner	Our Insured - Fault Not Known Or Not Determined	Closed	3 \$	3/16/2018	7/8/2015	3/2/2018	0	APD	\$		\$	\$	APD	Automobile	0	13	0	0	N	Closed	N	
0	10/7/2014	Other	Auto (Passenger Type)- Insured Owner	Our Insured - Fault Not Known Or Not Determined	Closed	4 \$	3/16/2018	7/8/2015	3/2/2018	0	APD	\$		\$	\$	APD	Automobile	0	14	0	0	N	Closed	N	
0	10/7/2016	Other	Auto (Passenger Type)- Insured Owner	Our Insured 50% Or More At Fault	Closed	2 \$	5/16/2017	5/12/2017	5/15/2017	0	APD	\$		\$	\$	APD	Automobile	0	1	4984	0	0	N	Closed	N
0	10/7/2016	Other	Auto (Passenger Type)- Insured Owner	Our Insured Less Than 50% At Fault	Closed	1 \$	6/30/2017	6/27/2017	6/27/2017	0	APD	\$		\$	\$	APD	Automobile	0	3	0	0	N	Closed	N	
0	10/7/2016	Other	Auto (Passenger Type)- Insured Owner	Our Insured Less Than 50% At Fault	Closed	2 \$	6/30/2017	6/27/2017	6/27/2017	0	Collison	\$		\$	\$	Collison	Automobile	0	42811	0	0	0	N	Closed	N
0	10/7/2016	Other	Auto (Passenger Type)- Insured Owner	Our Insured - Fault Not Known Or Not Determined	Closed	1 \$	7/11/2017	6/27/2017	7/5/2017	0	OBI	\$		\$	\$	OBI	GL BODILY INJURY	Liability	0	6	4412	0	N	Closed	N
0	10/7/2016	Other	Auto (Passenger Type)- Insured Owner	Our Insured 50% Or More At Fault	Closed	1 \$	8/24/2017	8/21/2017	8/22/2017	0	Collison	\$		\$	\$	Collison	Automobile	0	2	4984	0	0	N	Closed	N
0	10/7/2016	Other	Auto (Passenger Type)- Insured Owner	Our Insured 50% Or More At Fault	Closed	2 \$	8/24/2017	8/21/2017	8/22/2017	0	APD	\$		\$	\$	APD	Automobile	0	2	4984	0	0	N	Closed	N
54	10/7/2016	LEL - Confinement	Wrongful Confinement	Our Insured / Overcrowding	Closed	1 \$	2/15/2018	8/14/2017	8/29/2017	0	OBI	\$		\$	\$	OBI	GL BODILY INJURY	Liability	0	170	4412	0	N	Closed	N
36	10/7/2016	LEL - Confinement	Wrongful Confinement	All Other	Closed	1 \$	12/29/2017	8/25/2017	8/29/2017	0	OBI	\$		\$	\$	OBI	GL BODILY INJURY	Liability	0	122	4412	0	N	Closed	N
0	10/7/2016	LEL - Confinement	Wrongful Confinement	All Other	Closed	1 \$	1/19/2017	5/18/2017	10/16/2017	0	UPD	\$		\$	\$	UPD	PROPERTY DAMAGE	Liability	0	4322	4412	0	N	Closed	N
0	10/7/2016	LEL - Confinement	Wrongful Confinement	All Other	Closed	2 \$	1/18/2017	5/18/2017	10/16/2017	0	OBI	\$		\$	\$	OBI	GL BODILY INJURY	Liability	0	23	4412	0	N	Closed	N
0	10/7/2016	LEL - Confinement	Wrongful Confinement	Prosecuting Attorneys	Closed	1 \$	7/8/2018	5/9/2017	1/31/2018	0	OBI	\$		\$	\$	OBI	GL BODILY INJURY	Liability	0	158	4412	0	N	Closed	N
46	10/7/2016	LEL - Confinement	Wrongful Confinement	Prosecuting Attorneys	Closed	1 \$	1/17/2018	4/17/2017	5/4/2018	0	OBI	\$		\$	\$	OBI	GL BODILY INJURY	Liability	0	238	4412	0	N	Closed	N
0	10/7/2017	Other	Wrongful Confinement	Our Insured - Fault Not Known Or Not Determined	Closed	1 \$	1/10/2018	12/12/2017	12/21/2017	0	Collison	\$		\$	\$	Collison	Automobile	0	19	4984	0	0	N	Closed	N
0	10/7/2017	Other	Wrongful Confinement	Our Insured - Fault Not Known Or Not Determined	Closed	2 \$	1/10/2018	12/12/2017	12/21/2017	0	APD	\$		\$	\$	APD	Automobile	0	19	4984	0	0	N	Closed	N
0	10/7/2017	Other	Wrongful Confinement	Our Insured 50% Or More At Fault	Closed	1 \$	1/24/2018	1/19/2018	1/24/2018	0	Collison	\$		\$	\$	Collison	Automobile	0	0	4984	0	0	N	Closed	N
0	10/7/2017	Other	Wrongful Confinement	Our Insured 50% Or More At Fault	Closed	2 \$	1/24/2018	1/19/2018	1/24/2018	0	APD	\$		\$	\$	APD	Automobile	0	0	4984	0	0	N	Closed	N
0	10/7/2017	Other	Wrongful Confinement	Prosecuting Attorneys	Closed	1 \$	2/12/2018	1/26/2018	1/30/2018	0	OBI	\$		\$	\$	OBI	GL BODILY INJURY	Liability	0	13	4412	0	N	Closed	N
0	10/7/2017	Other	Wrongful Confinement	Our Insured - Fault Not Known Or Not Determined	Closed	1 \$	2/16/2018	2/2/2018	2/5/2018	0	Collison	\$		\$	\$	Collison	Automobile	0	43134	0	0	0	N	Closed	N
0	10/7/2017	Other	Wrongful Confinement	Our Insured - Fault Not Known Or Not Determined	Closed	2 \$	2/16/2018	2/2/2018	2/5/2018	0	APD	\$		\$	\$	APD	Automobile	0	43134	0	0	0	N	Closed	N
0	10/7/2017	Other	Wrongful Confinement	Our Insured - Fault Not Known Or Not Determined	Closed	3 \$	2/16/2018	2/2/2018	2/5/2018	0	AB1	\$		\$	\$	AB1	Automobile	0	11	0	0	0	N	Closed	N
0	10/7/2017	Other	Wrongful Confinement	Our Insured - Fault Not Known Or Not Determined	Closed	1 \$	4/7/2018	4/13/2018	4/25/2018	0	Collison	\$		\$	\$	Collison	Automobile	0	43213	0	0	0	N	Closed	N

Exhibit H - Claims Summary (Intract)

Age	Policy Effective Date	Cause of Accident Description 1	Cause of Accident Description 2	Cause of Accident Description 3	Claim Description	Claim Status	Claim Total	Closed Date	Creation Date	Date of Loss Reported	Deductible	Description	Business Paid	Expiration Date	Legal Expenses	Location Description	Loss Paid	Loss Reserve	Loss Type Description	Major Line	Net Incurred	No. of Occurrences	Occupied on Code	Reopened Date	Subrog Status	Settle Status	
0	10/7/2017	Rear End Coll. By Ind. Moving	Other - Insured Owner	Our Insured - Multi Not Known Or Not Determined	CV along with trailer (while parked and unoccupied) was rear ended by IV along Plano Parkway an	Closed	2 \$	4/26/2018	4/13/2018	4/13/2018	0	APD	0	10/1/2018		Plano TX	\$	\$	APD	Automobile	0	1	0		N	Closed	
0	10/7/2017	Rear End Coll. By Ind. Moving	Other - Insured Owner	Our Insured - Multi Not Known Or Not Determined	CV along with trailer (while parked and unoccupied) was rear ended by IV along Plano Parkway an	Closed	3 \$	4/26/2018	4/13/2018	4/13/2018	0	APD	0	10/1/2018		Plano TX	\$	\$	APD	Automobile	0	1	0		N	Closed	
0	10/7/2017	LEL - Excessive Force	AI Other	Excessive force by officer	CV turning left onto Bloomdale Road while in left lane in inner lane came into CV	Closed	1 \$	11/13/2019	3/12/2018	3/12/2018	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	0	5	5	4412		N	Closed
0	10/7/2017	Side-swipe Caused By Insd Motor in the Same Direc	AI Other	Our Insured 50% Or More At Fault	CV turning left onto Bloomdale Road while in left lane in inner lane came into CV	Closed	1 \$	5/30/2018	5/12/2018	5/12/2018	0	APD	0	10/1/2018		Bloomdale Road McKinney TX 75071	\$	\$	APD	Automobile	0	5	4594		N	Closed	
0	10/7/2017	Side-swipe Caused By Insd Motor in the Same Direc	AI Other	Our Insured 50% Or More At Fault	CV turning left onto Bloomdale Road while in left lane in inner lane came into CV	Closed	2 \$	5/30/2018	5/12/2018	5/12/2018	0	APD	0	10/1/2018		Bloomdale Road McKinney TX 75071	\$	\$	APD	Automobile	0	5	4594		N	Closed	
0	10/7/2017	Side-swipe Caused By Cmt	AI Other	Our Insured Less Than 50% At Fault	CV turning left onto Bloomdale Road while in left lane in inner lane came into CV	Closed	1 \$	6/19/2018	5/12/2018	5/12/2018	0	COLLISION	0	10/1/2018		State Hwy 78 TX	\$	\$	COLLISION	Automobile	0	11	4594		N	Closed	
0	10/7/2017	Side-swipe Caused By Cmt	AI Other	Our Insured Less Than 50% At Fault	CV turning left onto Bloomdale Road while in left lane in inner lane came into CV	Closed	2 \$	6/19/2018	5/12/2018	5/12/2018	0	APD	0	10/1/2018		State Hwy 78 TX	\$	\$	APD	Automobile	0	11	4594		N	Closed	
0	10/7/2017	Side-swipe Caused By Cmt	AI Other	Our Insured Less Than 50% At Fault	CV turning left onto Bloomdale Road while in left lane in inner lane came into CV	Closed	3 \$	6/19/2018	5/12/2018	5/12/2018	0	APD	0	10/1/2018		State Hwy 78 TX	\$	\$	APD	Automobile	0	4327	4594		N	Closed	
0	10/7/2017	Side-swipe Caused By Cmt	AI Other	Our Insured Less Than 50% At Fault	CV turning left onto Bloomdale Road while in left lane in inner lane came into CV	Closed	3 \$	6/19/2018	5/12/2018	5/12/2018	0	APD	0	10/1/2018		State Hwy 78 TX	\$	\$	APD	Automobile	0	4327	4594		N	Closed	
52	10/7/2017	EPL - EEOC Charge, Disability	Termination	Disability	EEOC charge - civil alleges discrimination	Closed	1 \$	10/4/2018	7/12/2018	7/12/2018	0	Liability - EPL	0	10/1/2018			\$	\$	EMPLOYMENT PRACTICES/LIABILITY	Liability	0	84	4412		N	Closed	
55	10/7/2017	EPL - EEOC Charge, Other	Termination	Disability	EEOC complaint filed by cmt alleging violation of Title VII of the Civil Rights Act, increased	Closed	1 \$	4/19/2021	7/12/2018	7/12/2018	0	COLLISION	0	10/1/2018		Colin County Detention Facility	\$	\$	COLLISION	Liability	0	1001	4412		N	Closed	
40	10/7/2017	LEL - Confinement, AI Other	Work Release	Other Or Premises Not Specifically Mentioned	innate alleges injury when hot water increased	Open	1 \$	3/27/2019	3/2/2018	3/2/2018	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	0	246	4412		N	Closed	
35	10/7/2017	LEL - Sexual Harass/Absuse, Sex Harass/Absuse Of	Confinement	Sexual Harassment/Abuse by Officer	4 Claims allege they were sexually assaulted by jkl kitchen employees. Grand jury did not	Open	2 \$	6/1/2018	6/1/2018	8/24/2018	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	4	2040	4412		N	Open	
2	10/7/2017	LEL - Sexual Harass/Absuse, Sex Harass/Absuse Of	Confinement	Sexual Harassment/Abuse by Officer	4 Claims allege they were sexually assaulted by jkl kitchen employees. Grand jury did not	Open	3 \$	6/1/2018	6/1/2018	8/24/2018	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	4	2040	4412		N	Open	
42	10/7/2017	LEL - Sexual Harass/Absuse, Sex Harass/Absuse Of	Confinement	Sexual Harassment/Abuse by Officer	4 Claims allege they were sexually assaulted by jkl kitchen employees. Grand jury did not	Open	4 \$	6/1/2018	6/1/2018	8/24/2018	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	4	2040	4412		N	Open	
0	10/7/2017	Rear End Coll. By Ind. Moving	AI Other	Our Insured 50% Or More At Fault	IV 6 CV at gas station parking lot	Closed	1 \$	10/9/2018	9/26/2018	10/9/2018	0	COLLISION	0	10/1/2018		McKinney TX 75069	\$	\$	COLLISION	Automobile	0	4379	4594		N	Closed	
0	10/7/2017	Rear End Coll. By Ind. Moving	AI Other	Our Insured 50% Or More At Fault	IV 6 CV at gas station parking lot	Closed	2 \$	10/9/2018	9/26/2018	10/9/2018	0	APD	0	10/1/2018		McKinney TX 75069	\$	\$	APD	Automobile	0	1	4594		N	Closed	
52	10/7/2017	BI/PO - Slip/Trip/Fall, Building	Slip/Trip/Fall	Slip/Trip/Fall	Alleges slip and fall.	Closed	1 \$	1/12/2022	2/28/2018	2/28/2018	0	COLLISION	0	10/1/2018			\$	\$	COLLISION	Liability	0	636	4412		N	Closed	
0	10/7/2018	LEL - Confinement, Medical	Confinement	Medical Treatment	Former inmate alleges denial of medical care	Closed	1 \$	8/16/2022	3/26/2018	3/26/2018	0	COLLISION	0	10/1/2018		HM Rd 1138 Nevada TX 75173	\$	\$	COLLISION	Automobile	0	2	4594		N	Closed	
0	10/7/2018	LEL - Confinement, Medical	Confinement	Medical Treatment	Former inmate alleges denial of medical care	Closed	1 \$	7/12/2019	5/29/2018	6/26/2019	0	COLLISION	0	10/1/2018		HM Rd 1138 Nevada TX 75173	\$	\$	COLLISION	Automobile	0	2	4594		N	Closed	
0	10/7/2018	LEL - Confinement, Medical	Confinement	Medical Treatment	Former inmate alleges denial of medical care	Closed	2 \$	7/12/2019	5/29/2018	6/26/2019	0	APD	0	10/1/2018		HM Rd 1138 Nevada TX 75173	\$	\$	APD	Automobile	0	1	4594		N	Closed	
0	10/7/2018	LEL - Confinement, Medical	Confinement	Medical Treatment	Former inmate alleges denial of medical care	Closed	3 \$	7/12/2019	5/29/2018	6/26/2019	0	COLLISION	0	10/1/2018		HM Rd 1138 Nevada TX 75173	\$	\$	COLLISION	Automobile	0	16	4594		N	Closed	
43	10/7/2018	LEL - Confinement, AI Other	Confinement	Medical Treatment	Inmate died in custody	Closed	1 \$	12/5/2019	9/13/2019	9/17/2019	0	COLLISION	0	10/1/2018		Detention Center	\$	\$	COLLISION	Liability	0	79	4412		N	Closed	
40	10/7/2018	LEL - Confinement, Medical	Confinement	Medical Treatment	Plaintiff alleges that delay in medical care	Open	1 \$	170,300	7/5/2019	6/10/2021	6/10/2021	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	170000	1019	4412		N	Open
61	10/7/2018	LEL - Confinement, Medical	Confinement	Medical Treatment	Inmate alleges inadequate care caused her to have a stroke	Closed	1 \$	5/20/2022	4/1/2019	8/30/2021	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	0	263	4412		N	Closed	
0	10/7/2018	LEL - Confinement, Medical	Confinement	Medical Treatment	Inmate alleges inadequate care caused her to have a stroke	Closed	1 \$	1/19/2022	4/1/2019	9/24/2021	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	0	117	4412		N	Closed	
46	10/7/2018	LEL - Confinement, AI Other	Confinement	Medical Treatment	Inmate alleges inadequate care caused her to have a stroke	Closed	1 \$	12/19/2022	3/12/2019	5/5/2022	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	0	228	4412		N	Closed	
0	10/7/2018	LEL - Confinement, Denial of Access	Denial of Access	Denial of Access	Cmt alleges violation of 4th & 14th amendments.	Closed	1 \$	7/8/2022	5/17/2019	5/17/2019	0	COLLISION	0	10/1/2018		Colin County Detention	\$	\$	COLLISION	Liability	0	63	4412		N	Closed	
50	10/7/2018	LEL - Malicious Protec, Wrongful Confinement	Malicious Protection	AI Other	Plaintiff alleges denial of access to law based on fabricated witnesses and excessive force use.	Open	1 \$	4	11/29/2018	11/29/2018	3/9/2022	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Liability	4	686	4412		N	Open
41	10/7/2018	LEL - Confinement, AI Other	Confinement	Medical Treatment	Plaintiff alleges denial of access to law based on fabricated witnesses and excessive force use.	Open	1 \$	4	9/29/2019	9/29/2019	10/3/2022	0	COLLISION	0	10/1/2018		Colin County Jail	\$	\$	COLLISION	Automobile	0	9	4594		N	Open
0	10/7/2019	Side-swipe Caused By Cmt Pulling from Curb	AI Other	Our Insured 50% Or More At Fault	IV pulled out from side of road and CV passing by did not have time to stop and struck driver's	Closed	1 \$	11/17/2020	10/27/2019	10/27/2019	0	COLLISION	0	10/1/2018		SH 78 TX	\$	\$	COLLISION	Automobile	0	6	4594		N	Closed	
55	10/7/2019	Side-swipe Caused By Cmt Pulling from Curb	AI Other	Our Insured 50% Or More At Fault	IV pulled out from side of road and CV passing by did not have time to stop and struck driver's	Closed	2 \$	11/17/2020	10/27/2019	10/27/2019	0	APD	0	10/1/2018		SH 78 TX	\$	\$	APD	Automobile	0	6	4594		N	Closed	
35	10/7/2019	Side-swipe Caused By Cmt Pulling from Curb	AI Other	Our Insured 50% Or More At Fault	IV pulled out from side of road and CV passing by did not have time to stop and struck driver's	Closed	3 \$	11/17/2020	10/27/2019	10/27/2019	0	COLLISION	0	10/1/2018		SH 78 TX	\$	\$	COLLISION	Automobile	0	385	4594		N	Closed	
0	10/7/2019	Rear End Coll. By Ind. Moving	AI Other	Our Insured 50% Or More At Fault	IV pulled out from side of road and CV passing by did not have time to stop and struck driver's	Closed	1 \$	12/11/2019	11/27/2019	12/11/2019	0	COLLISION	0	10/1/2018		McWhorter Rd Murphy TX 75904	\$	\$	COLLISION	Automobile	0	0	4594		N	Closed	
0	10/7/2019	Rear End Coll. By Ind. Moving	AI Other	Our Insured 50% Or More At Fault	IV on wrong side of road filing in post holes	Closed	2 \$	12/11/2019	11/27/2019	12/11/2019	0	APD	0	10/1/2018		McWhorter Rd Murphy TX 75904	\$	\$	APD	Automobile	0	0	4594		N	Closed	
0	10/7/2019	Single Vehicle Accident - Object	Fixed Object	Our Insured 50% Or More At Fault	IV drove onto yard and struck mailbox	Closed	1 \$	8/10/2020	2/27/2020	2/27/2020	0	COLLISION	0	10/1/2018		180 Everland Dr McKinney TX 75069	\$	\$	COLLISION	Automobile	0	1	4594		N	Closed	
0	10/7/2019	Single Vehicle Accident - Object	Fixed Object	Our Insured 50% Or More At Fault	IV drove onto yard and struck mailbox	Closed	2 \$	8/10/2020	2/27/2020	2/27/2020	0	APD	0	10/1/2018		180 Everland Dr McKinney TX 75069	\$	\$	APD	Automobile	0	1	4594		N	Closed	
0	10/7/2019	Intersection Accident	Intersection Accident	Our Insured Less Than 50% At Fault	CV turning left and struck IV in intersection	Closed	1 \$	3/13/2020	3/13/2020	3/13/2020	0	COLLISION	0	10/1/2018		75934	\$	\$	COLLISION	Automobile	0	2	4594		N	Closed	

Exhibit H - Claims Summary (Intract)

Age	Policy Effective Date	Cause of Accident Description 1	Cause of Accident Description 2	Cause of Accident Description 3	Claim Status	Claim Total	Closed Date	Creation Date	Date of Loss Reported	Description	Business Paid	Legal Expenses	Location Description	Loss Paid	Loss Reserve	Loss Type Description	Major Line	Net Incurred Days	Occupied on Code	Reopened Date	Subro Status	Suffi Status	Barf	
0	10/7/2019	Other Type of Accident Intersection Accident	Auto (Passenger Type)- Insured Owner	Our insured less than 50% At Fault	Closed	2 \$	3/19/2020	3/4/2020	3/11/2020	APD	0	0	Strombold Pkwy and P.W. Wood Blvd Frisco TX 75034	\$	\$	APD	Automobile	0	2	4594	N	Closed	N	
55	10/7/2019	EPL - Failure to Promote Age	EEOC Charge	Age	Closed	1 \$	1/11/2021	9/29/2020	9/29/2020	Liability - Wrongful Termination	0	0	McKinney TX 75071	\$	\$	EMPLOYMENT PRACTICES LIABILITY	Liability	0	104	4412	N	Closed	N	
51	10/7/2019	EPL - EEOC Charge Disability	EEOC Charge	Disability	Closed	1 \$	7/10/2023	9/29/2020	9/29/2020	Liability - Wrongful Termination	0	0	County Administration Building	\$	\$	COLLISION	Automobile	0	1014	4412	4/22/2022	N	Closed	Y
0	10/7/2019	Single Vehicle Accident Fixed	Auto (Passenger Type)- Insured Owner	Our insured 50% Or More At Fault	Closed	1 \$	10/22/2020	9/29/2020	10/22/2020	Collision	0	0	412 N Ballard St Wylie TX 75098	\$	\$	COLLISION	Automobile	0	0	4594	N	Closed	N	
0	10/7/2019	Single Vehicle Accident Fixed	Auto (Passenger Type)- Insured Owner	Our insured 50% Or More At Fault	Closed	2 \$	10/22/2020	9/29/2020	10/22/2020	Collision	0	0	412 N Ballard St Wylie TX 75098	\$	\$	COLLISION	Automobile	0	0	4594	N	Closed	N	
49	10/7/2019	LEL - Confinement Jail Conditions	Confinement	Jail Conditions / Overcrowding	Closed	1 \$	78,443	10/20/2023	11/26/2019	11/26/2019	0	0	Collin County Jail	\$	75,000	GL BODILY INJURY	Liability	75000	689	4412	Y	Closed	Y	
57	10/7/2019	LEL - Confinement All Other	Confinement	Inmate Violence	Closed	1 \$	41,200	12/4/2019	3/28/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	15	4412	N	Closed	Y		
0	10/7/2019	LEL - Police Arrest Wrongful	Other On Premises Loss	Other On Premises Loss Specifically Mentioned	Closed	1 \$	10/28/2022	2/10/2020	5/5/2022	0	0	0	\$	\$	GL BODILY INJURY	Liability	0	176	9993	N	Closed	N		
0	10/7/2019	POL CwA - Wrongful Act Civil Rights	Civil Rights	Due Process	Open	1 \$	4	5/22/2020	3/16/2020	5/22/2020	0	0	EG Steak Brazilian Steakhouse	\$	\$	GL BODILY INJURY	Liability	4	1403	4412	N	Open	Y	
0	10/7/2019	LEL - Confinement Restraints	Confinement	Restraints	Closed	1 \$	9/7/2022	6/7/2020	5/10/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	120	4412	N	Closed	Y		
0	10/7/2020	Rear End Coll. By Insd. Moving	Auto (Passenger Type)- Insured Owner	Our insured 50% Or More At Fault	Closed	1 \$	10/28/2020	10/29/2020	10/22/2020	0	0	Dallas North Tollway Plano TX 75023	\$	\$	COLLISION	Automobile	0	6	4594	N	Closed	N		
10/7/2020	Rear End Coll. By Insd. Moving	Auto (Passenger Type)- Insured Owner	Our insured 50% Or More At Fault	Medical Treatment	Closed	2 \$	10/28/2020	10/29/2020	10/22/2020	APD	0	0	Dallas North Tollway Plano TX 75023	\$	\$	APD	Automobile	0	4424	4594	N	Closed	N	
49	10/7/2020	LEL - Confinement All Other	Confinement	Medical Treatment	Closed	1 \$	210/2021	12/19/2020	12/14/2020	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	38	4412	N	Closed	N		
28	10/7/2020	LEL - Excessive Force Deadly Violence	Excessive Force	Deadly Force	Closed	1 \$	1,083,179	6/16/2021	3/17/2021	0	562	83,817	Collin County Jail	\$	1,000,000	GL BODILY INJURY	Liability	108317	821	4412	N	Closed	Y	
0	10/7/2020	LEL - Confinement Inmate	Confinement	Inmate Violence	Closed	1 \$	1,270/2022	12/17/2020	3/22/2021	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	311	4412	N	Closed	Y		
0	10/7/2020	Side-Swipe Caused By Insd. Pulling from Curb	Auto (Passenger Type)- Insured Owner	Our insured 50% Or More At Fault	Closed	1 \$	8/3/2021	5/19/2021	5/28/2021	0	0	Miramy Lane Melissa TX 75454	\$	\$	COLLISION	Automobile	0	67	7040	N	Closed	N		
0	10/7/2020	Side-Swipe Caused By Insd. Pulling from Curb	Auto (Passenger Type)- Insured Owner	Our insured 50% Or More At Fault	Closed	2 \$	8/3/2021	5/19/2021	5/28/2021	APD	0	0	Miramy Lane Melissa TX 75454	\$	\$	APD	Automobile	0	4482	7040	N	Closed	N	
81	10/7/2020	LEL - Confinement Medical Treatment	Excessive Force	Medical Treatment	Closed	1 \$	8/30/2022	4/27/2021	6/7/2021	0	0	4800 Community Ave Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	454	4412	N	Closed	N		
0	10/7/2020	LEL - Confinement Medical Treatment	Excessive Force	Medical Treatment	Closed	1 \$	10/28/2021	5/10/2021	6/23/2021	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	127	4412	N	Closed	Y		
0	10/7/2020	BYPD - Slip/Trip and Fall Building	Slip/Trip and Fall	Building	Closed	1 \$	12/29/2021	3/2/2021	6/28/2021	0	0	900 E Park Blvd Plano TX 75075	\$	\$	GL BODILY INJURY	Liability	0	184	4411	N	Closed	N		
55	10/7/2020	EPL - Termination Age	Termination	Age	Closed	1 \$	47,500	5/5/2023	10/2/2020	10/2/2020	-2003	0	John B. Bach's Juvenile Detention Center	\$	47,500	EMPLOYMENT PRACTICES LIABILITY	Liability	47500	965	4412	Y	Closed	Y	
28	10/7/2020	XSL Law Enforcement Wrongful Act	Excessive Force	Deadly Force	Closed	1 \$	500,000	6/15/2023	3/14/2021	12/9/2021	0	0	Collin County Jail	\$	500,000	DECEASED - BODILY INJURY	Liability	900000	513	9993	N	Closed	N	
42	10/7/2020	Confinement Jail Conditions	Confinement	Confinement	Closed	1 \$	3/16/2022	6/10/2021	1/12/2022	0	0	McKinney TX 75071	\$	\$	GL BODILY INJURY	Liability	0	63	4412	N	Closed	Y		
35	10/7/2020	LEL - Confinement All Other	Confinement	Confinement	Closed	1 \$	4/21/2023	3/15/2021	5/5/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	351	4412	N	Closed	Y		
0	10/7/2020	LEL - Confinement All Other	Excessive Force	Excessive Force	Closed	2 \$	4/21/2023	3/15/2021	5/5/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	223	4412	N	Closed	Y		
48	10/7/2020	LEL - Excessive Force All Other	Excessive Force	Excessive Force	Closed	1 \$	8/21/2024	7/25/2021	7/25/2021	5/5/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	686	4412	N	Closed	Y	
33	10/7/2020	LEL - Confinement All Other	Confinement	Confinement	Closed	1 \$	4/10/2023	5/1/2021	5/1/2021	6/1/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	313	4412	N	Closed	Y	
0	10/7/2020	LEL - Confinement All Other	Other On Premises Loss	Other On Premises Loss Specifically Mentioned	Closed	1 \$	9/28/2022	7/25/2021	7/25/2021	6/2/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	119	9993	N	Closed	N	
47	10/7/2020	LEL - Confinement Jail Conditions	Confinement	Jail Conditions / Overcrowding	Closed	1 \$	10/24/2023	4/14/2021	8/3/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	447	4412	N	Closed	Y		
0	10/7/2021	Rear End Coll. By Insd. Multi-Veh.-Chain Reaction	Emergency Type (Fnc. Policy, Ambulance)- Insured Owner	Our insured 50% Or More At Fault	Open	1 \$	10/25/2021	10/19/2021	10/22/2021	0	APD	0	SH 0289 Frisco TX 75084	\$	\$	APD	Automobile	0	3	4594	N	Closed	Y	
0	10/7/2021	Rear End Coll. By Insd. Multi-Veh.-Chain Reaction	Emergency Type (Fnc. Policy, Ambulance)- Insured Owner	Our insured 50% Or More At Fault	Open	2 \$	10/25/2021	10/19/2021	10/22/2021	0	APD	0	SH 0289 Frisco TX 75084	\$	\$	APD	Automobile	0	3	4594	N	Closed	Y	
0	10/7/2021	Rear End Coll. By Insd. Multi-Veh.-Chain Reaction	Emergency Type (Fnc. Policy, Ambulance)- Insured Owner	Our insured 50% Or More At Fault	Open	3 \$	10/25/2021	10/19/2021	10/22/2021	0	Collision	0	SH 0289 Frisco TX 75084	\$	\$	COLLISION	Automobile	0	3	4594	N	Closed	Y	
0	10/7/2021	Rear End Coll. By Insd. Multi-Veh.-Chain Reaction	Emergency Type (Fnc. Policy, Ambulance)- Insured Owner	Our insured 50% Or More At Fault	Open	4 \$	10/25/2021	10/19/2021	10/22/2021	0	APD/APB	0	SH 0289 Frisco TX 75084	\$	\$	APD/APB	Automobile	0	4489	4594	N	Closed	Y	
45	10/7/2021	Rear End Coll. By Insd. Multi-Veh.-Chain Reaction	Emergency Type (Fnc. Policy, Ambulance)- Insured Owner	Our insured 50% Or More At Fault	Open	5 \$	40,000	10/25/2021	10/19/2021	10/22/2021	0	ABI	0	SH 0289 Frisco TX 75084	\$	\$	ABI	Automobile	40000	885	4594	N	Open	Y
34	10/7/2021	LEL - Confinement Medical Treatment	Confinement	Medical Treatment	Closed	1 \$	2/23/2024	2/12/2022	2/22/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	731	4412	N	Closed	N		
41	10/7/2021	LEL - Confinement Medical Treatment	Confinement	Medical Treatment	Closed	1 \$	5/12/2022	12/29/2021	3/28/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	45	4412	N	Closed	N		
50	10/7/2021	EPL - EEOC Charge Disability	Disability	Disability	Closed	1 \$	4/22/2022	4/12/2022	4/12/2022	0	Liability - Wrongful Termination	0	0	Collin County government	\$	\$	EMPLOYMENT PRACTICES LIABILITY	Liability	0	10	4412	N	Closed	N
48	10/7/2021	Public Officials EPL	Public Officials EPL	Public Officials EPL	Closed	1 \$	8/1/2023	4/29/2023	4/22/2022	0	Liability - Wrongful Termination	0	0	Collin County government	\$	\$	EMPLOYMENT PRACTICES LIABILITY	Liability	0	466	4412	N	Closed	N
0	10/7/2021	POL CwA - Wrongful Act Zoning/Cert of Occ	Other On Premises Loss	Other On Premises Loss Specifically Mentioned	Closed	1 \$	7/15/2022	5/11/2022	6/30/2020	5/11/2022	0	0	Collin County Jail	\$	\$	GL BODILY INJURY	Liability	0	65	4412	N	Closed	N	

Exhibit H - Claims Summary (Intact)

Age	Policy Effective Date	Cause of Accident Description 1	Cause of Accident Description 2	Cause of Accident Description 3	Claim Description	Claim Status	Claim Suffix	Claim Total	Closed Date	Creation Date	Date of Loss	Date Reported	Deductible Recovery	Description	Expenses Paid	Expiration Date	Legal Expenses	Location Description	Loss Paid	Loss Reserve	Loss Type Description	Major Line	Net Incurred	No. of Days	Occupation Code	Reopened Date	Subro	Suffr Status	Suit
0	10/1/2021	EPL - EEOC Charge Other	Other On Premises Loss	All Other On Premises Not Specifically Mentioned	Claim alleging discrimination	Closed	6	\$ -	10/6/2023	8/10/2022	7/15/2022	8/10/2022	0	Liability - EPL	0	10/1/2022	\$ -		\$ -	\$ -	EMPLOYMENT PRACTICES LIABILITY	Liability	0	247	4412		N	Closed	Y
48	10/1/2021	EPL - EEOC Charge Other	Sexual Harrassment	Other	Claim alleging discrimination	Closed	1	\$ 23,404	4/21/2023	8/10/2022	7/15/2022	8/10/2022	0	Liability - EPL	116	10/1/2022	\$ 23,288		\$ -	\$ -	EMPLOYMENT PRACTICES LIABILITY	Liability	23288	254	4412		N	Closed	Y
54	10/1/2021	EPL - EEOC Charge Other	Sexual Harrassment	Other	Claim alleging discrimination	Closed	2	\$ -	4/21/2023	8/10/2022	7/15/2022	8/10/2022	0	Liability - EPL	0	10/1/2022	\$ -		\$ -	\$ -	EMPLOYMENT PRACTICES LIABILITY	Liability	0	231	4412		N	Closed	Y
48	10/1/2021	EPL - EEOC Charge Other	Sexual Harrassment	Other	Claim alleging discrimination	Closed	3	\$ -	4/21/2023	8/10/2022	7/15/2022	8/10/2022	0	Liability - EPL	0	10/1/2022	\$ -		\$ -	\$ -	EMPLOYMENT PRACTICES LIABILITY	Liability	0	231	4412		N	Closed	Y
31	10/1/2021	EPL - EEOC Charge Other	Sexual Harrassment	Other	Claim alleging discrimination	Closed	4	\$ -	4/21/2023	8/10/2022	7/15/2022	8/10/2022	0	Liability - EPL	0	10/1/2022	\$ -		\$ -	\$ -	EMPLOYMENT PRACTICES LIABILITY	Liability	0	231	4412		N	Closed	Y
40	10/1/2021	EPL - EEOC Charge Other	Sexual Harrassment	Other	Claim alleging discrimination	Closed	5	\$ -	4/21/2023	8/10/2022	7/15/2022	8/10/2022	0	Liability - EPL	0	10/1/2022	\$ -		\$ -	\$ -	EMPLOYMENT PRACTICES LIABILITY	Liability	0	231	4412		N	Closed	Y
52	10/1/2021	EPL - EEOC Charge Other	Sexual Harrassment	Other	Claim alleging discrimination	Closed	6	\$ -	4/21/2023	8/10/2022	7/15/2022	8/10/2022	0	Liability - EPL	0	10/1/2022	\$ -		\$ -	\$ -	EMPLOYMENT PRACTICES LIABILITY	Liability	0	231	4412		N	Closed	Y
48	10/1/2021	XS Public Officials EPL	Other On Premises Loss	All Other On Premises Not Specifically Mentioned	Claim alleging discrimination	Closed	1	\$ 750,000	4/12/2023	8/10/2022	7/15/2022	8/10/2022	0	Excess - OBI	0	10/1/2022	\$ -		\$ 750,000	\$ -	EXCESS GL - BODILY INJURY	Liability	750000	245	9993		N	Closed	Y

Exhibit I - Claims Summary \$100,000 and Greater

Collin County Incurred Liability Losses \$100,000 & Greater 10-1-14 to 10-1-22 as of 3-25-24

Age	Policy Effective Date	Cause of Accident Description 1	Claim Description	Claim Status	Claim Suffix	Claim Total	Claimant Number	Closed Date	Creation Date	Date of Loss	Date Reported	Deductible Recovery	Expenses Paid	Expiration Date	Legal Expenses	Location Description	Loss Paid	Loss Reserve	Loss Type Description	Net Incurred	No. of Days	Occupation Code	Policy Period ID
28	10/1/2020	LEL - Excessive Force/Deadly Force	Jail Death	Closed	1	\$1,083,779	1	6/16/2023	3/14/2021	3/14/2021	3/17/2021	0	562	10/1/2021	\$83,217	Collin County Jail	\$1,000,000	\$ -	GL BODILY INJURY	1083217	821	4412	32
48	10/1/2021	XS Public Officials EPL	EEOC - Clmt alleges discrimination	Closed	1	\$ 750,000	1	4/12/2023	8/10/2022	7/15/2022	8/10/2022	0	0	10/1/2022	\$ -		\$ 750,000	\$ -	EXCESS GL BODILY INJURY	750000	245	9993	32
48	10/1/2021	EPL - EEOC Charge Other	EEOC - Clmt alleges discrimination	Closed	1	\$ 539,494	1	6/26/2023	8/10/2022	7/15/2022	8/10/2022	0	30	10/1/2022	\$39,464		\$ 500,000	\$ -	EMPLOYMENT PRACTICES LIABILITY	539464	320	4412	32
28	10/1/2020	XS Law Enforcement Wrongful Act	Jail Death	Closed	1	\$ 500,000	1	6/15/2023	3/14/2021	3/14/2021	12/9/2021	0	0	10/1/2021	\$ -	Collin County Jail	\$ 500,000	\$ -	EXCESS GL BODILY INJURY	500000	553	9993	32
31	10/1/2021	EPL - EEOC Charge Other	EEOC - Clmt alleges discrimination	Closed	4	\$ 200,000	4	6/26/2023	8/10/2022	7/15/2022	8/10/2022	0	0	10/1/2022	\$ -		\$ 200,000	\$ -	EMPLOYMENT PRACTICES LIABILITY	200000	320	4412	32
40	10/1/2018	LEL - Confinement Medical Treatment	Plaintiff alleges miscarriage due to delay in medical treatment	Open	1	\$ 170,300	1		7/5/2019	7/5/2019	6/10/2021	0	300	10/1/2019	\$ -	Collin County Jail	\$ -	\$170,000	GL BODILY INJURY	170000	1019	4412	32
40	10/1/2021	EPL - EEOC Charge Other	EEOC - Clmt alleges discrimination	Closed	5	\$ 150,000	5	6/26/2023	8/10/2022	7/15/2022	8/10/2022	0	0	10/1/2022	\$ -		\$ 150,000	\$ -	EMPLOYMENT PRACTICES LIABILITY	150000	320	4412	32

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed it is understood that the contractor has agreed to all RFP requirements, even if a notation is referenced in an individual section.

Section Number/ Question Number	Required Service You are Unable to Perform	Steps Taken to Meet Requirement

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.