Cameron County Commissioners' Court
Agenda Request Form

No. 2-S

Date: July 21, 2022
Meeting Date Request: August 1, 2022
Deadline for Action:
Contact Person: SHERIFF ERIC GARZA
Department: SHERIFF'S OFFICE
Phone: 956-554-6700 Fax: 956-554-6780
Department Head Name: SHERIFF ERIC GARZA
Signature:

Caption:

Consideration and Authorization to pay invoices 6070 and 6071 without a purchase order totaling to the amount of $986.00 to C&A Towing.

Background: *(Briefly summarize your request, if needed use separate sheet(s) or attach supporting documentation)*

CONSENT ITEM - SEE ATTACHMENT.

PLEASE FILL IN ALL BLANKS WITH REQUIRED INITIALS AND FISCAL DATA INFORMATION OR PLACE N/A IF IS NOT APPLICABLE!

County Judge n/a Auditor LH Budget Legal n/a Human Resources n/a Purchasing 1295 Form 7/28/22 for M. Forbes

Fiscal Data:
Dept. Name: Sheriff's Office Fund No. 100-5600-6030
Funds Available: Yesxx No

Funds From:
Department: Yes xx No
General: Yes xx No
Grant: Yes No xx

Amt. Expended : $ 986.00
Impact on future budget: Yes Noxx

Comments:

Action taken by Commissioners' Court
Approved Tabled Denied Motion made by Seconded Vote

County Judge's Office
Received by:
Norma J. Hawkings
7/27/2022 8:21 a.m.

CAMERON COUNTY PURCHASING

CAMERON COUNTY, TEXAS
1100 E. Monroe Street
Brownsville, Texas 78520
(956) 544-0871

Michael Forbes, CPM
Purchasing Agent

TO: County Judge and County Commissioners
FROM: Mike Forbes, Purchasing Agent
RE: Notification of a Purchase w/o Purchase Order

3/9/22
for M. Forbes

Department: Sheriff-Department
Vendor Name: C&A Towing
Invoice Price Total: $986.00 (Invoice # 6070, 6071)

Invoice Date: 07/13/2022
Date discussed w/ Dept.: 07/22/2022
Discussed with (Name): Sheriff Eric Garza

DATE: July 22, 2022

Explanation given by Dept: Vehicle towing services were requested on an emergency situation and department fail to request a requisition to obtain a purchase order.

Correct Procedure: When the department anticipates the use of a vendor's service a purchase orders should always be requested so that Purchasing Procedures and Regulations are met and instructed with time and for the funds to be encumbered. When the department anticipates the use of a vendor's service as "emergency" during none working hours or weekends, a call will be place to main office telephone number at the purchasing department and will leave a message with the requested emergency and will follow up with a requisition to obtain a purchase order number for the following working day so that Purchasing Procedures and Regulations are met and instructed with time and for the funds to be encumbered.

Preventive measures taken: *(i.e.: explanation of error and correct procedure to appropriate staff, Dept. Head, and Vendor)*

1. The Vendor has been notified that all Purchases (Equipment, Supplies, Services, etc.) require a Purchase Order number in advance and that the department needs to comply with purchasing procedures and regulations.
2. Affected Dept. Head & Staff were advised of the correct procedures to be followed. They have also been advised to place this invoice on the Agenda for Comm. Court and be prepared to answer any questions that the Court may have.
3. Documentation required of Department – to be attached to this form:

- **Copy of Invoice**
- **Dept. Letter of Explanation signed by the Department Head**

PLEASE KEEP IN MIND – DEPARTMENT DESIGNEE MUST ATTEND COMMISSIONERS COURT MEETING IN ORDER TO ANSWER ANY QUESTIONS THE COURT MAY HAVE RELATIVE TO THIS MATTER.

cc: **Michael Forbes**
Sheriff Eric Garza
Lorena Hernandez, CPA

CAMERON COUNTY
SHERIFF
ERIC GARZA

TO: Purchasing Department

FROM: Sheriff Eric Garza

DATE: July 21, 2022

SUBJ: C&A Towing Invoices, 6070 & 6071 without purchase order

The Cameron County Sheriff's Office is requesting these invoices be paid without a purchase order.

The invoices were for the towing of vehicles involved in a case investigation.

Staff will be more diligent with future requests.

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

E.G.

7300 Old Alice Road / Olmito, TX 78575
P: (956) 554-6700 / F: (956) 554-6780

3302 Wilson Road / Harlingen, TX 78552
P: (956) 427-8060 / F: (956) 412-1402

Invoice Number 6070

C&A Towing

IF WE CAN'T TOW IT, IT'S DRIVABLE!!

LIC# .006412461C / TDLR VSF 0641256
925 S. CENTRAL AVE.
BROWNSVILLE, TX 78521
E-MAIL: CNATOWING@HOTMAIL.COM
956-542-0911 / 956-542-5875
FAX: 956-542-0913

VSF Employee Lic.# 006412461C
Tow Operator [redacted]
Tow Truck LP[redacted]
Unit # 3
Type of Tow Other

Date Of Tow: 7/13/22
Location Of Vehicle: 3305 S Expressway 83
Location Towed To: 925 S Central Ave
Time Dropped Off: 12:40 ☐AM ☑PM
Customer Name: MATT WALKER SLU Phone#:
Address: Driver's License #:
City: State: Zip:

Time of Dispatch 12:03 ☐AM ☑PM Arrival Time 12:17 ☐AM ☑PM
Agency/Person Requesting Tow: Sheriff Dept.
Case Number: 2022146236 Reason:
Vehicle Hold ☑Yes ☐NO Ownership

Year	Make	Model	Color	License	State	Doors	VIN
1977	Cherrolet	Corvette	White	[redacted]	TX	2	[redacted]

TOWING / LABOR CHARGES DESCRIPTION

As per Sheriff's request, tow and impound vehicle. Used extra chains to perform and secure tow.

	AMOUNT	
TOW FEE LD	272	-
TOW FEE HD		
NO KEYS		
WAITING TIME		
EXTRA LABOR	50	-
SPECIAL EQUIPMENT		
WINCHING		
ADDITIONAL TRUCK		
SERVICE FEE		
CLEAN UP/OIL DRY		
2nd TOW:	150.	W O
TOWING FEE TOTAL	472.	

SPECIAL EQUIPMENT ☐SLING HOIST ☐GO JACKS ☐WHEEL LIFT
☐HD TOW TK ☐DOLLIES ☐FLAT BED ☐SNATCH BLOCKS
☑LD TOW TK ☑EXTRA CHAINS ☐OTHER

Winch Time Start: ☐AM ☐PM
Winch Time End: ☐AM ☐PM Winching: $ Per Hr. X Hrs->

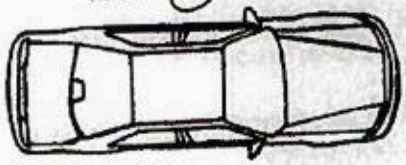
TYPE OF SERVICE Lockout Tire Change Fuel Replacement: Other:
Other

STORAGE:
Date Entered: 7/13/22
Time Entered: 12:40 ☐AM ☑PM
Date Released: 7/13/22
Time Released: 5310 ☐AM ☑PM

Vehicle Inventory Notes

As per Matt Walker tow vehicle to CCSO.

Indicable Damage Areas On Vehicle(s)
Keys (Yes) No
Radio (Yes) No



STORAGE CHARGES

STORAGE X	N/A	
NOTIFICATION FEE		
IMPOUNDMENT FEE ☑MVR ☐INV ☐TARP DATE 7/13	21	-
CITY FEE		
MUNICIPAL FEE		
SALES TAX	N.C	
STORAGE FEE TOTAL	21	00
GRAND TOTAL	493	00

Payment: ☐VISA ☐MC ☐Cash ☐CK
☒P.O. # CK#
Signature:
X

COMPLAINTS SHOULD BE DIRECTED TO:
Texas Department Of Licensing
P.O. Box 12157
Austin Texas 7811
Ph: 1-512-463-6599 OR Toll Free (800) 803-9202
www.tdlr.texas.gov/complaints

C&A Towing not responsible for damage and personal property left on vehicle, after delivering to any location, especially in case of fire, vandalism, theft and any other cause beyond out control.

← NON-CONSENT TOWED VEHICLES: A COPY OF RIGHT OF THE OWNER OR OPERATOR IS LOCATED ON THE REVERSE SIDE OF THIS RECIPT →

7.15

Invoice Number 6071

C&A Towing

IF WE CAN'T TOW IT, IT'S DRIVABLE !

LIC# 006412461C / TDLR VSF 0641256
925 S. CENTRAL AVE.
BROWNSVILLE, TX 78521
E-MAIL: CNATOWING@HOTMAIL.COM
956-542-0911 / 956-542-5875
FAX: 956-542-0913

VSF Employee Lic.# 006412461c
Tow Operator Lic.# 116197
Tow Truck LP [redacted]
Unit # 3
Type of Tow Other

Date Of Tow: 7/13/22
Location Of Vehicle: 3305 S Expressway 83
Location Towed To: 925 S Central Ave
Time Dropped Off: 12:40 ☐AM ☑PM
Customer Name: MATT Walker SW. Phone#:
Address: Driver's License #:
City: [redacted]

Time of Dispatch 12:03 ☐AM ☑PM Arrival Time 12:17 ☐AM ☑PM
Agency/Person Requesting Tow Sheriff Depts.
Case Number 2022146216 Reason:
Vehicle Hold ☑Yes ☐NO Ownership

Year	Make	Model	Color		Doors	
1980	Chevrolet	Corvette	Yellow	[redacted]	2	[redacted]

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As per Sheriffs request, tow and impound vehicle. Used extra chains to perform and secure tow.

7.15

SPECIAL EQUIPMENT
☐HD TOW TK ☑LD TOW TK
☐SLING HOIST ☐DOLLIES ☑EXTRA CHAINS
☐GO JACKS ☑FLAT BED ☐OTHER
☐WHEEL LIFT ☐SNATCH BLOCKS

Winch Time Start: ☐AM ☐PM
Winch Time End: ☐AM ☐PM Winching: $ Per Hr. X Hrs->

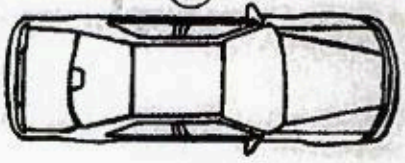
TYPE OF SERVICE Lockout Tire Change Fuel Replacement: Other:
Other

STORAGE:
Date Entered: 7/13/22 Time Entered: 12:40 ☐AM ☑PM
Date Released: 7/13/22 Time Released: 5:30 ☐AM ☒PM

Vehicle Inventory Notes

AS PER MATT WALKER TOW WAS TO CCSO

Indicable Damage Areas On Vehicle(s)
Keys (Yes) No
Radio (Yes) No



Payment: ☐VISA ☐MC ☐Cash ☐CK ☒P.O. # CK#
Signature: X

COMPLAINTS SHOULD BE DIRECTED TO:
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P.O. Box 12157
Austin Texas 7811
Ph: 1-512-463-6599 OR Toll Free (800) 803-9202
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NO KEYS		
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EXTRA LABOR	50	-
SPECIAL EQUIPMENT		
WINCHING		
ADDITIONAL TRUCK		
SERVICE FEE		-
CLEAN UP/OIL DRY		
2nd TOW:	150.	N
TOWING FEE TOTAL	472.	N

STORAGE CHARGES

STORAGE X	N/A	
NOTIFICATION FEE		
IMPOUNDMENT FEE ☑MVR ☐INV ☐TARP DATE 7/13	21	-
CITY FEE		
MUNICIPAL FEE		
SALES TAX	N.C	
STORAGE FEE TOTAL	21 00	
GRAND TOTAL	493 00	