



INDEPENDENT CONTRACTOR AGREEMENT EXTENSION FOR REHABILITATION SPECIALIST/INSPECTOR SERVICES

This Contract for Rehabilitation Specialist/Inspector Services (“Contract”) is made and entered into this 1st day of October 2023, by and between the City of Texas City, Texas, hereinafter referred to as the “City” and, Mainland Children’s Partnership, Inc. d/b/a Galveston County Long Term Recovery Group, herein referred to as the “Contractor”, for and in consideration of the mutual covenants and considerations hereinafter contained.

The City, through its Community Development Department (“CDD”), is contracting with Mainland Children’s Partnership, Inc. d/b/a Galveston County Long Term Recovery Group to provide Rehabilitation Specialist/Inspector services on a part-time (as needed), contractual basis. The services will be provided through a combination of in-office (CDD), in-the-field, and remote work (if desired). Ideally, applicants will have schedule flexibility, on a week-to-week and ongoing basis, to be able to respond to varying workload demands. The Rehabilitation Specialist/Inspector can expect to have multiple projects under construction or in a pre-construction stage way at any given time.

Term and Scope of Contract:

The original contract’s term will be October 1, 2023, through September 30, 2024. The extension agreement period will continue through September 30, 2026.

The Contractor shall execute the following tasks:

1. Conduct a preliminary inspection of property to determine existing conditions, identify substandard conditions, and code violations. Document inspection with a written inspection report and photographs.
2. Discuss the scope of the desired rehabilitation work with the property owner and discuss work that may not be desired by the owner but is needed to ensure that the TCHRP complies with federal and state requirements.
3. Identify issues relating to lead-based paint, asbestos, and historically significant properties. Serve as the liaison with appropriate agencies to obtain approvals for cases affected by these areas.
4. Prepare a detailed work write-up and specifications for the proposed work to be undertaken through the Housing Rehabilitation Program. Integrate the findings, reports and recommendations of special technical consultants, such as lead paint inspectors, into the work specifications.
5. Estimate the cost of rehabilitation or reconstruction.
6. Work with other program staff to obtaining local approval for projects (e.g., waivers of per unit maximum assistance, etc.)
7. Meet with property owners to review the work write-up, specifications, and prioritize work where necessary.
8. Finalize the scope of work (work specifications) and revise the cost estimate, if needed. Obtain property owner’s acceptance of the work specifications and authorization to release the project for bidding.



Texas City
EST. 1911

conditions of this Contract are set forth in this writing, and there are no representations or agreements that are not so contained herein and that neither party is relying upon any representation made by the other that is not contained herein in connection with the negotiations and the terms of this Agreement. THE PARTIES AGREE THAT THIS AGREEMENT MAY ONLY BE CHANGED OR MODIFIED BY AN AGREEMENT IN WRITING SIGNED BY BOTH PARTIES.

The invalidity or unenforceability of any term or provision of this Contract shall not affect the validity or enforceability of any other terms or provisions and this Contract shall be construed in all other respects as if the invalid or unenforceable term or provision were omitted. This Contract may be executed in any number of counterparts, and each such counterpart shall for all purposes be deemed to be an original.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on their behalf as of the day of the year first above written.

CITY:

City of Texas City

By: Dedrick Johnson

Title: Mayor

CONTRACTOR:

Mainland Children's Partnership

By: Lepore J. Perry

Title: Executive Director



APPENDIX A

BILLING AND PAYMENT TERMS

All invoices for both professional services and subsidy payments, with the appropriate back-up, should be sent to:

City of Texas City

Attn: Accounts Payable

1801 9th Ave. N
Texas City, TX 77591

Or, electronically to:

Invoice@texascitytx.gov

Invoices for reimbursement of subsidy payments should be sent with timesheets detailing hours worked and services provided as back-up. Invoices will be paid upon receipt if approved.



ACQUISITION FORM

Instructions

1. Select New Purchase or Existing PO
2. Complete Form
3. Attach Form & Quotes if applicable to Requisition
4. If Existing PO, enter PO # and PO Balance
5. Complete Purchase Detail Section
6. Attach to PO

New Purchase

Existing PO

Department (ORGCODE): 212601

Object Code (GL Account): 53680

GL Available Balance 45,757.98

PO NUMBER:

PO Balance:

Vendor: 1560: Mainland Children Partnership

Contract

Co-Op Agreement (Buy-Board)

General Description <601> BPO: CDBG Independent Contractor Inspector

Object:

QTY 462.9 Unit Price \$54 Amount \$ 24,999

Object:

QTY Unit Price Amount \$

Object:

QTY Unit Price Amount \$

TOTAL AMOUNT \$ 24,999

- Purchases greater than \$2,999.99 - \$49,999.99, three quotes are required.
- Purchases greater than \$49,999.99, require the bid process and commissioners' approval

Requisitioner Patricia Mata

Date 02/18/2026

Department Head Jon Branson

Date 02/18/2026






Extension Agreement 2.11.2026

Final Audit Report

2026-02-18

Created:	2026-02-18
By:	Patricia Mata (pmata@texascitytx.gov)
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