



**THE 100 CLUB**

1233 West Loop South, Suite 1250 Houston, Texas 77027-9107  
Office 713-952-0100 Fax 713-952-0181 Internet: www.the100club.org

**John R. Braniff, Chairman**  
**Clarence F. Kendall, II, President**  
**Vice Presidents: Clair Branch**  
**Patrick B. Collins**  
**Thomas E. "Tom" Pizzo, Jr.**  
**Randy Russell, Secretary/Treasurer**  
**Richard A. Hartley, Executive Director**

**To: LAW ENFORCEMENT AGENCIES**

**FROM: REQUEST COMMITTEE,**  
**THE 100 CLUB**

**SUBJECT: REQUEST PROCEDURES**

**In order to provide funding for equipment and services, you are asked to comply with the following as you submit your request.**

1. **This statement will be in your letter of request;**  

**"I warrant that I have exhausted every other source of funding for the requested equipment, which includes any confiscated drug funds. I am including a copy of the minutes from our Council meeting and any governmental agency minutes/affidavit where this request has been made."**
2. **All requests will come from the chief law enforcement officer or the person heading the requesting agency.**
3. **Please include a statement with your request that you have a drug testing policy in place and mandate a drug free environment. ( Do not include a copy of your policy.)**
4. **An itemized list of commodities will be submitted in detail with the request. Also include the total amount of your asking.**
5. **On any product requested, there will be at least two written bids required and must be attached to the request.**
6. **Bids will be taken only from vendors who meet the specifications of your agency.**
7. **If two or more bids are competitive, then the recommendation of the requesting agency will be appreciated.**

*"The 100 Club provides funds to dependents of Peace Officers & Firefighters who are killed in the line of duty, educational opportunities, and life saving equipment."*

**DIRECTORS:** Jerry Johnston Andrew, Robert P. "Bob" Brooks, J. L. "Bubba" Butera, James M. "Jim" Clepper, Dick DeGuerin, George A. DeMontrond, III, Tyson Faust, Tilman J. Fertitta, Fred Gebhardt, Jodie Lee Jiles, Richard C. Kuriger, III, Bob Lawrence, Robert "Ted" Lyons, Webb K. Melder, Charles F. Milstead, John J. Montalbano, Howard D. Moon, CLU, Jack Moore, MD, Todd W. Neal, Garry L. Plotkin, Jack M. Rains, Barry Silverman, Jeff Swantkowski, John Van De Wiele, Charlie D. Worthen  
**LIFETIME DIRECTORS:** K. S. "Bud" Adams, Jr., George R. Bolin, N. M. "Mack" Brown, Morton A. Cohn, Mary Cooper, Freeman B. Dunn, Dick Graves, Farrell G. Huber, Jr., L. Bryan Hutcheson, H. Stuart Lang, Jr., Mark Nielsen, and John F. Rader, III.

8. **When seeking bids on Ericsson or Motorola equipment, you are to contact the following representatives:**

M/A-Com formerly Ericsson, Inc. – Debra Brooks	Ph. #281-447-5977
Motorola - Rick Russek	Ph. #281-955-2853
or George Ebelt	Ph. #281-955-2688

**Note: The 100 Club does not fund spare parts or maintenance contracts.**

9. **All equipment given to law enforcement agencies such as vests, radios, etc. will be the property of the agency receiving the equipment and is not to be owned by any individual.**
10. **Any equipment requested is to be used solely for the protection of the Peace Officers.**
11. **This equipment is not to be sold by the receiving agency without consultation and approval of the Finance and Request Committee of The 100 Club, Inc.**
12. **Your agency will furnish the name of a responsible person (when it is not the Chief) to act as a liaison with The 100 Club for an on-site request interview or attend a meeting of the Committee.**

**All requests should be mailed to: THE FINANCE AND REQUEST COMMITTEE,**

**The 100 Club  
1233 West Loop South, Suite 1250  
Houston, Texas 77027-9103**

**When you have complied with the above stated items, the committee will then consider your request and notify you of its action.**

**Adopted: 8/4/87**