

## **CONTRACT**

This contract is entered into by and between the CITY OF LAREDO, TEXAS, a municipal corporation, acting by and through its City Manager (hereinafter referred to as "City"), and **BETHANY HOUSE OF LAREDO**, (hereinafter referred to as "Organization"), pursuant to the city's authority to provide for the public health and welfare of its residents, as approved by the City Council on October 6, 2025.

### **Section 1: SCOPE OF SERVICE**

The Organization shall utilize funds to provide meals to underserved people within the City of Laredo as described and set out in the scope of services which is attached hereto as **Exhibit 1** and made a part of this contract as if incorporated herein. To the greatest extent practicable and to the extent permitted by law, the Organization shall, in providing the services described in the scope of services, prioritize referrals received from the City.

### **Section 2: PERFORMANCE STANDARDS**

The Organization shall meet those performance standards described and set out in the "Goals and Objectives," attached hereto as **EXHIBIT 2** and made a part of this contract as if incorporated herein, that are activities or events intended to promote economic development, health and welfare, and/or education. Event must be an in-person event (virtual events are not applicable), event must materialize within the contract period specified in section 3, event must follow all health guidelines as required by the City of Laredo. Organization agrees to make any necessary changes deemed by City to be necessary and in the best interest of public health.

### **Section 3: TERM**

This contract is for a term of one year beginning on October 1, 2025, and ending on September 30, 2026.

### **Section 4: CONSIDERATION**

Subject to compliance with the terms of this contract, the City agrees to pay not more than **\$13,333.00** for the services provided by the Organization during the term of this contract as follows: For services rendered, the City shall pay the Organization the amount of **\$3,333.25** per quarter, or that amount actually billed the City by the Organization for the quarter in question to exceed **\$13,333.00**. If the Organization should bill less than **\$3,333.25** for any quarter, the difference in amounts may accumulate. The Organization may bill the City for services rendered for that quarter, and additional accumulated amounts in order for the full contract amount to be realized so long as such billings are for services rendered.

### **Section 5: METHOD OF PAYMENT**

The City shall reimburse the Organization for services provided upon submission of a written request for payment to the Nonprofit Management and Volunteer Center on a quarterly basis, no later than the 15th calendar day following the end of each quarter. Each request must include: (1) a statement of services rendered during the reporting period; (2) the amount requested; (3) supporting documentation such as invoices, receipts, and proof of payment; (4) proof of Active

Liability Insurance; (5) **EXHIBIT 3** (Request for Reimbursement and Detailed Quarterly Expense Report); and (6) the volunteer match hours corresponding to the requested amount. Only eligible expenses will be reimbursed by the City. Failure to use funds in accordance with these requirements shall result in immediate repayment and may disqualify the Organization from future funding. All request for reimbursement have a final deadline of **October 15, 2026**; failure to submit complete request will result in denial of reimbursement.

#### **Section 6: CONFLICT OF INTEREST**

No officer or employee of the City and no member of the City governing body and no employee of the Organization and no member of the Organization's governing board and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his personal pecuniary interest. Organization covenants that it presently has no interest and shall not acquire any interest, either direct or indirect, which would conflict in any manner or degree with the provisions of this contract.

#### **Section 7. VOLUNTEER HOUR MATCH REQUIREMENT**

The Organization agrees to provide volunteer hours as a condition of receiving City funding. For every \$1,000 in funding, the organization must contribute 10 volunteer hours. Hours must be performed in City-approved activities benefiting the community, recorded on the official Volunteer Hours Log, and verified by designated City staff. All hours must be completed and reported within the same fiscal year of the award. Failure to comply may result in denial of reimbursement and forfeiture of funding for the fiscal year. For additional information refer to the Community Development Department – Third Party Funding and Volunteer Program guidelines.

#### **Section 8: INDEMNIFICATION**

**CONTRACTOR SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY AND ITS OFFICIALS, EMPLOYEES AND AGENTS (COLLECTIVELY REFERRED TO AS "INDEMNITEES") FROM AND AGAINST ALL LOST, COSTS, PENALTIES, FINES, DAMAGES, CLAIMS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) OR LIABILITIES (COLLECTIVELY REFERRED TO AS "LIABILITIES") BY REASON OF ANY INJURY TO OR DEATH OF ANY PERSON OR DAMAGE OR DESTRUCTION OR LOSS OF ANY PROPERTY ARISING OUT OF, RESULTING FROM, OR IN CONNECTION WITH: (1) THE PERFORMANCE OR NON-PERFORMANCE OF SERVICES CONTEMPLATED BY THIS CONTRACT BUT ONLY TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS, ERRORS, OMISSIONS, INTENTIONAL FORTS, OR A FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY CONTRACTOR OR CONTRACTORS' AGENT, CONSULTANT UNDER CONTRACT, OR ANOTHER ENTITY OVER WHICH CONTRACTOR EXERCISES CONTROL, OR ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS (COLLECTIVELY REFERRED TO AS "CONTRACTORS") AND/OR (2) THE FAILURE OF CONTRACTOR TO COMPLY WITH ANY OF THE PARAGRAPHS OR PROVISIONS OF THIS CONTRACT OR CONTRACT DOCUMENTS, OR THE FAILURE OF CONTRACTOR TO CONFORM SERVICES OR WORK TO STATUTES, ORDINANCES, OR OTHER REGULATIONS OR REQUIREMENTS OF ANY GOVERNMENTAL AUTHORITY, FEDERAL, STATE, OR LOCAL, IN CONNECTION WITH THE PERFORMANCE OF THIS CONTRACT. CONTRACTOR EXPRESSLY AGREES TO INDEMNIFY AND HOLD HARMLESS HE INDEMNITEES, OR ANY OF THEM, FROM AND AGAINST ALL LIABILITIES WHICH MAY BE ASSERTED BY AN EMPLOYEE OR FORMER EMPLOYEE OF CONTRACTOR, OR ANY OF ITS SUBCONTRACTORS, AS PROVIDED ABOVE, FOR WHICH CONTRACTORS' LIABILITY TO SUCH EMPLOYEE OR FORMER EMPLOYEE WOULD OTHERWISE BE LIMITED TO PAYMENTS UNDER STATE WORKERS'**

COMPENSATION OR SIMILAR LAWS. NOTHING HEREIN SHALL REQUIRE CONTRACTOR TO INDEMNIFY, DEFEND, OR HOLD HARMLESS ANY INDEMNITEE FOR THE INDEMNITEE'S OWN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT. ANY AND ALL DISCHARGE OF ALL OTHER OBLIGATIONS OWED BY THE PARTIES TO EACH OTHER HEREUNDER AND SHALL APPLY PROSPECTIVELY NOT ONLY DURING THE TERM OF THIS CONTRACT BUT THEREAFTER SO LONG AS ANY LIABILITY COULD BE ASSERTED IN REGARD TO ANY ACTS OR OMISSIONS OF CONTRACT IN PERFORMING SERVICES UNDER THIS CONTRACT.

#### **Section 9: INSURANCE**

The Organization shall maintain such insurance as will protect it from any and all claims under the Worker's Compensation Laws of the State of Texas. The Organization shall maintain such insurance as will protect the Organization from claims for damages to because of bodily injury including death and from claims for damage to property which may arise out of and during the conduct of the Organization's business, services, and activities. To this end, the Organization shall have and keep in effect during the term of this contract, public liability and property damage insurance in the amount of not less than **\$1,000,000.00**. Copies of such certificates of insurance as reflect the above required coverage shall be made a part of this contract as **EXHIBIT 4**. Any failure of the Organization to maintain the specified insurance coverage's during the term of this contract shall mean automatic termination of the contract. Failure to utilize the money in such manner shall require immediate reimbursement and potential disqualification form future awards.

#### **Section 10: PURCHASING POLICIES**

The Organization agrees to purchase needed goods and services in a competitive manner by using procedures for purchases that are equal to or better than the purchasing procedures used by the City. A copy of the Organization's purchasing policies and procedures in attached as **EXHIBIT 5**.

#### **Section 11: EQUAL OPPORTUNITY**

- A. Non-Discrimination. The Organization agrees that no person shall be excluded from or denied the benefits or be subjected to discrimination under any program or activity of the Organization, on the grounds of race, religion, national origin, color, sex, physical handicap, political affiliation, age, or familial status.
- B. Nonsegregated Facilities. The Organization certifies that all employee facilities under its control are provided in a manner that segregation, whether by habit, local custom, or otherwise, and whether on the basis of race, religion, color, handicap, age, sex, national origin, political affiliation, or familial status, cannot occur. Further, the Organization certifies that it will not assign or permit employees to perform series at any location under its control facilities are segregated.
- C. Employment. The Organization will not discriminate against any employee or applicant for employment because of race, religion, color, handicap, age, sex, national origin, political affiliation, or familial status, and will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to any of the same factors, moreover, the Organization will state in all solicitations or advertisements for employees that all qualified applicants will receive consideration for employment without regard to the factors listed above.

## **Section 12: COMPLIANCE WITH LAW**

The Organization shall comply with all applicable State and Federal Laws, the ordinances of the City of Laredo, and will obtain and pay for all necessary permits, licenses, and any copyright fees.

## **Section 13: FUNDS ACCOUNTABILITY**

The Organization will account for expenditures under this contract in such a way that Organization income and expenses can be readily identified and audited and can be easily separated from other financial activities of the Organization. Any expenditures of the Organization which are allocated to this contract shall be distributed based on the requirements and activities of the Organization will carry out the scope of services in **EXHIBIT 1** in accordance with the detailed estimated budget per line item attached hereto as **EXHIBIT 6**. Any adjustments to the annual budget as submitted shall be approved by the Organization's Executive Board. Copies of such adjustments, as approved, shall be submitted to the City in writing within (15) calendar days of such approval. Any such adjustments in excess of 25% of the total budget will be subject to City approval within (30) calendar days of notice of such change to the City Manager.

## **Section 14: REPORTING REQUIREMENTS**

The Organization shall provide a written report within 15 calendar day with the second quarter reimbursement report and one at the end of the fourth quarter with the reports being due no later than **April 15, 2026/October 15, 2026**. Such reports will include accomplishments during the quarter, and a financial report showing in reasonable detail how funds have been expended, and for what purposes, and beneficial results thereof. Such quarterly reports shall be submitted along with the Financial Status Quarterly Report required by section 5, above.

The Organization shall submit the following to the City as soon as possible following the end of the Organization's fiscal year: (1) an annual report which shall set out clearly the kinds of services provided and the goals and objectives met during the term of this contract, and (2) annual audited financial statements which meet generally accepted accounting principles (GAAP). The financial statements must be audited in accordance with the City of Laredo's established policy.

## **Section 15: RIGHT OF TERMINATION**

The City Council may terminate this contract at any time, upon thirty (30) calendar days written notice to the Organization. Upon termination of rental agreement and unused budget amount will be unobligated from this contract.

## **Section 16: AUDIT AND INSPECTION OF RECORDS**

The Organization agrees to provide access to an authorized representative(s) of the City to the files and records of the Organization. All financial records shall be maintained in accordance with generally accepted accounting principles (GAAP). All files and records shall be clearly identified and readily accessible during reasonable working hours. The Organization further agrees to retain the records for three (3) years and (90) calendar days after the conclusion of this contract or after final payment under this contract, whichever is later.

**Section 17: LIMITATION ON FUNDING**

The City Council reserves the right to reduce the consideration under this contract at any time. Any additional request for City support is subject to adhere to a fee schedule cost to the organization.

**Section 18: STATUTORY COMPLIANCE**

The work program and the budget have been determined utilizing the provisions of the governing state law authorizing the appropriate use of City monies. It is these statutory guidelines and limitations which govern the work program under this contract. The Organization shall be responsible for ensuring that any and all expenditures are in compliance with this contract.

**Section 19: CONTRACT AMENDMENT**

Any amendment to this contract must be in writing and, be signed by both parties. Any increase or decrease to the estimated approved line items will not require an amendment while the budget amount stays the same but the agency must inform the department via e-mail, or letter of the proposed change. A change in the approved scope of services, or an increase to the approved budget will require a contract amendment and approval by City Council. No amendments will be approved after **July 15, 2026**.

**Section 20: AGENCY AND GRANT MANAGEMENT**

The Organization shall make available a member of its management staff or board to attend (1) training on the expectations and requirements to be held after council approval of execution of contracts. Additional training seminars will be made announced through the City of Laredo Nonprofit Management and Volunteer Center.

**Section 21: CONTRACT DEFAULT**

If the Organization shall default in the performance of any of the terms or conditions of this agreement, it shall have thirty (30) calendar days after receiving written notice to cure such default. If the Organization fails to cure its default within such period of time, then City shall have the right to terminate this agreement. If this agreement is terminated, then City will not be responsible for obligations incurred by the Organization after the Organization receives written notice of termination or unless there was an eligible encumbrance or other legally binding obligation which existed prior to receipt of a written notice of termination. Should the Organization not adhere to any of the requirements in the signed contract the monies allocated to the Organization shall be reduced for the following year by 10%.

**Section 22: DISPARAGEMENT**

Each of the Parties covenants and agrees that during the term of this Agreement, and or for one year after the termination hereof, none of its respective officers, employees or directors shall in any way defame, slander, or publicly criticize, disparage, or make any negative statement, whether orally or in writing, about the other Party or such other Parties' officers, employees, directors or business practices.

**Section 23: EVENT PASSES**

The Organization/Corporation shall provide the City at no charge and upon request with a minimum of twenty-four (24) VIP tickets/admission passes to any event hosted or co-hosted by the Organization for officials hosts (members of city council, management, or city staff) and their spouse/guest that have confirmed their attendance at least three (3) days before the event. These tickets/admissions passes will be provided in order to allow the official hosts for the City of Laredo and their spouse/guest the opportunity to be represented at the events. The Organization further acknowledges and agrees to provide additional tickets/admission passes for any City staff, speaker, presenter, or special guest that has been identified by the City of Laredo as being pertinent to the event and that has confirmed their attendance at least three (3) days before the event.

**Section 24: CONTRACT NOTICES**

All notices required to be given under this contract shall be mailed or personally delivered, as follows:

*CITY OF LAREDO*  
Joseph W. Neeb  
City Manager  
City of Laredo  
1110 Houston St.  
Laredo, TX 78040

*ORGANIZATION*  
Bethany House of Laredo  
Chairman or Executive Director  
817 Hidalgo St.  
Laredo, TX 78040

SIGNED by the parties, in triplicate originals on the 16 day of December, 2025.

*CITY OF LAREDO*

*ORGANIZATION*

By: *Joseph W. Neeb*  
Joseph W. Neeb  
City Manager

By: *[Signature]*  
Board Chair or Executive  
Director

*APPROVED AS TO FORM*

*CERTIFIED*

By: *Margaret Rubin Rin*  
Doanh "Zone" T. Nguyen  
City Attorney

By: *Mario I. Maldonado Jr.*  
Mario I. Maldonado Jr.  
City Secretary



# **EXHIBIT**

**1**

**List of Programs/Services Provided (10 points)**

Please list ONLY services or programs that are the subject of the funding request.

Program	Service Provided
On-Site Daily Meals	600 meals served on average per day. Bethany House is the only agency in Laredo to offer the homeless, indigent, and elderly the 3 daily meals, seven days a week.
Homebound Meals/ 100 meals delivered per day.	Nutritious breakfast and lunch meals are delivered five day a week to the doorsteps of elderly and disabled or physically challenged individuals who are unable to access on-site meals at Bethany House.
Street Corner Meals/ 100 meals delivered per day.	Five days a week, 100 plated dinners are hand-delivered to men and women living on the streets that do not have access to our downtown location.
Special Event meals	Traditional holiday meals are prepared and served on Thanksgiving, Christmas Eve, and New Year's Eve are served not to those that count on Bethany House for a familiar place to receive their daily meals.
Emergency Food Pantry	Indigent individuals and families facing crucial food storages can receive an emergency food bag of non-perishable food and beverage items.

# **EXHIBIT**

**2**

**Goals and Objectives (30 points)**

For each of your programs, please list the goals that your agency has set for the funding period and how it plans to achieve them. The objectives must be specific and measurable. These will be reviewed at a mid-year assessment by committee. Please include the Annual Report with the Goals and Objectives. **(Report must include how last FY funds were expended)**

<b>Program</b>	<b>Goal</b>	<b>Objective</b>	<b>Performance Measures</b>
<i>Name of Current or New program</i>	<i>Definition: These describe generalized outcomes that you envision your Organization will achieve.</i>	<i>Definition: These are specific tasks and activities that are set out to meet your goals.</i>	<i>Definition: the indicator that will be used to measure success. It could be a set rate (percentage) or an increase/decrease level from one period to another. ___% or ___#</i>
On-Site Meals	Offers 3 daily meals/day seven day/week	Have the ability to increase the number of meals to accommodate the demand.	600 meals served on average per day. Serve 112,286 meals or more... during year.
Homebound Meals	To feed indigent, elderly, and disabled in our community	Ability to accommodate meals	Provide 71,055 meals or more... yearly
Street Corner Meals	Prepare meals for the street homeless.	Ability to accommodate meals.	Provide 8,840 meals or more... yearly.
Special Event Meals	Provide Traditional Holiday meals.	Accommodate meals as needed.	Provide meals as needed and maintain prior year performance level.

# **EXHIBIT**

**3**

CITY OF LAREDO AID TO OTHER AGENCY

FINANCIAL STATUS AND PERFORMANCE REPORT

REQUEST FOR REIMBURSEMENT

1. NAME OF ORGANIZATION:

2. GRANT REQUEST PERIOD:

OCTOBER 1, 2025 TO SEPTEMBER 30, 2026

3. PAYMENT PERIOD:

FROM:

MONTH/DATE/YEAR

TO:

MONTH/DATE/YEAR

4. TYPE OF REQUEST

FINAL  PARTIAL

5. PAYMENT REQUEST #

STATUS OF FUNDS

6. EXPENDITURE COST CLASSIFICATION

PER APPROVED AGENCY BUDGET

(7)

AGENCY BUDGET PER  
APPROVED CONTRACT

(8)

EXPENDITURES  
PRIOR PERIODS

(9)

EXPENDITURES  
THIS PERIOD

(10)

(8) + (9)

TOTAL EXPENDITURES

TOTAL

11. Performance Report - Description of services provided during report period.

12. CERTIFICATION

I certify that to the best of my knowledge and belief that these billed expenditures are submitted in accordance with the terms of my Aid to Other Agency contract for funding. The expenditures submitted for reimbursement in this request represent Agency expenditures which have not been previously submitted to the City of Laredo for reimbursement.

TYPED OR PRINTED NAME AND TITLE

AUTHORIZED CERTIFYING REPRESENTATIVE SIGNATURE

REQUEST PREPARED BY:



# **EXHIBIT**

**4**



BETHHOU-01

STEPHANIERUBIO

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
IBC Insurance Agency, LTD  
5800 San Dario Avenue - 2nd Floor  
Laredo, TX 78041

**CONTACT NAME:** Stephanie Rubio  
**PHONE (A/C, No, Ext):** (956) 722-6500 28757 **FAX (A/C, No):** (956) 728-7570  
**E-MAIL ADDRESS:** stephanierubio02@ibc.com

**INSURED**  
  
Bethany House  
819 Hidalgo  
Laredo, TX 78040

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Philadelphia Indemnity Insurance Company	18058
INSURER B:	Texas Mutual Insurance Company	22945
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

### COVERAGES

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYB	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2643284-011	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2643284-011	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 300,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp. & Coll. \$ 1,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB896564-011	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 Products CPLTD \$ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	0001123443	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
3rd Party Funding

### CERTIFICATE HOLDER

### CANCELLATION

City Of Laredo  
1102 Bob Bullock Loop  
Laredo, TX 78043

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# **EXHIBIT**

**5**

#### IV. PURCHASING

As internal controls, the following will be adhered to:

- Only authorized employees shall receive purchased items.
- Item purchases may not be received by the employee originating the purchase requisition.
- Items purchased will be delivered to a central location – 819 Hidalgo.

##### A. PURCHASES OF GOODS AND SERVICES NOT EXCEEDING \$500

1. Purchase may be made by program coordinator after assuring that expense is eligible under budget line item.
2. A requisition form shall be prepared and submitted to the Bookkeeper who will approve expense after assuring funds are available under budget line.
3. At least one verbal or written bid is required for this purchase.

##### B. PURCHASES OF GOOD AND SERVICES BETWEEN \$501 AND \$1,500

1. Purchase must be approved by Executive Director after assuring that expense is eligible under budget line item. In the absence of the Director, the purchase may be approved by the Board President or Vice President.
2. A requisition form shall be prepared and submitted to the Bookkeeper who will approve the expense after assuring funds are available under the budget line item.
3. At least 3 written bids are required to be solicited for this purchase. Documentation shall be maintained attesting to the bid solicitation.

##### C. PURCHASES BETWEEN \$1,501 AND \$4,999

1. Purchases must be approved in advance by the Executive Director. In the absence of the Director, the purchase may be approved by the Board President or Vice President.
2. A requisition form shall be prepared and submitted to the Bookkeeper who will approve the expense after assuring funds are available under the budget line item.
3. At least 3 written bids are required to be solicited for this purchase. Documentation shall be maintained attesting to the bid solicitation.

##### D. PURCHASES \$5,000 and OVER

1. All purchases including services \$5,000 or over must be approved **in advance** by the Executive Director and the Board of Directors.
2. All bid requests will contain clear specifications and will not contain features which unduly restrict competition.
3. The Executive Director will be responsible to ensure that all conditions and specifications of a contract, bid, or order have been satisfactorily fulfilled and will be responsible for timely follow-up of these purchases.
4. The Executive Director will obtain at least 3 bids wherever possible unless prior approval by Executive Committee has been obtained.
5. Purchases of over \$5,000 will not be fragmented or reduced to components of less than \$5,000 to avoid the bid process.
6. Executive Director will be responsible for assuring compliance with additional requirements set by source of funds or grantor.
4. At least 3 written bids are required to be solicited for this purchase. Documentation shall be maintained attesting to the bid solicitation.

# **EXHIBIT**

**6**

