



FILED this 28<sup>th</sup> day of Oct. 2014  
2:20 P. M.  
CAROL HOLCOMB  
COUNTY CLERK, CALDWELL COUNTY, TEXAS  
By Robena Regina Deputy

**Notice of Special Meeting**  
**Commissioners Court of Caldwell County, Texas**

***Notice is hereby given that a special meeting of the Caldwell County Commissioners Court will be held on the 31 day of October 2014 at 2:30 P.M. in the Caldwell County Courthouse located at the 110 South Main Street, Room 100, First Floor, Lockhart, Texas at which time the following subjects will be discussed, considered, passed or adopted, to wit:***

Note: Commissioners Court Meeting packets are prepared several days prior to each meeting. This information is reviewed and studied by the Court members, eliminating lengthy discussions to gain a basic understanding. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the part of the Court.

Start times for regular agenda items are tentative; some items may be held earlier or later than the scheduled time.

For the convenience and comfort of members of the public and Caldwell County officials and employees, the Commissioners Court may take a recess from 10:30-10:45 a.m. and from noon to 1:30 p.m.

**Special Agenda**

**Call Meeting to order.**

**2014.10.31.01 Pledge of Allegiance to the Flags.** (Texas Pledge: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible).

**2014.10.31.02 Citizens' Comments:** At this time any person may speak to Commissioners Court if they have filled out a Caldwell County Commissioners Court Participation Form. Comments will be limited to four (4) minutes per person. No action will be taken on these items and no discussion will be had between the speaker(s) and members of the Court. The Court does retain the right to correct factual inaccuracies made by the speakers. (If longer than 30 minutes, then the balance of comments will continue as the last agenda item of the day).

**2014.10.31.03 Discussion/Action to add rollers to the new bookshelves for the County Clerk's Office at the New Judicial Center. Commissioner Muñoz**

**2014.10.31.04 Discussion/Action to approve the purchase of ten tables for the multi-purpose room at the New Judicial Center/Commissioner Muñoz** *5-40.00 Sam's*

**2014.10.31.05 Adjournment**

As authorized by the Texas Government Code, the Commissioners' Court of Caldwell, County, Texas reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above as they may relate to Texas Government Code Section 551.071(1) (Consultation with Attorney about pending or contemplated litigation or settlement offers);

Texas Government Code Section 551.071(2) (Consultation with Attorney when the Attorney's obligations under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with Chapter 551 of the Texas Government Code);

Texas Government Code Section 551.072 (Deliberations about Real Property); Texas Government Code Section 551.073 (Deliberations about Gifts and Donations); Texas Government Code Section 551.074 (Personnel Matters); Texas Government Code Section 551.0745 (Deliberations about a County Advisory Body); Texas Government Code Section 551.076 (Deliberations about Security Devices); and Texas Government Code Section 551.087 (Economic Development Negotiations).

In the event that the Court adjourns into Executive Session, unless otherwise specified on the agenda, the Court will announce any other parties who are authorized to be present during the deliberations in Executive Session and will announce under what section of the Texas Government Code the Commissioner's Court is using as it's authority to enter into an Executive Session. The meeting facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the County Judge's office at 512-398-1808 for further information.

# CALDWELL COUNTY COMMISSIONERS COURT



Date: **October 31st, 2014**

Action Item #:9

**Approval of Recommended Furniture purchase of 10 configurable folding tables for the Caldwell County Justice Center- Multi Purpose room, Cost Not to exceed \$5,837-**

Subject:

## Action

### **RECOMMENDATION:**

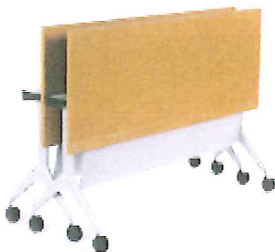
It is the Program Managers (LongLifeProjects) recommendation that the Commissioners approve:

Purchase of 10 folding type tables from Austin Business Furniture, A current vender with the county who has provided the furniture and office product for the county offices offices. In an amount not to exceed \$5,837.00

Funds for this purchase will be provided by the Justice Center budget provided by the county Auditor

### **BACKGROUND INFORMATION:**

A proposal was received by the county on October 28<sup>th</sup> as requested of the Program Manager. The County and Commissioners had previously chosen to remove these from the original furniture package and now wish to include them for use by the commissioner's court and other building occupants for meetings, as well as county authorized training sessions. (HIPAA) as an example



This is an example of two tables in stored configuration

CALDWELL COUNTY, TEXAS

CALDWELL COUNTY JUSTICE CENTER

FURNITURE, FIXTURES & EQUIPMENT

10/31/2014

DESCRIPTION	ORIGINAL BUDGET	BUDGET CHANGES	EXPENDITURES TO DATE	BALANCE
FILING SYSTEM	\$ 177,131	\$ 32,009 *	\$ 151,512	\$ 57,628
OFFICE FURNITURE	237,093	5,837 **	-	242,930
MISCELLANEOUS EQUIPMENT	-	5,200 ***	-	5,200
SHOP EQUIPMENT	18,000	-	18,000	-
TOTALS	\$ 432,224	\$ 43,046	\$ 169,512	\$ 305,758

\* ADDING ROLLERS TO STATIONERY FILES

\*\* 10 NESTING TABLES FOR THE MULTI-PURPOSE ROOM

\*\*\* THREE REFRIGERATORS AND ONE ICE MAKER (APPROVED 10/27)





# TAB

Space Planning Consultations, File Conversions and Relocations  
 Bar-Code Tracking Systems and Color Label Systems  
 Records and Document Management Software  
 Color-Coded Filing and Custom Folders  
 High Density Mobile Storage Systems

Caldwell County – County Clerk

1703 South Colorado Street

Lockhart, TX 78664

Attn: Carol Holcomb 512.398.1804

DATE: 10-29-14

QUOTATION #: AB10292014

PHONE: 512.451.0198 x 105

FAX: 512.467.9012

IN RESPONSE TO YOUR INQUIRY, WE SUBMIT THE FOLLOWING QUOTATION:

QUANTITY	DESCRIPTION	EACH	PRICE
	COUNTY CLERK PUBLIC ROOM #1202		
1152	30" B TO B EASY ROLLER COMPLETE	LIST: \$40.35  48.1% DISC: <\$19.41>  SELL: \$20.94	LIST: \$46,483.20  48.1% DISC: <\$22,358.26>  SELL: \$24,124.94
	<b>INSTALL &amp; DELIVERY</b> <ul style="list-style-type: none"> <li>GO INTO OVER PRODUCTION TIME TO PRODUCE PRODUCT TO MEET CLIENT TIMELINE</li> <li>RECEIVED PRODUCT AT CALDWELL COUNTY CLERK BUILDING SITE</li> <li>DE-INSTALL EXISTING SHELVES WITHIN UNITS</li> <li>HAUL SHELVES AWAY</li> <li>ANCHOR EXISTING UNITS TO FLOOR</li> <li>INSTALL 30" B TO B EASY ROLLER COMPLETE</li> <li>HAUL TRASH</li> </ul>		\$7,884.06
	TAX EXEMPT		\$0.00
	<b>TOTAL</b>		<b>32,009.00</b>
TERMS: Net 30	F.O.B.:	EST. DEL DATE: 11-21-14/11-24-14/11-25-14 OR 11-26-14	
PREPARED BY: <i>Andy Berkebile</i>	ACCEPTED BY:		

PRICE HONORED FOR 3 DAYS

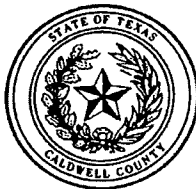
CONFIDENTIALITY NOTICE: This page and the accompanying documents contain information for a specific individual and purpose. This information is private and protected by law. Any disclosure, copying or distribution is strictly prohibited.



**Tom D. Bonn**  
County Judge  
512 398-1808

**Lori Rangel-Pompa**  
County Treasurer  
512 398-1800

**Larry Roberson**  
County Auditor  
512 398-1801



**Caldwell County Courthouse**  
110 South Main Street  
Lockhart, TX 78644  
Fax: 512 398-1828

28 October 2014

**Alfredo R. Muñoz**  
Commissioner Precinct 1

**Fred Buchholtz**  
Commissioner Precinct 2

**Neto Madrigal**  
Commissioner Precinct 3

**Joe I. Roland**  
Commissioner Precinct 4

**Subject: Roller addition to Shelving**

**Mr. Tom Moore**  
TAB Office Furniture

It has come to my attention that the shelving Caldwell County has had installed from your company, is not what our Commissioner's or County Clerk, Carol Holcomb had requested. Carol was told that it was fixed or secured and it was interpreted as not portable but anchored to the floor. Naturally we thought the new shelving had the rollers as our existing storage shelving.

Caldwell County is requesting the rollers be installed in the existing shelving your company has supplied for our newly remodeled Justice Center.

Our tentative scheduled grand opening of this facility will be 15 Dec. '14. It is imperative this shelving have these rollers prior to moving the County Clerk's record books.

I understand that these rollers are not a drop-ship item and must be part of a shelving order. Therefore, a special dispensation must be made by you or your production/management to accommodate this request.

We need your commitment to deliver and install these rollers to the shelving provided by your company prior to our 15 Dec.'14 date.

Compensation considerations are negotiable. Please, contact myself and Carol at your very earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom D. Bonn". The signature is written in a cursive, flowing style.

Judge Tom D. Bonn  
512-376-1779

## Marie Cavanagh

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**From:** Tom Bonn <tbonn71@gmail.com>  
**Sent:** Thursday, October 30, 2014 12:39 PM  
**To:** gdarsch@tab.com; aberkebile@tab.com; Carol Holcomb  
**Cc:** Les Reddin; Roberson, Larry E.; joe roland; Neto Madrigal; Fred Buchholtz; Alfredo Munoz; Mack Harrison; Marie Cavanagh  
**Subject:** Need for shelving with rollers for County Clerk shelving  
**Attachments:** image0246.pdf

Mr. Greg Darch,

Please accept the attached letter from me, mistakenly addressed to Tom Moore, as a communication to you Mr. Darch. I was given the wrong contact by our project manager, my apologies.

We are having a special called meeting tomorrow at 2:00 PM at our courthouse to resolve this important oversight.

Please insure you have a representative from you organization that can make an executive decision to correct the fact that we have the wrong product for our County Clerk.

No blame will be directed at either party, but we are faced with the situation that needs to be resolved before we have the opening of our new judicial center on 15 Dec. '14. We are seeking a plausible solution to correct this issue.

Thank you for your attention to this late notification. Unfortunately as electected body we must post a 72-Hr. notice prior to our meeting and the next scheduled is not until 10 Nov. '14.

SOLD March 2014

5A1A

County Clerk - Active File Room #1202 - NB1330-5A – WITH SHELVES

TAB Static Shelving and Install

Static L&T shelving to house large books and small books. Twelve openings per unit. 2 large books on one shelf and 4 small books on one shelf. Increase LFI from 21120 LFI to 23040 LFI, a 10% increase. Another 15,360 LFI could be added in future, (another 2 rows of 6 double-face units and add one additional unit per row at top or add table with chairs for public to sit and review books)

Professional Active Record Move

TAB team will move all of their 21120 LFI active records (526 large books and 1151 small books) being stored in three rooms in the County Courthouse building to the new active record room in the newly renovated Wal-Mart Building. They will install new equipment. They will place records back onto the new system

Mobile Equipment List & Installation: \$33,232.18

TXMAS 14-71060 Discount: <\$15,030.22>

Equipment: \$18,201.96

Records Move: \$2,086.96

Total Approx. County Clerk Active File Room #1202 (NB1330-5A W/Shelves) Budget: \$20,288.92

County Clerk - Inactive File Room #1205 – NB1330-6R

TAB Mobile System and Install

Mechanical Low Profile TAB-TRAC Mobile. Eight carriages (7 DF movable and 1 SF fixed). 42"Dx30"Wx88- 1/4"H. Units on carriages 1 and 2 will have 8 openings (house 1970 LFI of Legal Case binders, 4 dividers per shelf. Units on carriage 2 will have 8 openings (house 1768 LFI of Shucks, 4 dividers per shelf. Units on carriage 3 will have 8 openings (available for future growth). Units on carriage 4 will have 4 openings (stack 4 IM boxes per shelf, only need 1 shelf). Units on carriage 4 will have 3 openings (take out center stop) (18 Deed Boxes, 12 per shelf). Units on carriage 4 & 5 will have 3 openings (take out center stop) (38 LB, 4 per shelf). Units on carriage 5,6, and 7 will have 4 openings (463 BB total, 6 BB per shelf). Units on carriage 8 will have 14 openings (2 large books per shelf).

Professional Inactive Record Move

TAB team will move all of their 78 large books, 463 small boxes, 38 large boxes, 18 deed boxes, 5 boxes, 3738 LFI inactive records being stored in 2 cells in the Juvenile Probation building to the new inactive record room in the newly renovated Wal-Mart Building. They will install new equipment. They will place records back onto new sys.

Mobile Equipment List & Installation: \$60,966.26

TXMAS 14-71060 Discount: <\$26,454.87>

Equipment: \$34,511.39

Records Move: \$4,939.13

Total Approx. County Clerk Inactive File Room #1205 (NB1330-6R) Budget: \$39,450.52



45'-8 7/8"

PUBLIC COMPUTER TERMINALS

9'-2 3/8"

32'-2 3/8"

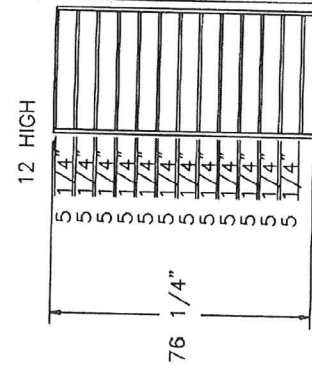
5'-0"

3'-6"

3'-6"

3'-6"

21'-2 7/8"



TOTAL CAPACITY: 23,040 LFI



TITLE  
OFFICE  
REP

CALDWELL COUNTY - COUNTY CLERK  
RM 1202 - PUBLIC RECORDS AREA  
TAB PRODUCTS  
ANDY BERKEBILE

DWG NO  
SCALE  
DATE  
REVISED

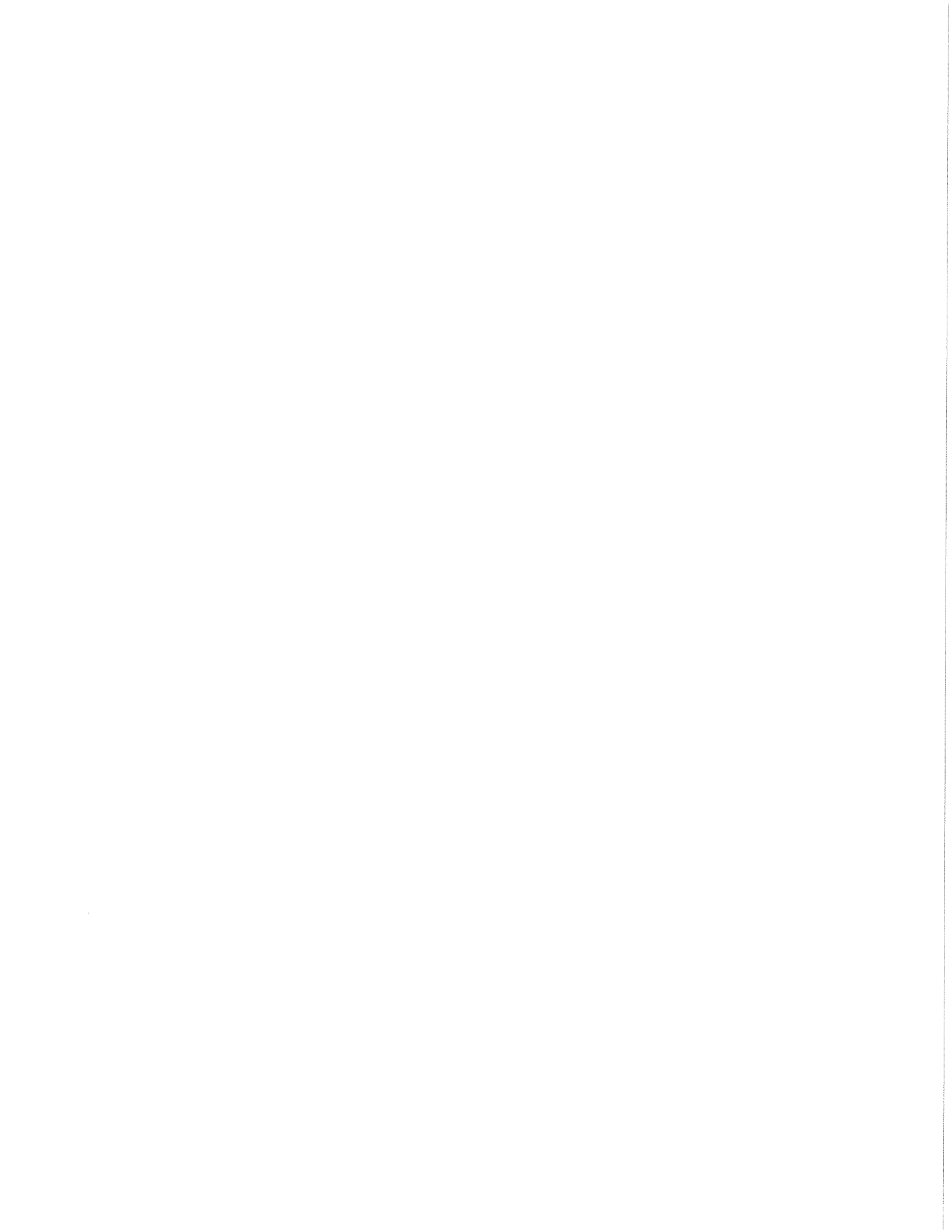
NB1330-5A

NONE

11/08/2013

REVISED

ALL DESIGNS REPRESENTED BY  
DRAWING ARE CONFIDENTIAL AND  
SHOULD NOT BE DISCLOSED  
WITHOUT WRITTEN PERMISSION  
FROM TAB.





**TAB Products Co. LLC**

**Relocation & Storage Standardization Project  
Budget Summary**

**Confidential Working Document  
For**

**CALDWELL COUNTY**

**Caldwell County Contacts**

County Judge - Tom Bonn

**Address**

110 S. Main St., RM 201

**Phone**

512.376.1779

County Auditor – Larry Robertson

110 S. Main St., RM 303

512.398.1808

County Commissioner – Alfredo Munoz

110 S. Main St., RM 201

512.398.1808

District Attorney – Trey Hicks

201 E. San Antonio

512.398.3242

District Clerk - Tina Morgan

201 E. San Antonio

512.398.1806

County Clerk – Carol Holcomb

110 S. Main Street

512.398.1804

**Longlife Projects Contact**

Support Specialist – Les Reddin

**Address**

**Phone**

512.844.2133

**TAB Contact**

Account Consultant

**Name**

Andy Berkebile

**Phone**

512.451.0198 ext. 105

**Creation Date:**

October 29, 2013

**Submission Date**

March 25, 2014

**Project Start Date**

To Be Determined



The purpose of the Statement of Work is to review the findings of TAB Products and recommend a solution or a process to meet the specified expectations of Caldwell County.

**Statement of Confidentiality and Validity**

This document has been prepared specifically for Caldwell County and is proprietary to TAB. Any dissemination or distribution of this proposal or copies thereof to any third party without TAB's prior written consent is strictly prohibited.

TAB shall not be liable for any technical or editorial errors and omissions contained herein, nor for any damages directly or indirectly arising from the furnishing of this proposal. This is a budgetary proposal and all pricing is approximate. Once all departments have determined scope, final pricing will be provided.

This proposal shall remain valid for ninety (90) days from the proposal date after which, unless accepted by Caldwell County or extended by TAB in writing, it will be deemed withdrawn. Prices are subject to change without prior written notice or based on changes to scope.

## TAB PROPOSAL OBJECTIVES

TAB is excited about the opportunity to assist the District Attorney, District Clerk and County Clerk offices of Caldwell County with records management solutions for each of their active record and inactive record rooms within the renovated Wal-Mart facility.

TAB provides records management solutions that work. A partnership with TAB can improve operational efficiency within Caldwell Counties DA, DC and CC offices.

TAB proposal objectives for the DA, DC and CC offices include:

- Manage Information More Effectively
- Standardize Equipment to Accommodate File Needs
- Increase Security and Safety
- Maximize Available Space

TAB Account Consultant, Andy Berkebile, conducted on-site surveys at Caldwell County to take field measurements of current active and inactive storage spaces for the DA, DC and CC . Andy's detailed survey took into account the following:

- Current Record Storage Location
- Existing Equipment and Current Supplies
- Security and Safety of Records
- Existing Space and Future Storage Requirements

Please find the following summary of the present record storage overview survey results for the DA, DC and CC offices. For the purposes of this scope of work, pricing has been based on the stated quantities of filing inches as minimum amounts. Only If the quantities of LFI to move decrease by more than 20% will pricing be effected. If quantities to move go up, a change order will be provided.



## CALDWELL COUNTY PRESENT RECORD STORAGE OVERVIEW

Caldwell County purchased an existing Wal-Mart building, which is being renovated to house designated offices including the District Attorney, District Clerk and County Clerk. The aforementioned offices will each have designated spaces within the renovated facility to house active records and inactive records.

### Record Storage Location

Active and inactive record information for all three offices is currently spread out, being stored at different building locations within a variety of rooms.

#### **District Attorney:**

Currently folders and case binders are stored in three different buildings (two rooms within the Judicial Center building, a hallway within the Judicial Center, five cells within the Juvenile Probation Office building and three rooms in the Law Library building).

#### **District Clerk:**

Currently case binders, books and evidence are stored in two different buildings (six rooms within the Judicial Center building and two rooms within the Juvenile Probation Office building).

#### **County Clerk:**

Currently case binders and books are stored in two different buildings (four rooms within the County Courthouse building and two cells within the Juvenile Probation Office building).

## Existing Equipment and Current Supplies

Storage equipment housing records for all three offices is currently a collection of varied types such as; cabinets in different dimensions and colors, cubic boxes, handmade wood shelving, handmade wood cabinets and roller shelves in different dimensions and colors. Top tab legal folders and case binders are hand written and placed into both top and end tab storage system environments. Folders, case binders and evidence are also placed in cubic boxes and larger boxes.

### District Attorney:

Top tab legal folders and case binders are stored in different types of equipment including; lateral cabinets with dividers, pull out drawers and roll up doors. The lateral cabinets come in a couple different colors (sand and grey) and a few different sizes. Misdemeanor buckets and a metal card file system are other types of storage which are sitting atop other storage units and scattered throughout designated room on the floor. Additional records are stored in archive boxes containing top tab legal folders and case binders are also stacked atop wood plank shelving. While other records consisting of top tab folders and case binders are placed directly on end tab wood plank shelving units (not in archive boxes).

### District Clerk:

Top tab legal case binders, books and evidence are being stored in different types of equipment including; built-in counter shelving, a variety of lateral cabinets and drawers (which come in a variety of colors and dimensions), metal roller book shelving units and wood plank cabinets. Additional books, boxes and exhibits are scattered throughout designated rooms sitting atop wood plank shelving, stacked atop other storage units and scattered around floor.

### County Clerk:

Top tab legal case binders and books are being stored in different types of equipment including; case binders in built-in counter shelving, a variety of lateral cabinets and pull out lateral drawers (which come in a variety of colors), handmade wood plank shelves and cubic boxes. Books are in lateral metal roller book shelving units and roller book counters (which come in a variety of different styles and dimensions). Boxes containing records are scattered throughout designated rooms sitting atop wood plank shelving and also in stacks on floor.



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## **Security and Safety of Records**

Record information housed in all three offices are confidential, therefore security is extremely important. Each office is also required to retain records in paper form for a pre-determined retention period, so safety to maintain condition of record is of great importance.

### **District Attorney:**

Active records are stored in cabinets in rooms which can be accessed by multiple individuals. Inactive folders stored in boxes sitting atop wood plank shelving are exposed to elements such as heat, water and bug damage. Top tab folders and case binders stored atop end tab wood plank shelving in the Law Library can cause misfiles and lost files, a security issue.

### **District Clerk:**

Active records are stored in older mismatched cabinets located in several different rooms within the same building. The open main room is accessed by multiple individuals. The "vault" room is a key accessed room and is overflowing with books located atop shelving units and on floor. The cabinets containing case binders and books have cabinets set atop each other near ceiling height. The case binders in a back "keyed" room within the Judicial Center are located on handmade wood plank shelving. The folders are top tab files sitting atop end tab shelving. There are also boxes located in another back "keyed" area. The boxes are sitting atop wood plank shelving. Inactive records are located at the Juvenile Probation Office building in boxes sitting atop handmade wood plank shelving. Case binders in boxes are exposed to elements such as heat, water and bug damage which is a potential safety risk.

### **County Clerk:**

Books are located in two separate rooms within the Courthouse building. The general public has access to both rooms and books, so safety and security of books can be of issue. The active records are housed in another room within the Courthouse. The top tab case binders are placed into built in counter shelving units made for end tab filing system, so misfiles and lost files can be of concern. They are also not located in locked units, therefore security may be an issue. Inactive records are stored in one room within the Courthouse and in two cells at the Juvenile Probation building. These case binders and books are exposed to elements such as (heat, water, bug), which can cause major damage, therefore causing potential safety risk.



## Existing Space & Future Storage Requirements

Current storage space available to house active and inactive records for the DA, DC and CC is maxed out. Space is so limited that all three offices are placing their active records into different rooms within each of their main office buildings. Their inactive records have been allocated to different rooms in off-site locations.

### **District Attorney:**

Currently have an estimated 4,545 LFI of active records. There is no room to add additional storage units.

Currently have an estimated 12,805 LFI of inactive records. Inactive records are being stored off-site in other buildings because the DAs main office does not have room to store both active and inactive records under one roof. Capacity is nearly maxed out at the inactive Law Library location.

### **District Clerk:**

Currently have an estimated 8,372 LFI of active records. There is no room to add additional storage units in the active storage rooms.

Currently have an estimated 9,766 LFI of inactive records. The inactive records are being stored off-site in another building because the DCs main office does not have room to store both active and inactive records under one roof.

### **County Clerk:**

Currently have an estimated 530 large books and 1150 small books of active records public room. There is no room to add additional storage units. The active casebinder records are currently housed under counter in a built-in shelving unit and will be going into a new build-in counter unit at the new Wal-Mart facility.

Inactive records are currently estimated to include; 78 large books, 463 small boxes, 38 large boxes, 5 inch boxes, 18 deed boxes, 1768 LFI of shucks and 1970 LFI of case binders. The inactive records are being stored in one room at the Courthouse and also off-site in another building because the CCs main office does not have room to store both active and inactive records under one roof.

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## **TAB PROPOSED ACTIVE AND INACTIVE RECORD STORAGE SOLUTIONS**

TAB recommends each office house all of their active records under one roof in designated room and all inactive records under one roof in designated room. TAB also recommends they purchase new mobile storage systems for their designated active and inactive record rooms. TABs recommended solutions will increase safety and security of documents and maximize available space for future growth.

### **Manage Information More Effective**

Housing records in different locations negatively impacts the ability to locate information quickly and efficiently. Traveling to different buildings to obtain records can slow response times and increase operating expenses. A solution is required to house all active records under one roof within the same room and all inactive records under one roof within the same room.

### **Standardize Equipment to Accommodate File Needs**

The storage methods listed above put records in jeopardy and increase the likelihood of lost or misplaced files. Various heights and non-uniform placement of the units make filing structure difficult to implement. Files contained in storage boxes are difficult to access by this method of storage. A solution to encompass standardizing equipment, filing supplies and label design is required.

### **Increase Security and Safety**

Many of the existing storage systems currently housing the records for all three offices are located in rooms where multiple individuals can easily access confidential information. Files are in circulation for considerable time and the life of a record could be handled by several people. Tracking software is required to allow staff to locate files and effectively manage active-vs- inactive record sorting. Conditions to preserve inactive files for all three offices include exposure to a number of damaging elements. It is extremely important to develop a plan to protect records from theft, fire, water damage and other potential risks. Risk of litigation due to mishandling or misplacing such documentation could be disastrous. It is imperative that a solution be sought to store these records with the highest care and due diligence.

### **Maximize Available Space**

Because the DA, DC and CC offices are currently not able to house both active and inactive records under one roof in one room and because each of these offices are continuing to increase the size of collections, it is necessary to consider mobilized systems. Mobilized end tab systems will enable end-users to access and manage records efficiently while protecting those same critical documents. There are various solutions that can be implemented depending on the size of the collection.



**INVESTMENT SUMMARY**

**ACTIVE & INACTIVE RECORD STORAGE & FILE MOVES**

**District Attorney - Active File Room #1600C - NB1330-1BR1**

**TAB Mobile System and Install**

Mechanical low profile TAB-TRAC mobile with three movable double sided carriages and one fixed double sided carriage. Seven openings w/ work shelf under 4<sup>th</sup> shelf on seven 48”W units. Adjustable shelves, each shelf has 5 dividers in 48”W units and 4 dividers per shelf in 42”W units. Requires a 10ft ceiling. Increase LFI from 4545 LFI to 7392 LFI, a nearly 62% increase. In the future can be expanded to approx. 21,102 LFI.

**Professional Active Records Move**

TAB team will move all of their 4545 LFI active records being stored in the two rooms in the Judicial Center building and the hallway to the new Active Record Room #1600C in the newly renovated Wal-Mart building. They will install new equipment. They will place records back onto new system.

Mobile Equipment List & Installation: \$32,721.49

TXMAS 14-71060 Discount: <\$14,197.70>

Equipment: \$18,523.79

Records Move: \$2,173.91

*Total Approx. District Attorney Active File Room #1600C (NB1330-1BR1) Budget: \$20,697.70*

**District Attorney - Inactive File Room #1618 – NB1330-2R3**

**TAB Mobile System and Install**

Mechanical Low Profile TAB-TRAC mobile with four double sided carriages and one single face carriage with back panel and 7 openings & adjustable shelves. 4 dividers per shelf in 36”W and 42”W and 5 dividers per shelf in 48” W. Increase LFI from 12,806 LFI to 12,978 LFI.

**Professional Inactive Records Move**

TAB team will move all of their 12,806 LFI inactive records being stored in the five cells in the Juvenile Probation building and three rooms in the Law Library building to the new Inactive File Room #1618 in the newly renovated Wal-Mart Building. They will install new equipment. They will place records back onto new system.

Mobile Equipment List & Installation: \$54,758.74

TXMAS 14-71060 Discount: <\$23,863.07>

Equipment: \$30,895.67

Records Move: \$5,565.22

*Total Approx. District Attorney Inactive File Room #1618 (NB1330-2R3) Budget: \$36,460.89*

**District Clerk - Active File Room #1402 – NB1330-3AR1**

**TAB Mobile System and Install**

Mechanical low profile TAB-TRAC mobile with five movable double sided carriages and one fixed single face carriage. Carriages 2-5 have 7 openings with one work shelf per carriage under every fourth shelf. There are 4 dividers per shelf. The two 42”W units on carriage 1 will have 14 openings and can house 2 large books per shelf or 4 small books per shelf. The 36”W and 30”W units on carriage 1 has 7 openings and can house cubic boxes (again shelves are adjustable). Carriage 6 is single face and fixed with 7 openings. Client existing roller shelving will be repurposed and sit on floor. Increase LFI from 8372 LFI to 12,724 LFI, a 52% increase.

**Professional Active Record Move**

TAB Team will move all of their 8372 LFI active records being stored in the six rooms in the Judicial Center building to the new Active File Room #1402 in the newly renovated Wal-Mart Building. They will install new equipment. They will place records back onto the new system.

Mobile Equipment List & Installation: \$50,683.46

TXMAS 14-71060 Discount: <\$22,135.21>

Equipment: \$28,548.25

Records Move: \$3,686.96

*Total Approx. District Clerk Active File Room #1402 (NB1330-3AR1) Budget: \$32,235.21*

**District Clerk - Inactive File Room #1407 – NB1330-4R2**

**TAB Mobile System and Install**

Mechanical low profile TAB-TRAC mobile with three movable double sided carriages (2-4) and one single face fixed carriage (1). Units on carriages have seven openings and shelves are adjustable. 21 cubic storage boxes can be housed in each unit, so carriage one can house up to 210 cubic boxes. Shelves can be adjusted to house larger boxes, books, poster boards and exhibits. Increase from 9766 LFI to 10,444 LFI a nearly 7% increase, but most importantly can house all current inactive records under one roof.

**Professional Inactive Record Move**

TABs team move all of their 9766 LFI inactive records being stored in two rooms in the Juvenile Probation building to the new Inactive File Room #1407 in the newly renovated Wal-Mart Building. They will install new equipment. They will place records back onto new system.

Mobile Equipment List & Installation: \$41,342.76

TXMAS 14-71060 Discount: <\$17,589.86>

Equipment: \$23,752.90

Records Move: \$4,243.48

*Total Approx. District Clerk Inactive File Room (NB1330-4R2) Budget: \$27,996.38*



## County Clerk - Active File Room #1202 - NB1330-5A – WITH SHELVES

### TAB Static Shelving and Install

Static L&T shelving to house large books and small books. Twelve openings per unit. 2 large books on one shelf and 4 small books on one shelf. Increase LFI from 21120 LFI to 23040 LFI, a 10% increase. Another 15,360 LFI could be added in future, (another 2 rows of 6 double-face units and add one additional unit per row at top or add table with chairs for public to sit and review books)

### Professional Active Record Move

TAB team will move all of their 21120 LFI active records (526 large books and 1151 small books) being stored in three rooms in the County Courthouse building to the new active record room in the newly renovated Wal-Mart Building. They will install new equipment. They will place records back onto the new system

Mobile Equipment List & Installation: \$33,232.18

TXMAS 14-71060 Discount: <\$15,030.22>

Equipment: \$18,201.96

Records Move: \$2,086.96

*Total Approx. County Clerk Active File Room #1202 (NB1330-5A W/Shelves) Budget: \$20,288.92*

## County Clerk - Inactive File Room #1205 – NB1330-6R

### TAB Mobile System and Install

Mechanical Low Profile TAB-TRAC Mobile. Eight carriages (7 DF movable and 1 SF fixed). 42"Dx30"Wx88- 1/4"H. Units on carriages 1 and 2 will have 8 openings (house 1970 LFI of Legal Case binders, 4 dividers per shelf. Units on carriage 2 will have 8 openings (house 1768 LFI of Shucks, 4 dividers per shelf. Units on carriage 3 will have 8 openings (available for future growth). Units on carriage 4 will have 4 openings (stack 4 IM boxes per shelf, only need 1 shelf). Units on carriage 4 will have 3 openings (take out center stop) (18 Deed Boxes, 12 per shelf). Units on carriage 4 & 5 will have 3 openings (take out center stop) (38 LB, 4 per shelf). Units on carriage 5,6, and 7 will have 4 openings (463 BB total, 6 BB per shelf). Units on carriage 8 will have 14 openings (2 large books per shelf).

### Professional Inactive Record Move

TAB team will move all of their 78 large books, 463 small boxes, 38 large boxes, 18 deed boxes, 5 boxes, 3738 LFI inactive records being stored in 2 cells in the Juvenile Probation building to the new inactive record room in the newly renovated Wal-Mart Building. They will install new equipment. They will place records back onto new sys.

Mobile Equipment List & Installation: \$60,966.26

TXMAS 14-71060 Discount: <\$26,454.87>

Equipment: \$34,511.39

Records Move: \$4,939.13

*Total Approx. County Clerk Inactive File Room #1205 (NB1330-6R) Budget: \$39,450.52*

## **Travel & Inside Delivery of Equipment**

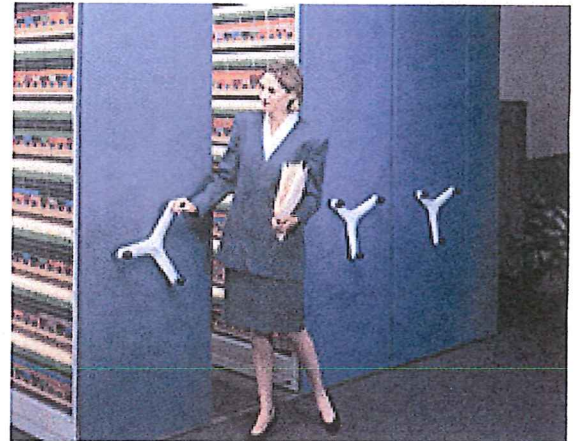
Based on our proposed project scope, we have estimated 3 trips to Caldwell County by our Professional Services Team to complete the project. An additional trip charge of \$750 will apply, per trip, if there are any additional trips required.

## TAB STORAGE SYSTEM OVERVIEW

### TAB-TRAC MOBILE SYSTEM

Is a high-density mobile solution that will provide maximum LFI. TAB will design the system to accommodate the specified storage needs of client. Shelving units are mounted onto moving carriages, which can more than double the storage capacity of the allotted filing area. File Folders, case binders, boxes, books, evidence and more can all be stored within a TAB-TRAC Mobile System.

- District Attorney – Active Record Room #1600C ...NB1330-1BR1
- District Attorney – Inactive Record Room #1618...NB1330-2R3
- District Clerk – Active Record Room #1402 ...NB1330-3AR1
- District Clerk – Inactive Record Room # 1407...NB1330-4R2
- County Clerk – Inactive Record Room #1205...NB1330-6R



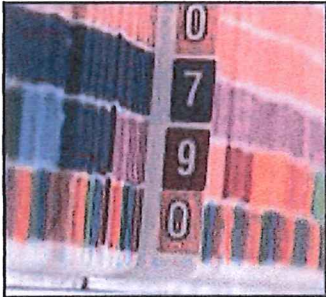
### TAB 4-POST SHELVING

Is an incredibly durable, easily, accessible, high-density shelving system. The shelves are adjustable to accommodate the specified storage needs. 4-Post shelves can later be placed onto TAB-TRAC Mobile System, should client require additional storage. System can house many different types of products, including books the books used in the County Clerk office (large and small)

- County Clerk – Active Record Room #1202...NB1330-5A



## TAB FILING SYSTEM OVERVIEW



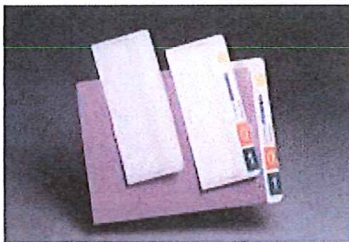
### Pre-Printed Labels Put on by Caldwell County

Making conversions at the folder-level is an excellent way to make your information more efficient. This can start with a switch to a color-coded numeric system, which can reduce retrieval time by up to 40% and converting your files from top tab files to end tab files for significant physical filing space savings. Client will provide TAB an organized database of files to be converted. TAB will help to design labels, pre-print labels at the TAB factory, mail labels to customer, where customer will place label on folder end tab.

**Model #6350 (Pre-Printed)**

List: \$.73 each

Caldwell Discount: \$.51 each



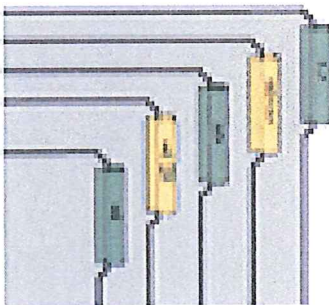
### CONVERT-A-TAB

One of the easiest ways to convert top tab folders to end tab folders. Peel and stick design allows them to be applied to the inside or outside back of the folder. The heavy duty adhesive will hold up in the most active filing system.

**Model #M21396-00 (Blank)**

List: \$.47 each

Caldwell Discount: \$.33 each



### TAB COLORVUE GUIDES

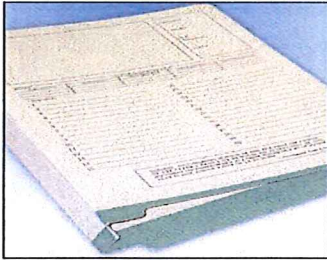
TAB Colorvue Guides are used when client has existing top tab environment working in an end tab filing system. They are used to separate and identify files. This transitional filing system is a very economical way to divide up a filing system for quick identification and ranges of files. They are used every between every 25, 50, 100 or more files.

**Model 4306-\*\* Legal w/ Blank Inserts**

List: \$2.80 each

Caldwell Discount: \$1.96 each





**TAB CUSTOM FOLDERS AND CASEBINDERS SUPPLIES**

With TABs custom services you not only get the folders and casebinders you want, you also get the product needed to meet your organization’s specific requirements, **day forward**.

**Legal Pre-Printed Top Tab/End Tab Folders**

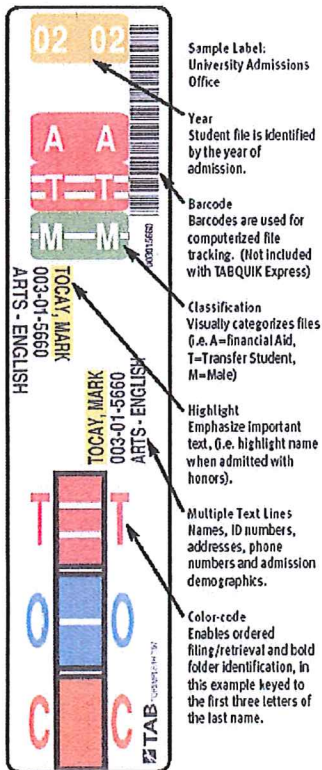
List: \$1.40 each

Caldwell Discount: \$.98 each

**Legal Pre-Printed Top Tab/End Tab Case Binders**

List: \$1.25 each

Caldwell Discount: \$.88 each



**TABQUIK LABEL & TABFUSION TRACKING SOFTWARE**

**Day forward** standardized labeling solution for the DA, DC and CC offices of Caldwell County. TABQUIK enables organizations to apply color coding to files in one simple label. A standardized design customized for your organization ensures that all files are classified using the same format and maximizes the effectiveness of an end tab color coding system. The TABQUIK software also creates a database of files and can improve file management automatically. This software can be implemented on a desktop or network basis. TABfusionRMS software allows each office to track individual and boxed records. A barcode would be included on the TABQUIK label and would allow the customer to scan the barcode to move the file throughout the organization and lookup the location of the record if required.

- Tracking Ability – organized, efficient & electronic
- Time & Money Savings – no more looking for files
- Efficiency – effectively manage critical document

**Model #6321-HA-CLCOM (Laser) or 6324-HA-CLCOM (Inkjet)**

List: \$391.72 each

Caldwell Discount: \$274.20 each

- Network pricing available upon request
- TABfusionRMS software pricing available upon request

*\*All products have been quoted based on unit prices. Volume discounts may apply if ordered in large volumes. Freight is additional.*

## ADDITIONAL RECOMMENDATIONS

In review of the overall goals that Caldwell County has to continue to grow and manage the incredible amount of critical confidential information that is part of the acquisition and divestiture activities, TAB has the following additional recommendations:

- 1) **Document Level Standardization of Files**
- 2) **Imaging of Record Collections**
- 3) **Off-site Box Indexing & Retention Application**
- 4) **Review of other departments within Caldwell County for standardization and imaging**

TAB is the industry leader and a pioneer in solving information management needs. With over 65 years of cutting business costs while increasing productivity, TAB designs and builds efficient business solutions that enable our customers to organize, control, and find critical documents by leveraging our knowledge of paper-based records management systems into emerging technologies.

Founded in 1947 as a supplier of data processing storage systems, TAB has carefully grown by adding products, systems, and services that meet the demands of new technology in the office environment.

TAB's goal is the implementation of superior workplaces, including records management technology and supplies, storage, and furniture systems. Key steps to achieving this goal are our in-depth review, analysis, and recommendations that have made TAB a leader in our field.

Our experience can benefit Caldwell County through the development of a workable, vastly more efficient solutions to your record-keeping needs today as they apply to the active and inactive file rooms in the newly renovated Wal-Mart for the DA, DC and CC. TAB has also taken into consideration planned transition to meet Caldwell Counties future growth needs.

Any of the products and services listed can be ordered upon your request. I look forward to working with you to the successful completion of this upcoming Wal-Mart renovation project and other future records initiatives.

Thank you,

Andy Berkebile  
Account Consultant  
Phone: 512.451.0198 ext. 105  
E-Mail: aberkebile@tab



## **BUSINESS CASE: TAB AS SOLE SOURCE** *For Caldwell County*

- ✓ *Full Turn-Key Bundled Solution*
- ✓ *TXMAS Approved and Long Standing Vendor*
- ✓ *File Analysis & Move Mapping included at no charge*
- ✓ *Security cleared personnel at the highest State Level (DPS Qualified)*
- ✓ *Total Project Management From Beginning to End*
- ✓ *Standardized Equipment with a company with a 65+ year old company*
- ✓ *Quality Assurance & Durability*
- ✓ *Safety*
- ✓ *Experience with Counties (TXMAS clientele) and associated Record Collections*
- ✓ *Extensive Track Record with Major File Moves & Relocation Projects*
- ✓ *Direct Distribution with No Supply Issues*
- ✓ *Ability to Meet Critical Timelines & Deliver Quickly*
- ✓ *Reconfiguration & Customization of Systems*
- ✓ *Systems are all manufactured by TAB*
- ✓ *Ability to Reuse Existing Shelving (where possible)*
- ✓ *Design Considerations Based On User Needs & Future Use Requirements*

***\*Important to Note: All information regarding file quantities, equipment requirements, drawings and weight load that has been provided to Caldwell County is in good faith confidential and not for public use.***



**PREFERRED VENDOR QUALIFICATIONS**

**TAB RESPONSE**

*February 13, 2014*

**1) You can offer the county a product line relevant to a county courthouse function for multiple departments**

1. TAB can provide all product and services and is the direct manufacture of the mobile systems. We are able to customize design and meet requirements of each department.
2. TAB has intimate knowledge of the needs of each department including the type of media, the design required and logistical requirements to meet each departments specific needs

**2) Are in good standing with TXMAS and have a discount to offer on all product lines.**

Yes, we have been on the Federal GSA and TXMAS for over 25 years

**3) What the discount is and if you can offer a deeper discount than on contract.**

1. The TXMAS discount is 48.2% off of list. This discount by contractual requirements can't be reduced. All vendors have to honor the pricing on their TXMAS. If any vendor undercuts what is on the TXMAS agreement they will be in violation of the terms.
2. TAB provides the highest quality product at a competitive price in order to be on the TXMAS agreement
3. All file mapping, consulting regarding move planning and installation coordination is all free of charge and included in all of TABs project pricing to clients able to use TXMAS

**4) Have manufacturing timelines to meet a move in date in mid late November 2014**

1. TAB can meet all timelines that are required by a project of this size, complexity and scope
2. Due to the direct control over the manufacturing, shipping and install under one umbrella, we can adapt to the changing needs of our clients
3. IMPORTANT TO NOTE: The timeline is not in actuality November 2014 and systems would be required to be designed immediately so that all areas requiring systems are built properly. System subfloors will have to be ready for install on a 2 week notice period to work around construction schedules and trade availabilities.

4. Staging will be required for this equipment and coordinated carefully and all equipment will need to be shipped in phases to ensure that the project site is clear and accessible for other work. TAB is able to comply and work with trades to accomplish a smooth installation on a timeline that will most likely be well before the move in date.

**5) Can fully install and remove all boxes crates materials in the delivery and set up.**

TAB is a full solution partner and all will be done in tandem with the equipment delivery, installation of systems and adjustments to systems will be coordinated with move mapping.

**6) Provide records coordination by department and move all records and correlate for the departments based on their needs.**

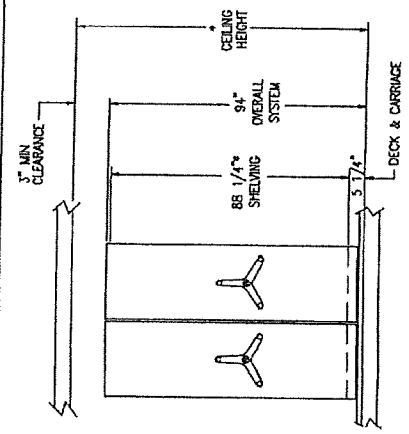
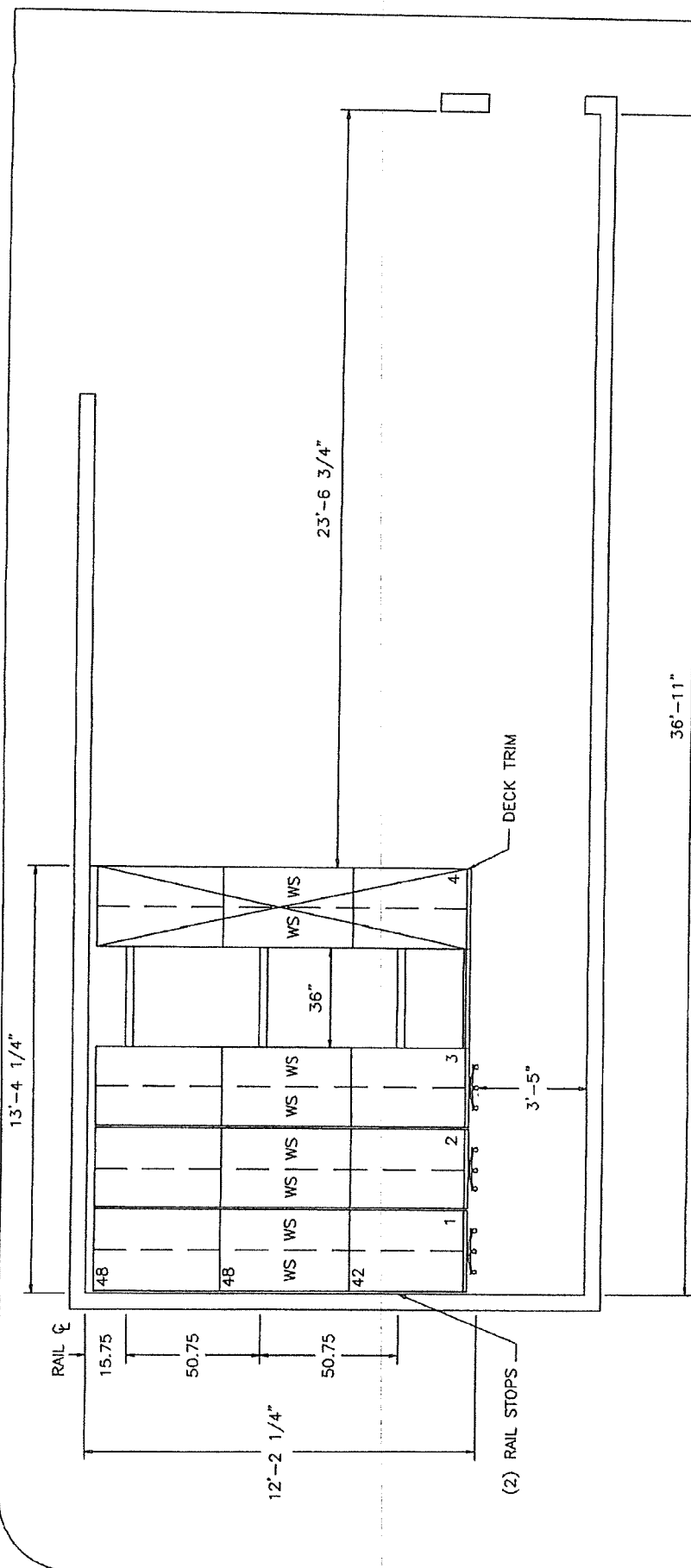
1. All happens in coordination with the system installs to ensure the mapping of records matches system design
2. All mapping and coordination with departments is included in TAB's pricing

**7) Can install all rails and equipment based on the General Contractors timelines as a team member to the county**

Yes, TAB can meet all requirements and work with parties to ensure safe & timely install

**8) Move multiple departments from multiple buildings**

1. TAB is a full solution partner and can coordinate record area requirements for both the systems and the record collection moves
2. TAB works with the TX DPS and has full background checks and security clearance on staff
3. Security of files and their movement are top priority. We have specific tools to ensure security of the information moving
4. We employ a 'PACK TRACK & MOVE' methodology to ensure all records are packed properly/securely, monitored for to and from location and moved using secure methods



12 1/4"	11 1/4"	11 1/4"	11 1/4"	11 1/4"	11 1/4"	11 1/4"	12 1/4"
88 1/4"	11 1/4"	11 1/4"	11 1/4"	11 1/4"	11 1/4"	11 1/4"	12 1/4"

\* WORKSHELF UNDER 4TH SHELF  
 TOTAL FILING CAPACITY: 7,392 LFT

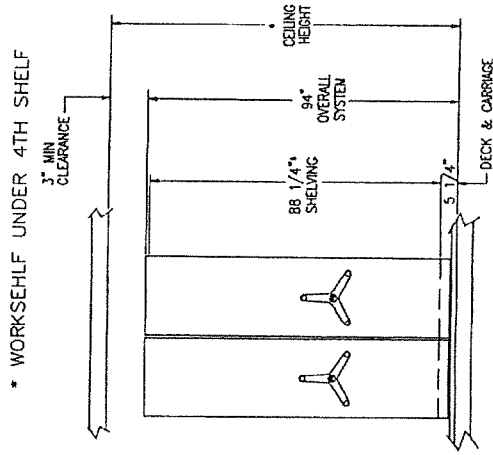
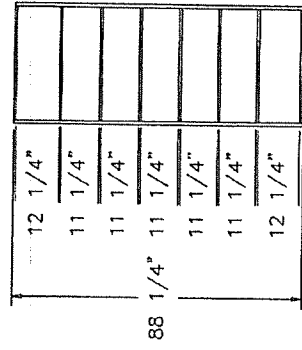
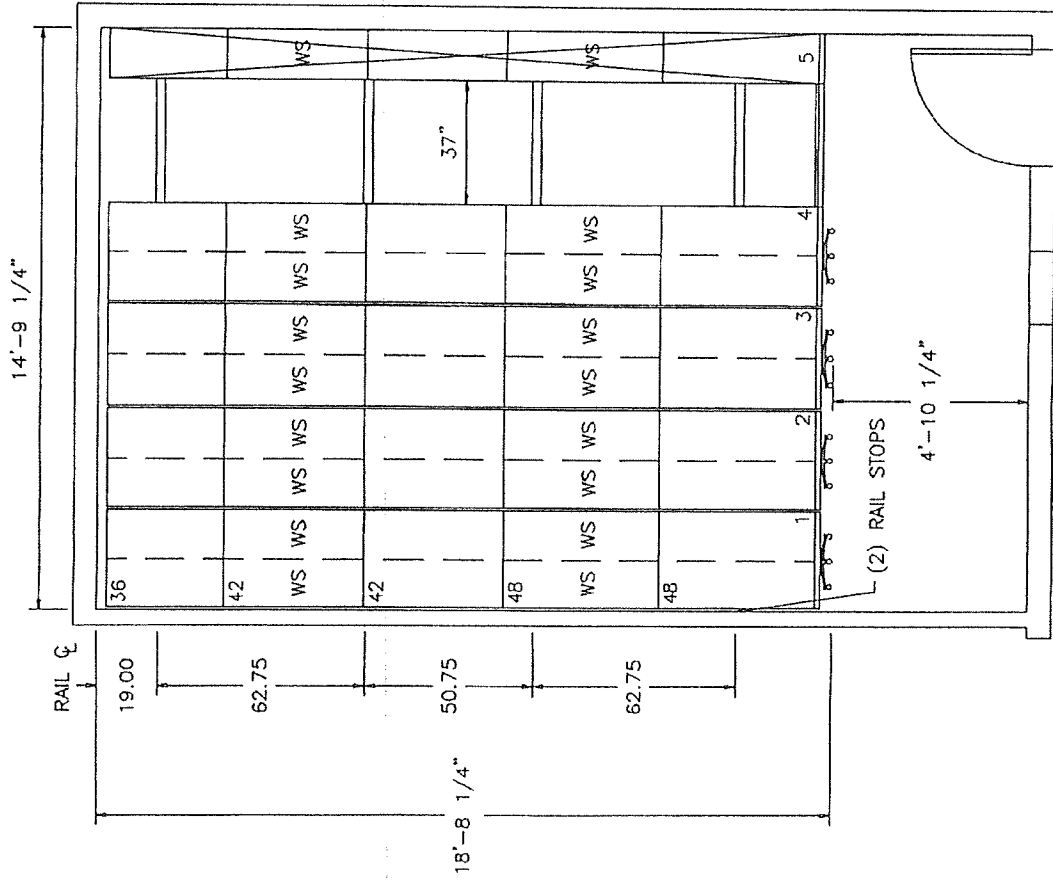
- NOTES:**
1. ALL STARRED (\*) DIMENSIONS MUST BE VERIFIED. ANY CHANGES MAY BE CAUSE FOR SYSTEM TO BE REDRAWN AND/OR REPRICED.
  2. SYSTEM:  
 TYPE: MECHANICAL (3:1)  
 CARRIAGE: LOW PROFILE (700#)  
 TRACK: UNIVERSAL  
 DECK: TAB-TRAC  
 END PANELS: TAB-TRAC STEEL
  3. SHELVING: TENISCO  
 30 D x 42 & 48 W x 88-1/4" H \*
  4. CARRIAGE SIZES:  
 (1) FIXED @ 11'-6 1/4" g x 30 1/4" (H4)  
 (2) MOVABLE @ 11'-6 1/4" Lg x 30 1/4" (H1-3)
  5. MINIMUM CLEARANCE REQ'D ABOVE A MECHANICAL SYSTEM: 3"

	TITLE	CALDWELL COUNTY DA	DWG NO	NB1330-1BR1
	OFFICE	RM 1600C - GAY'S OFFICE	SCALE	NONE
	REP	TAB PRODUCTS	DATE	12/13/2013
		ANDY BERKEBILE	REVISED	

ALL DESIGNS REPRESENTED BY DRAWING ARE CONFIDENTIAL AND SHOULD NOT BE DISCLOSED WITHOUT WRITTEN PERMISSION FROM TAB.

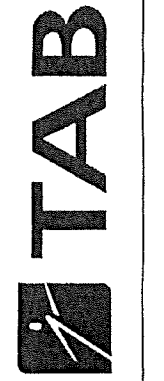
**NOTES:**

1. ALL STARRED (\*) DIMENSIONS MUST BE VERIFIED. ANY CHANGES MAY BE CAUSE FOR SYSTEM TO BE REDRAWN AND/OR REPRICED.
2. SYSTEM:  
 TYPE: MECHANICAL (7:1)  
 CARRIAGE: LOW PROFILE (700#)  
 TRACK: UNIVERSAL  
 DECK: TAB-TRAC  
 END PANELS: TAB-TRAC STEEL  
 15"D x 36", 42" & 48"W x 88-1/4"H \*  
 30"D x 36", 42", & 48"W x 88-1/4"H \*
3. SHELVING: TENNISCO @
4. CARRIAGE SIZES:  
 (1) FIXED @ 18'-0 1/4" Lg x 15 1/4" (#5)  
 (4) MOVABLE @ 18'-0 1/4" Lg x 30 1/4" (#1-4)
5. MINIMUM CLEARANCE REQ'D ABOVE A MECHANICAL SYSTEM: 3" 7" HIGH



ALL DESIGNS REPRESENTED BY DRAWING ARE CONFIDENTIAL AND SHOULD NOT BE DISCLOSED WITHOUT WRITTEN PERMISSION FROM TAB.

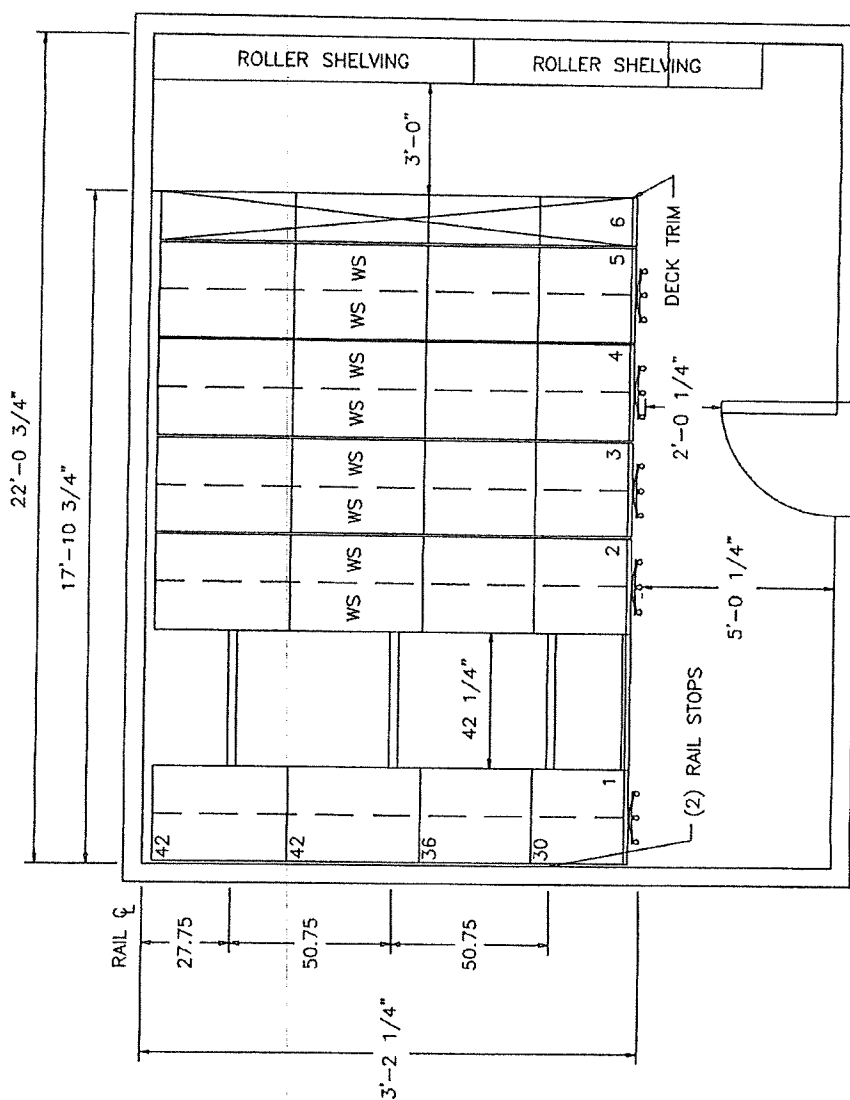
TITLE	CALDWELL COUNTY DA	DWG NO	NB1330-2R3
OFFICE	RM 1618 - INACTIVE FILE STORAGE	SCALE	NONE
REP	TAB PRODUCTS	DATE	12/13/2013
	ANDY BERKEBILE	REVISED	



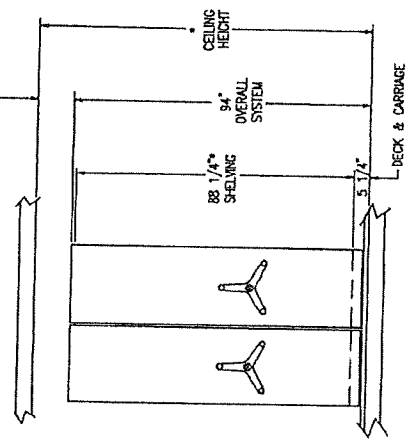
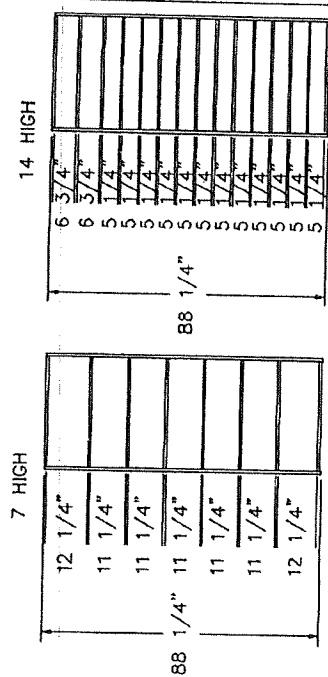



**NOTES:**

1. ALL STARRED (\*) DIMENSIONS MUST BE VERIFIED. ANY CHANGES MAY BE CAUSE FOR SYSTEM TO BE REDRAWN AND/OR REPRICED.
2. SYSTEM:  
TYPE: MECHANICAL (7:1)  
CARRIAGE: LOW PROFILE (700F)  
TRACK: UNIVERSAL  
DECK: TAB-TRAC  
END PANELS: TAB-TRAC STEEL
3. SHELVING: TENNISCO @  
15'D x 30", 36", & 42"W x 88-1/4"H \*  
30'D x 30", 36", & 42"W x 88-1/4"H \*
4. CARRIAGE SIZES:  
(1) FIXED @ 12'-6 1/4" Lg x 15 1/4" (F6)  
(5) MOVABLE @ 12'-6 1/4" Lg x 50 1/4" (F1-5)
5. MINIMUM CLEARANCE REQ'D ABOVE A MECHANICAL SYSTEM: 3"



TOTAL FILING CAPACITY: 12,054 LFI

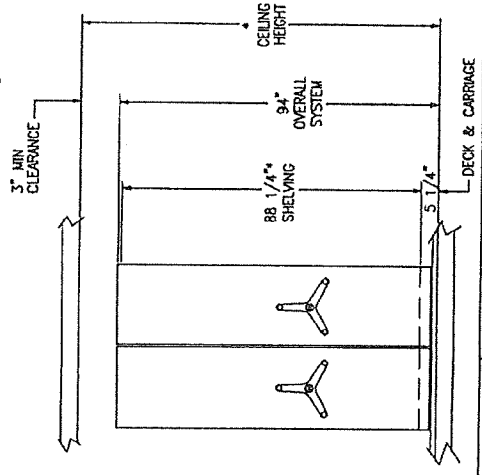
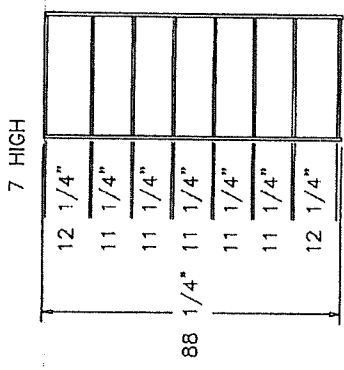
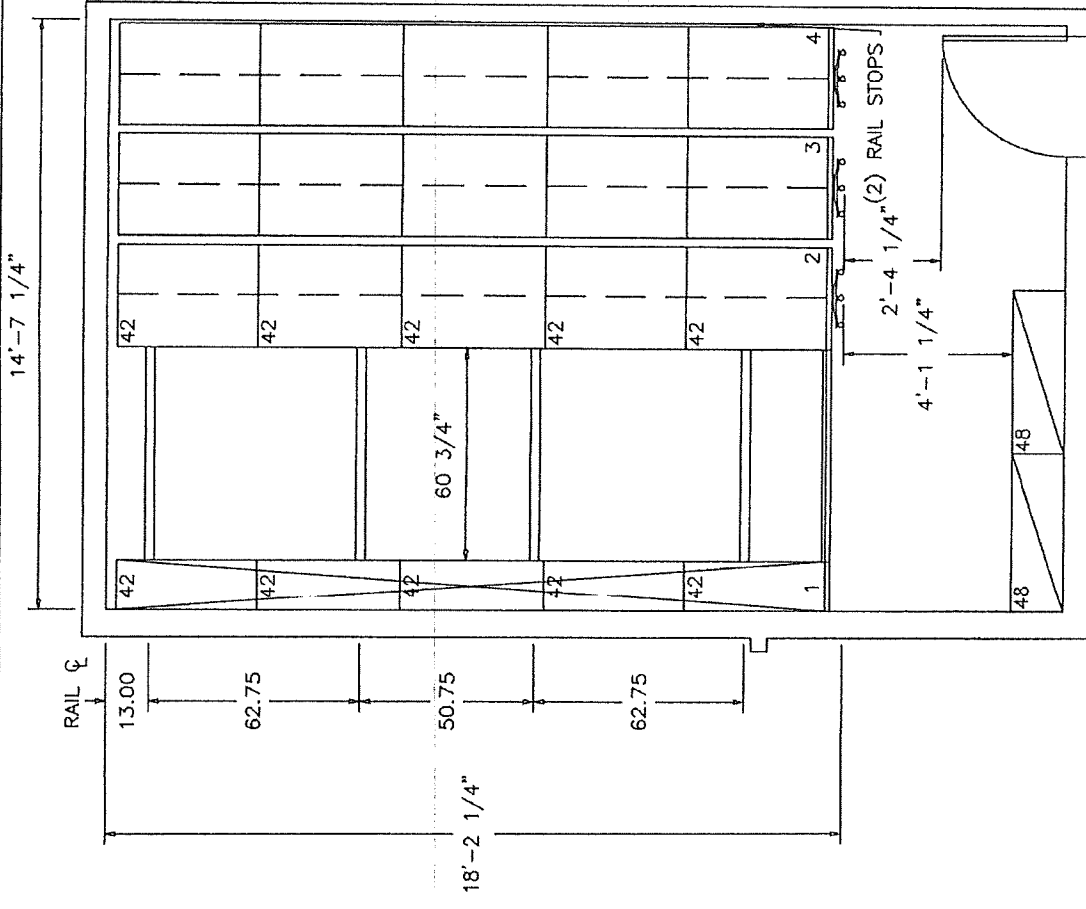


	TITLE	CALDWELL COUNTY DISTRICT CLERK	DWG NO	NB1330-3AR1
	OFFICE	RM 1402 - ACTIVE FILE ROOM	SCALE	NONE
	REP	TAB PRODUCTS	DATE	11/20/2013
		ANDY BERKEBILE	REVISED	

ALL DESIGNS REPRESENTED BY DRAWING ARE CONFIDENTIAL AND SHOULD NOT BE DISCLOSED WITHOUT WRITTEN PERMISSION FROM TAB.

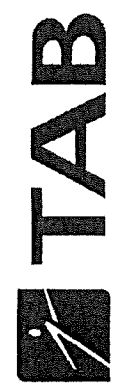
**NOTES:**

1. ALL STARRED (\*) DIMENSIONS MUST BE VERIFIED. ANY CHANGES MAY BE CAUSE FOR SYSTEM TO BE REDRAWN AND/OR REPRICED.
2. SYSTEM: TYPE: MECHANICAL (7-1)  
CARRIAGE: LOW PROFILE (700#)  
TRACK: UNIVERSAL  
DECK: TAB-TRAC  
END PANELS: TAB-TRAC STEEL
3. SHELVING: 15'D x 42"W x 88-1/4"H \*  
30'D x 42"W x 88-1/4"H \*
4. CARRIAGE SIZES: (1) FIXED @ 17'-6 1/4" Lg x 15 1/4" (#1)  
(3) MOVABLE @ 17'-6 1/4" Lg x 30 1/4" (#2-4)
5. MINIMUM CLEARANCE REQ'D ABOVE A MECHANICAL SYSTEM: 3'



TOTAL CAPACITY: 10,444 LFI

TITLE	CALDWELL COUNTY DISTRICT CLERK	DWG NO	NB1330-4R2
OFFICE	RM 1407 - INACTIVE FILE	SCALE	NONE
REP	TAB PRODUCTS	DATE	11/26/2013
	ANDY BERKEBILE	REVISED	



ALL DESIGNS REPRESENTED BY DRAWING ARE CONFIDENTIAL AND SHOULD NOT BE DISCLOSED WITHOUT WRITTEN PERMISSION FROM TAB.

24'-3 11/16"

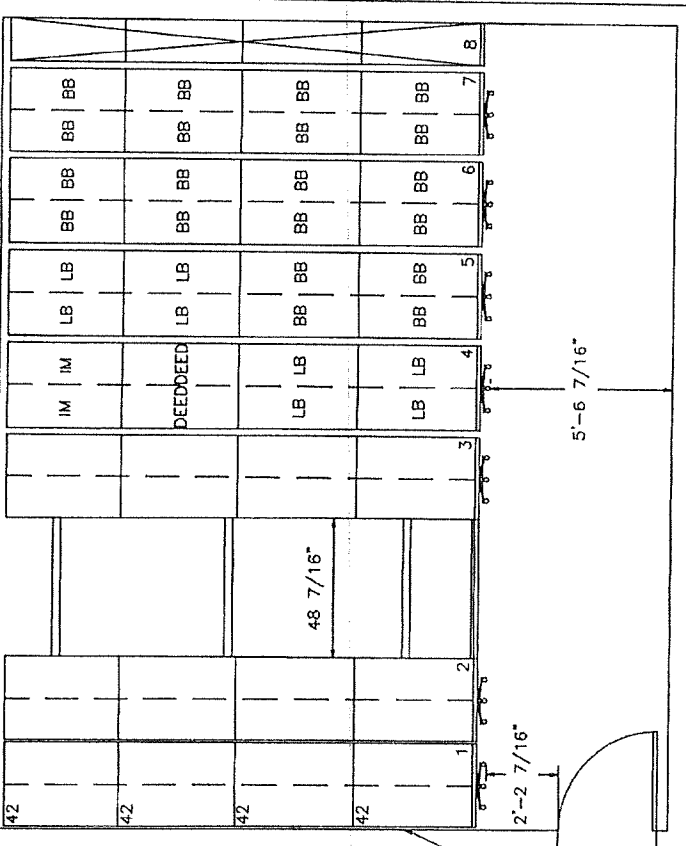
RAIL C

21.75

62.75

14'-8 1/4"

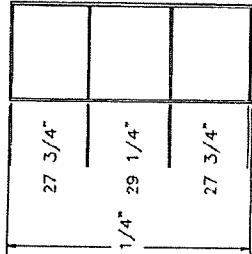
62.75



(2) RAIL STOPS

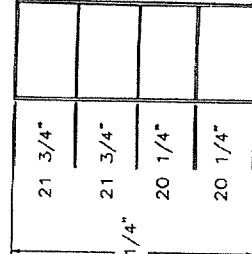
5'-6 7/16"

3 HIGH



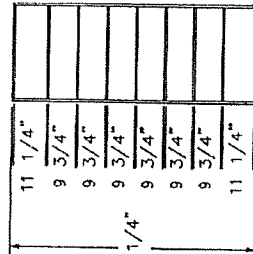
LB & DEED

4 HIGH



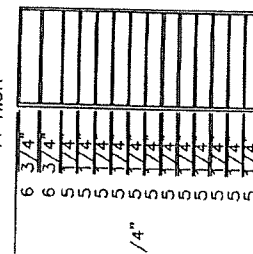
BB, IM, & CARRIAGE #3

8 HIGH



SH & FILES - CARRIAGES #1 & 2

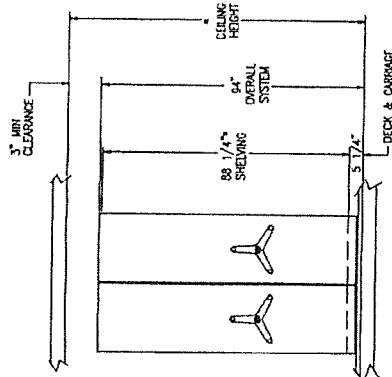
14 HIGH



BOOKS - CARRIAGE #7

NOTES:

- ALL DIMENSIONS (\*) DIMENSIONS MUST BE VERIFIED. ANY CHANGES MAY BE CAUSE FOR SYSTEM TO BE REDRAWN AND/OR REPRICED.
- SYSTEM: TYPE: MECHANICAL (7:1) CARRIAGE: LOW PROFILE (700#) TRACK: UNIVERSAL BECK: TAB-TRAC END PANELS: TAB-TRAC STEEL SHELVEING: TENNESCO 15'D x 42"W x 88-1/4"H \* 30'D x 42"W x 88-1/4"H \*
- CARRIAGE SIZES: (1) FIXED 14'-0 1/4" Lg x 15 1/4" (H) (7) MOVABLE 14'-0 1/4" Lg x 30 1/4" (H) (H-7)
- MINIMUM CLEARANCE REQ'D ABOVE A MECHANICAL SYSTEM: 3'



TITLE	CALDWELL COUNTY - COUNTY CLERK	DWG NO	NB1330-6R
OFFICE	RM 1205-INACTIVE RECORD STORAGE	SCALE	NONE
REP	TAB PRODUCTS	DATE	11/19/2013
	ANDY BERKEBILE	REVISED	



ALL DESIGNS REPRESENTED BY DRAWING ARE CONFIDENTIAL AND SHOULD NOT BE DISCLOSED WITHOUT WRITTEN PERMISSION FROM TAB.

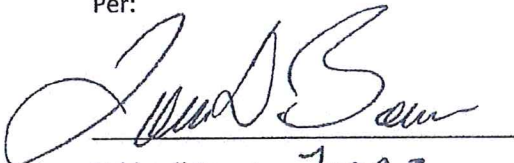


**LETTER OF COMMITMENT**

Caldwell County commits to engage TAB Products Co. LLC, to undertake the project outlined in this Budgetary Proposal dated March 25, 2014. Upon receiving this letter of commitment, TAB agrees to book this project for the estimated budgets for each phase and start date will be determined upon receipt.

In agreeing to partner with TAB, Caldwell County acknowledges that the project scope and deliverables outlined in the letter are satisfactory and agrees to accept the project estimate as specified in this proposal.

Per:

  
Caldwell County JUDGE

Per:

  
TAB Products Co. LLC

Date: 14 APRIL

Date: 22 APRIL/14

45'-8 7/8"

PUBLIC COMPUTER TERMINALS

9'-2 3/8"

32'-2 3/8"

5'-0"

3'-6"

3'-6"

3'-6"

21'-2 7/8"

42

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12 HIGH

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1/4"

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1/4"

1/4"

1/4"

1/4"

76 1/4"

TOTAL CAPACITY: 23,040 LFI



TITLE OFFICE REP

CALDWELL COUNTY - COUNTY CLERK RM 1202 - PUBLIC RECORDS AREA TAB PRODUCTS ANDY BERKEBILE

DWG NO NB1330-5A SCALE NONE DATE 11/08/2013 REVISED

ALL DESIGNS REPRESENTED BY DRAWING ARE CONFIDENTIAL AND SHOULD NOT BE DISCLOSED WITHOUT WRITTEN PERMISSION FROM TAB.



**CALDWELL COUNTY VENDOR CONTRACT ADDENDUM**

Caldwell County (the "County"), a political subdivision of the State of Texas, and TAB Products Co. LLC ("Vendor"), collectively the "parties," hereby agree to incorporate the following addendum into the attached statement of work for Relocation & Storage Standardization Project, collectively the "Contract":

1. **Governing Law and Venue:** The Contract is subject to the laws and jurisdiction of the State of Texas. The parties agree that exclusive venue and jurisdiction for any legal action under the Contract will lie in the district courts of Caldwell County, Texas.
2. **County Obligation:** Nothing in the Contract may impose on the County any obligation which is contrary to, or exceeds the requirements of, any ordinances, statutes, rules, or regulations of any applicable local municipality, the County, the State of Texas, or the United States.
3. **Vendor Compliance:** In performing the Contract, Vendor must comply with all applicable ordinances, statutes, rules, and regulations of any applicable local municipality, the County, the State of Texas, and the United States.
4. **Insurance:** Vendor must maintain commercial general liability insurance coverage, including contractual liability insurance coverage, in the amount of five hundred thousand dollars (\$500,000) per occurrence, with a general aggregate of one million dollars (\$1,000,000), for the duration of the Contract.
  - a. Before performing under the Contract, Vendor must deliver a certificate of insurance acceptable to the County. Vendor agrees that if it performs under the Contract without providing such a certificate, the County will withhold any payments under the Contract until Vendor delivers the certificate.
  - b. Vendor must endorse the policy or policies providing commercial general liability, as required above, to name the County, its officials, department heads, employees, and assigns as additional insured with respect to operations performed by or for the Vendor in performance of the Contract. Such policy must contain an endorsement that the "other insurance" clause will not apply to the County, its officials, department heads, employees, and assigns.
  - c. Vendor must require any subcontractor performing under the Contract to carry insurance of the types and within limits of liability as the County deems appropriate and adequate. If a subcontractor is unable to furnish insurance required under the Contract, Vendor must endorse the subcontractor as an additional insured and deliver a certificate of insurance evidencing the subcontractor's insurance coverage.
5. **Workers compensation:** Vendor must provide and maintain for the duration of the Contract workers' compensation insurance in compliance with the Texas Workers Compensation Act, Title 5, Subtitle A, Texas Labor Code, for all its employees assigned to perform under the Contract. In the event Vendor elects to subcontract any services, Vendor must require each subcontractor to provide workers' compensation insurance for all its employees unless such employees are afforded protection by Vendor.
6. **Indemnification:** Vendor must defend, indemnify, and hold harmless the County, its officers, and its employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, including without limitation attorney fees and court costs, arising out of, connected with, or resulting from any acts or omissions of the Vendor or any official, agent, employee, subcontractor, or supplier of the Vendor in the execution or performance of the Contract.
7. **Alteration, Amendment or Modification:** The Contract may not be altered, amended, or modified except in writing signed by each party to the Contract. No official, agent, employee, or representative of either party has the authority to alter, amend, or modify the terms of the Contract, except in accordance with express written authority as may be respectively granted by the County or the Vendor.
8. **Assignment:** Vendor may not assign, in whole or in part, any interest it may have in the Contract without the prior written consent of the County.
9. **Severability:** If any provision of the Contract is found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability will not affect the remaining provisions of the Contract.
10. **Breach:** The failure of either party to comply with the terms and conditions of the Contract will constitute a breach of this Contract. Either party will be entitled to any and all rights and remedies allowed under Texas law for any breach of the Contract by the other party.
11. **Non-Waiver:** The waiver by either party of a breach of the Contract will not constitute a continuing waiver of such breach or of a subsequent breach of the same or a different provision. Nothing in the Contract is intended by either party to constitute a waiver of any immunity from suit or liability to which it is entitled under applicable law.
12. **Non-Defined Terms:** If not specifically defined in the Contract, words and phrases used in the Contract will have their ordinary meaning as defined by common usage.
13. **Controlling Provisions:** In the event of any conflict between provisions in the attached agreement and provisions in this addendum, provisions in this addendum will control.
14. **Third Parties:** The Contract is not intended to confer any rights on any third party, and it will not be construed as conferring any rights on any third party.
15. **Entire Contract:** The attached agreement and this addendum constitute the entire Contract between the County and Vendor. No other agreement, statement, or promise relating to the subject matter of the Contract which is not contained in the Contract or incorporated by reference in the Contract will be valid or binding.


FOR THE COUNTY:

  
County Judge Tom Bonn

DATE:

21 APR 14

FOR VENDOR:

  
Authorized Agent

DATE:

22 APR 2014



SOLD March 2014

5ARA

County Clerk - Active File Room #1202 - NB1330-5A - WITH SHELVES  
TAB Static Shelving and Install

Static L&T shelving to house large books and small books. Twelve openings per unit. 2 large books on one shelf and 4 small books on one shelf. Increase LFI from 21120 LFI to 23040 LFI, a 10% increase. Another 15,360 LFI could be added in future, (another 2 rows of 6 double-face units and add one additional unit per row at top or add table with chairs for public to sit and review books)

Professional Active Record Move

TAB team will move all of their 21120 LFI active records (526 large books and 1151 small books) being stored in three rooms in the County Courthouse building to the new active record room in the newly renovated Wal-Mart Building. They will install new equipment. They will place records back onto the new system

Mobile Equipment List & Installation: \$33,232.18

TXMAS 14-71060 Discount: <\$15,030.22>

Equipment: \$18,201.96

Records Move: \$2,086.96

Total Approx. County Clerk Active File Room #1202 (NB1330-5A W/Shelves) Budget: \$20,288.92

County Clerk - Inactive File Room #1205 - NB1330-6R

leR1

TAB Mobile System and Install

Mechanical Low Profile TAB-TRAC Mobile. Eight carriages (7 DF movable and 1 SF fixed). 42"Dx30"Wx88- 1/4"H. Units on carriages 1 and 2 will have 8 openings (house 1970 LFI of Legal Case binders, 4 dividers per shelf. Units on carriage 2 will have 8 openings (house 1768 LFI of Shucks, 4 dividers per shelf. Units on carriage 3 will have 8 openings (available for future growth). Units on carriage 4 will have 4 openings (stack 4 IM boxes per shelf, only need 1 shelf). Units on carriage 4 will have 3 openings (take out center stop) (18 Deed Boxes, 12 per shelf). Units on carriage 4 & 5 will have 3 openings (take out center stop) (38 LB, 4 per shelf). Units on carriage 5,6, and 7 will have 4 openings (463 BB total, 6 BB per shelf). Units on carriage 8 will have 14 openings (2 large books per shelf).

Professional Inactive Record Move

TAB team will move all of their 78 large books, 463 small boxes, 38 large boxes, 18 deed boxes, 5 boxes, 3738 LFI inactive records being stored in 2 cells in the Juvenile Probation building to the new inactive record room in the newly renovated Wal-Mart Building. They will install new equipment. They will place records back onto new sys.

Mobile Equipment List & Installation: \$60,966.26

TXMAS 14-71060 Discount: <\$26,454.87>

Equipment: \$34,511.39

Records Move: \$4,939.13

Total Approx. County Clerk Inactive File Room #1205 (NB1330-6R) Budget: \$39,450.52



# CALDWELL COUNTY COMMISSIONERS COURT



Date: **APRIL 14<sup>th</sup> 2014**

Action Item #:5

**Approval of File Management vender for the Caldwell County Judicial Center to include Equipment, Installation and moving of records**

Subject:

## Action

### **RECOMMENDATION:**

It is the Program Managers (LongLifeProjects) recommendation that the Commissioners approve: The selection of TAB Products Co. LLC and contract directly with this firm for the project and all future county authorized and approved purchases under the TX MAS qualifications. As a Cost not to exceed \$177,131.44

### **BACKGROUND INFORMATION:**

The Vender is a prequalified provider with multiple years and projects for reference.

TAB is a prequalified vender through the TXMAS procurement organization and are in good standing with that organization. Two venders with past experience were solicited for this project, with TAB being the best and most responsive proposal. An evaluation was conducted with the stakeholders on 4/2/2014 with a unanimous decision.

The proposal for services includes current records storage, existing equipment, security of records, and existing and future storage requirements.

Current files, both active and inactive for the three offices are spread out over multiple buildings and within several rooms.

The Solutions recommended offer the best storage solutions for the current and future needs of the county departments.

The pricing was determined by providing a cost for mobile equipment lists, including installation with a discount and a separate price for the movement of the records from multiple locations to the new locations and placed in the new mobile storage equipment.

Total investment **\$177,131.44**

Funding will be from the counties budget for the Judicial Center as presented by the county Auditors direction.



CALDWELL COUNTY, TEXAS

BUDGET AMENDMENT #2013-16

CAPITAL PROJECTS - CALDWELL COUNTY JUDICIAL CENTER

FISCAL YEAR 2013-2014

<u>DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>INCREASE</u>	<u>DECREASE</u>
ARCHITECT FEES	013-6000-4025	\$ 29,350 1	
CONSULTING SERVICES	013-6000-4010	\$ 5,000 2	
CONSTRUCTION COSTS	013-6000-5100	336,617 3	
FURNITURE, FIXTURES & EQUIPMENT	013-6000-5310	232,224 4	
TOTALS		<u>\$ 603,191</u>	<u>\$ -</u>

1. Addendum to architect contract approved at the 6/23/14 meeting.
2. Additional amount required for pavement study and analysis. Arias & Associates
3. Increase due to budget difference between amended contract amount and amount in original budget.
4. Bid approved for rolling files - \$177,131, Jury chairs - \$12,300, furniture - \$224,793. Less budget balance of \$182,000

2014.09.08.12 Discussion/Action to consider approval of invoice #50009964 for the rolling office furniture files for new Caldwell County Justice Center in the amount of \$151,512.13. Cost: \$151,512.13; Speaker: Judge Bonn; Backup: 1.



# INVOICE

Invoice Date	Customer No.	B/P	Invoice Number	Page
08/28/14	3493066	421	50009964	1

Contact TAB at (888) 822-9777 - or www.tabxprs.com  
 Option 1 - To place order; Option 2 - Returns/Replacement; Option 3 - Inquire on Invoice

*Original*

**SOLD TO:** Caldwell County  
 Auditors Office  
 110 S Main St  
 Room 301  
 Lockhart, TX 78664

**SHIP TO:** Caldwell County Judicial Center  
 1703 S Colorado St  
 Lockhart, TX 78644

Ship Date	Salesperson	Purchase Order Number	Shipped		
June & July 2014	00136104	CONTRACT	WISCONSIN NATIONWIDE INC		
Line No.	Model Number/Description	Quantity	Unit Price	Unit	Ext. Price
1.00	TAB Mobile Equipment & Install / District Clerk Active File Room	1	\$ 28,548.25	LT	\$ 28,548.25
2.00	TAB Mobile Equipment & Install / District Clerk Inactive File Room	1	\$ 23,752.90	LT	\$ 23,752.90
3.00	TAB Mobile Equipment & Install / District Attorney Active File Room	1	\$ 18,523.79	LT	\$ 18,523.79
4.00	TAB Mobile Equipment & Install / District Attorney Inactive File Room	1	\$ 30,895.67	LT	\$ 30,895.67
5.00	TAB Mobile Equipment & Install / County Clerk Inactive File Room	1	\$ 34,511.30	LT	\$ 34,511.30
6.00	TAB Mobile Equipment / County Clerk Active/Public File Room	1	\$ 15,280.22	LT	\$ 15,280.22
<b>TO BE BILLED UPON COMPLETION:</b>					
**Installation for County Clerk Active/Public File Room					
**All Record Moves					
			Sales Tax	\$	-

Shipments are FOB SHIP POINT unless otherwise indicated above

**PLEASE REMIT PAYMENT TO:** TAB Products Co, LLC  
 24923 Network Place  
 Chicago, IL 60673-1249

Please show the Invoice number on your check

ORDER NUMBER	BALANCE DUE
MULTIPLE	\$ 151,512.13

If you wish to pay by VISA, MASTERCARD, DISCOVER or AMERICAN EXPRESS, PLEASE CALL (800) 852-1510, THANK YOU!

**PAYMENT TERMS: NET 30 DAYS**

*SEPT 8, 14 COURT APPROVAL*



# CALDWELL COUNTY COMMISSIONERS COURT



Date: **October 31st, 2014**

Action Item #:9

**Approval of Recommended Furniture purchase of 10 configurable folding tables for the Caldwell County Justice Center- Multi Purpose room, Cost Not to exceed \$5,837-**

Subject:

## Action

### **RECOMMENDATION:**

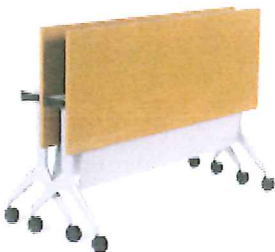
It is the Program Managers (LongLifeProjects) recommendation that the Commissioners approve:

Purchase of 10 folding type tables from Austin Business Furniture, A current vender with the county who has provided the furniture and office product for the county offices offices. In an amount not to exceed \$5,837.00

Funds for this purchase will be provided by the Justice Center budget provided by the county Auditor

### **BACKGROUND INFORMATION:**

A proposal was received by the county on October 28<sup>th</sup> as requested of the Program Manager. The County and Commissioners had previously chosen to remove these from the original furniture package and now wish to include them for use by the commissioner's court and other building occupants for meetings, as well as county authorized training sessions. (HIPAA) as an example



This is an example of two tables in stored configuration