

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

[www.dps.texas.gov](http://www.dps.texas.gov)



STEVEN C. McCRAW  
DIRECTOR  
DAVID G. BAKER  
ROBERT J. BODISCH, SR.  
SKYLOR HEARN  
DEPUTY DIRECTORS



COMMISSION  
STEVEN P. MACH, CHAIRMAN  
MANNY FLORES  
A. CYNTHIA LEON  
JASON K. PULLIAM  
RANDY WATSON

August 1, 2017

To Whom It May Concern:

The Department of Public Safety Interlocal Cooperation Contract for General Stores supplies will expire August 31, 2017. Enclosed is the revised contract, which is effective as of the date of the last party to sign the contract and ends on August 31, 2021.

This year, all purchases require a current contract on file before DPS can process your order. This includes printed materials as well as intoxilyzer mouthpieces, alcohol blood test kits, gunshot residue kits, urine specimen kits, or syringe transport tubes.

Sincerely,

Michael Iffla, Director,  
General Services Bureau

**AUSTIN, TEXAS 78761-5999**

TRAVIS COUNTY

## I. CONTRACTING PARTIES

and

Complete Address: \_\_\_\_\_  
Street Address
City and State
Zip Code

Email Address:

DPS will provide certain forms, manuals, gunshot residue kits, and other supplies for the Local Governmental Entity to use in the Breath Testing and Laboratory Alcohol and Drug Testing Program. The purpose and objective of this Contract is to facilitate the use of uniform and consistent procedures, paperwork, printed materials, and supplies.

Costs will be in accordance with the DPS General Stores' non-DPS users price sheet.

Local Governmental Entity must submit full payment to DPS at the time of order. Payment will be made from the Local Governmental Entity's current revenues.

This Contract is effective as of the date of the last party to sign the contract and ends on August 31, 2021.

THE UNDERSIGNED CONTRACTING PARTIES bind themselves to the faithful performances of this Contract and have full authority to enter into this Contract on behalf of the respective parties.

If the governing body of a party is required to approve this Contract, it will not become effective until approved by the governing body of that party. In that event, this Contract will be executed by the duly authorized official of the party as expressed in the approving resolution or order of the governing body of said party, a copy of which must be attached to this Contract.

\_\_\_\_\_  
Name of Local Governmental Entity

DEPARTMENT OF PUBLIC SAFETY  
\_\_\_\_\_  
Name of Agency

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **INTRODUCTION**

The Department of Public Safety stocks certain forms, manuals, gunshot residue kits, and supplies for the Intoxilyzer Breath Testing Program and the Laboratory Alcohol and Drug Testing Program for all Texas cities and counties. DPS performs this service to facilitate the use of uniform and consistent procedures, paperwork, printed materials, and supplies.

DPS requires certain minimum quantities and packaging in order to be as efficient as possible. The prices will differ between DPS and non-DPS users. The non-DPS users will be charged a slightly higher price to cover administrative and handling expenses and will be required by law to have an Interlocal Cooperation Contract on file with DPS General Services for any printed materials or supply items, such as mouthpieces, alcohol blood test kits, gunshot residue kits, and urine specimen kits.

DPS strongly urges entities to discuss and coordinate all purchases with its local Breath Test Program Technical Supervisor or DPS Headquarters Laboratory Alcohol and Drug Testing Program personnel. These individuals are familiar with the ordering procedure and should be aware of any price changes. Your local Breath Test Program Technical Supervisor or our DPS Laboratory Alcohol and Drug Testing personnel should also be able to advise the purchaser of the quantities of supplies that may be needed.

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

1. **Submit your request on your department's letterhead using the sample on page 5.**

This request must be signed by an authorized representative and the name and phone number of a contact person. Also, furnish exemption number if tax exempt.

Attach pages 3 and 4 to include the requested items and total amount due.

This request should be addressed to the following.

**DPS GENERAL STORES**  
**P.O.BOX 15999**  
**AUSTIN, TEXAS 78761-5999**

2. Prices will be subject to change on a periodic basis and include shipping and handling.
3. Submit check or money order made out to the **Department of Public Safety, General Stores**, along with your request.

Credit card payments for Breath Test Supplies are accepted at [texas.gov/dpsgeneralstoresbreathtest](http://texas.gov/dpsgeneralstoresbreathtest)

Credit card payments for Publications are accepted at [texas.gov/dpsgeneralstorespublications](http://texas.gov/dpsgeneralstorespublications)

4. Our minimum stock quantities for non-DPS users of Intoxilyzer Breath Testing and Alcohol/Drug testing supplies and printed materials are listed on pages 3 and 4.

Non-DPS users must adhere to minimum quantities.

5. If you have any questions, please contact the following.

**DPS GENERAL STORES**  
**512-424-2017**  
**GSoutsidesales@dps.texas.gov**

## NON-DPS USERS PRICE SHEET

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

THESE ITEMS MUST BE PRE-PAID

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>MINIMUM QUANTITY</u>	<u>PRICES</u>	<u>TOTAL AMOUNT</u>
_____	<b>DIC 23</b> PEACE OFFICERS SWORN REPORT (Rev. 9-01)	PAD 50 SETS	\$2.50/PAD	_____
_____	<b>DIC 23A</b> SPECIMEN ROUTING REPORT	PAD 50 SETS	\$2.50/PAD	_____
_____	<b>DIC 24</b> STATUTORY WARNING	PAD 50 SETS	\$2.50/PAD	_____
_____	<b>DIC 25</b> NOTICE OF SUSPENSION TEMPORARY DRIVING PERMIT	PAD 50 SETS	\$2.50/PAD	_____
_____	<b>DIC 54</b> PEACE OFFICER'S SWORN REPORT COMM. MOTOR VEHICLE	PAD 50 SETS	\$2.50/PAD	_____
_____	<b>DIC 55</b> STATUTORY WARNING COMMERCIAL MOTOR VEHICLE OPERATORS	PAD 50 SETS	\$2.50/PAD	_____
_____	<b>DIC 56</b> BREATH TEST TECHNICAL SUPERVISOR AFFIDAVIT	PAD 50 SETS	\$2.50/PAD	_____
_____	<b>DIC 57</b> NOTICE OF DISQUALIFICATION (Rev. 9-01)	PAD 50 SETS	\$2.50/PAD	_____
<b>DIC SPANISH FORMS:</b>				
_____	<b>DIC 24S</b> DWI STATUTORY WARNING	PAD 50 SETS	\$2.50/PAD	_____
_____	<b>DIC 25S</b> NOTICE OF SUSPENSION	PAD 50 SETS	\$2.50/PAD	_____
_____	<b>DIC 57S</b> NOTICE OF DISQUALIFICATION	PAD 50 SETS	\$2.50/PAD	_____
<b>THP FORMS:</b>				
_____	<b>THP 1</b> OFFENSE REPORT	PAD OF 100 SHEETS	\$2.50/PAD	_____
_____	<b>THP 1A</b> SFST SCORING SHEET	PAD OF 100 SHEETS	\$2.50/PAD	_____

_____	<b>THP 51</b> STATUTORY AUTHORIZATION MANDATORY BLOOD SPECIMEN	PAD OF 100 SHEETS	\$2.50/PAD	_____
_____	<b>THP 51A</b> AFFIDAVIT OF PERSON WHO WITHDREW BLOOD	PAD OF 100 SHEETS	\$2.50/PAD	_____
_____	<b>THP/BR 38</b> INTOXILYZER MANUAL	(BINDER, TABS & CONTENTS)	\$8.75/EACH	_____
<b>SUPPLIES</b>				
_____	* PBT (MOUTHPIECES) (PORTABLE BREATH TESTING TUBE)	1 PKG of 25 EACH	\$4.50/PKG.	_____
_____	* INTOXILYZER MOUTHPIECES	1 PKG of 100 EACH	\$23.00/PKG.	_____
_____	* ALCOHOL BLOOD TEST KIT	1 EACH	\$6.50/EACH	_____
_____	* URINE SPECIMEN TEST KIT	1 EACH	\$4.50/EACH	_____
_____	* SYRINGE TRANSPORT TUBES	1 EACH	\$3.50/EACH	_____
_____	* GUNSHOT RESIDUE KIT	1 EACH	\$8.50/EACH	_____
<b>TOTAL ENCLOSED</b>				_____
(Items from pages 3 and 4)				

**MAIL ORDERS AND PAYMENTS TO:**

**DPS GENERAL STORES  
P.O. BOX 15999  
AUSTIN, TEXAS 78761-5999  
512 -424-2017**

**USING YOUR LETTERHEAD, PRINT THIS PAGE,  
ATTACH ORDER SHEETS, AND MAIL TO:  
DPS GENERAL STORES  
P.O. BOX 15999  
AUSTIN, TEXAS 78761-5999**

DATE \_\_\_\_\_

Please enter our order for the attached supplies.

☐

My check or money order is enclosed.

☐

I paid with credit card for Breath Test Supplies @[texas.gov/dpsgeneralstoresbreathtest](http://texas.gov/dpsgeneralstoresbreathtest)

☐

I paid with credit card for Publications @[texas.gov/dpsgeneralstorespublications](http://texas.gov/dpsgeneralstorespublications)

Sincerely,

\_\_\_\_\_

Title \_\_\_\_\_

Tax exempt number \_\_\_\_\_

Contact person \_\_\_\_\_ Phone number \_\_\_\_\_

Physical Address (City, State, Zip)

\_\_\_\_\_

Email Address

\_\_\_\_\_