

ATTACHMENT D
RTS WORKSTATION LEASE AGREEMENT

STATE OF TEXAS

COUNTY OF _____

THIS AGREEMENT is made between the Texas Department of Motor Vehicles “TxDMV” or “department” and the “county” pursuant to Texas Transportation Code, Section 520.0093, for the purposes of providing the County of _____, Texas an option to lease additional Registration and Title System (“RTS”) workstations directly from the State. This agreement is incorporated into the Interlocal Agreement for Provision of Equipment and Consumables (“County Agreement”) and is subject to the provisions of the County Agreement and the County Equipment Guide, including but not limited to provisions relating to: equipment installation, RTS programming and hardware/software configuration, security, maintenance, equipment repair and replacement, equipment movement, unauthorized equipment use, building electrical requirements, accountability/inventory of equipment, training, and supplies.

1. If the county desires additional RTS workstations beyond what is allocated by the department, the workstations may be leased **at county expense** from the department.
2. The cost of leasing a basic RTS workstation¹ will be \$350 per year plus \$ 9 per year for an eLearning account, for a total annual lease cost of \$361. If a cable drop is needed for a workstation, there is a one-time cost of \$180 per drop. For workstations that are leased by the county for placement in a full service deputy (“FSD”) office, there is an additional annual cost of \$4,260 per full service deputy site, per year to cover the T1 circuit cost.
3. Lease charges are billed annually on the county’s annual invoice. Lease costs are prorated for the first year of the lease term based on the installation date, and the prorated amount will be included on the county’s next annual invoice.
4. The county may request the department remove the leased equipment at any time. The equipment will be removed within 30 days of the request being received by TxDMV. The county will forfeit any portion of the annual lease fee that remains.
5. Costs for leased equipment and services are subject to change annually.
6. The county will indicate equipment requirements below (by site and quantity). Total annual costs can be projected using the table provided. TxDMV will compute final costs and the county will be billed in accordance with paragraphs 2 and 3 above.
7. In addition to the provisions of the original County Agreement, TxDMV’s responsibility for equipment installed at FSD sites (i.e., privately owned, for-profit enterprises performing motor vehicle title and registration transactions for the county tax office) is limited to ensuring the equipment remains operational. The county will be responsible for all training, forms, supplies, user policy and procedures, etc., associated with this offsite equipment. This agreement will remain in force for as long as the County Agreement remains effective.

¹The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

8. Workstations identified below that are leased under the provisions of this agreement will be installed following approval of the County Commissioner’s Court and after signature by the County Judge (or a designee when supported by a certified copy of the Commissioner’s Court Order or Resolution, which must be attached) and counter signed by the Director of the Vehicle Titles and Registration Division of the Texas Department of Motor Vehicles.

The County of _____, Texas will lease _____ additional RTS workstation(s) to be installed at the following County Tax Office or full service deputy location(s).

| Site Type County or FSD | New (N) or Existing (E) Site | Site Name | Site Address | Workstation Quantity |
|----------------------------|---------------------------------|-----------|--------------|-------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | Item | Site Name | Quantity | Individual Item Cost | Total Annual Cost |
|--|---|-----------|----------|--------------------------|----------------------|
| 1. | RTS Workstation, Basic ¹ (non-FSD site) | | | \$361.00 | |
| 2. | RTS Workstation, Basic ¹ (FSD site) | | | \$361.00 | |
| 3. | T1 Circuit Cost (FSD sites only – one annual circuit charge per FSD site) | | | \$4,260.00 | |
| <i>Note: cable drops are an additional \$180 each and charged in first year only</i> | | | | Annual Lease Cost | |

County Judge

Date

Roland D. Luna Sr.
Director, Vehicle Titles and Registration

Date

County

¹The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.



Equipment Request Form

Use this form for all workstation additions, workstation conversions, and new site installations. All requests must be made during the annual open enrollment period (November 1-30).

A separate form must be submitted for each existing or new site.

| |
|---|
| County HIDALGO |
| County Site Name Substation 6 |
| TxDMV Only |
| Date Received |

Instructions

This form should be used for all RTS workstation additions (allocated, web DEALER, lease), conversions (allocated, webDEALER), and new site installations. For your convenience, this is a fillable form that can be easily populated on your computer. Submit completed forms via email to RTS-Workstation-Allocations@TxDMV.gov and copy your regional service center manager. A separate form must be submitted for each existing or new county site. Additional information can be found in the County Equipment Guide located on the TAC Information Hub at <http://www.TxDmv.gov/tax-assessor-collectors>. Requests for workstation additions, conversions, and new site installations must be made during the annual open enrollment period (November 1-30).

Contact Information

| | | |
|--|--|--|
| County Contact Name Santos Castilleja | County Site Name Hidalgo County Substation 6 | New Site (yes/no) No |
| Site Address 101 N. McColl Rd. Ste. 10 | City McAllen | State TX Zip 78501 |
| Email Address santos.castilleja@hidalgocountytax.org | Phone Number (956) 289-7458 | Cell Phone Number (956) 624-9484 |

Workstation Additions

| Quantity | Workstation Type | Is cabling needed? | Does the workstation have a cash drawer? | Will cash drawer need to be mounted under desk? | TxDMV Only (approved/denied) |
|----------|------------------|--------------------|--|---|------------------------------|
| | Allocated | | | | |
| | webDEALER | | | | |
| 1 | Lease | No | No | No | |

Workstation Conversions

| Type of Conversion (allocated/webDEALER) | Workstation Control Point | Serial Number CPU | Serial Number Printer | TxDMV Asset Tag CPU | TxDMV Asset Tag Printer | TxDMV Only (approved/denied) |
|--|---------------------------|-------------------|-----------------------|---------------------|-------------------------|------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

New Site Information

New Sites require the installation of a T1 circuit; however, the circuit cannot be ordered until four requirements are in place: backboard, ground wire, conduit, and electricity.

| Alternate County Contact Name (in addition to Contact on page 1) | | New Site Requirements | Is requirement in place? (yes/no) | If no, provide date requirement will be in place |
|---|-------------------------------------|-----------------------|-----------------------------------|--|
| New Site Land Line Phone Number | Alternate County Contact Cell Phone | Backboard | | |
| Alternate County Contact Email Address | | Ground Wire | | |
| New Site Name (the same indicated in Contact Information on page 1) | | Conduit | | |
| If cabling is needed, how many cable drops needed for new site? | | Electricity | | |

TxDMV Response (to be used for denials or further explanation)

| | |
|-------------------------|--|
| Workstation Additions | |
| Workstation Conversions | |
| New Site Installations | |

TxDMV Use Only – Internal Routing

| VTR → | ITS → | VTR |
|---------------------------------|---|------------------------------|
| BRS Review Date | ITS Received Date | BRS Received Date |
| VTR Deputy Director Review Date | Equipment Installation Date (if applicable) | Installation Completion Date |
| VTR Director Review Date | Form Emailed to BRS Date | Request Closed Date |
| Form Returned to County Date | | |
| Form Emailed to ITS Date | | |

Exhibit A

FULL SERVICE DEPUTY:

Location 1

BridgePoint Insurance Agency & Permit Center, LLC
101 N. McColl Rd. Suite 10
McAllen, TX 78501

Location 2

BridgePoint Insurance Agency & Permit Center, LLC
1619 N. Conway Suite I
Mission, TX 78572

Location 3

BridgePoint Insurance Agency & Permit Center, LLC
510 N. Salinas Blvd., Unit #3B
Donna, TX 78537

Future New Site Location 2

BridgePoint Insurance Agency & Permit Center, LLC
3009 N. Conway Unit 9
Mission, TX 78572

Exhibit A-1

| FULL SERVICE DEPUTY | | | |
|--|--------------------|---------------------|---------------------|
| *Leased with County | Equipment Cost | T1 Cost | Total Cost |
| 1. Bridgepoint Insurance McAllen, Mission & Donna (15 RTS at \$361/Year) | \$ 5,776.00 | | \$ 5,776.00 |
| 2. Bridgepoint Insurance McAllen, Mission & Donna (3 T1 Locations at \$4260/Year) | | \$ 12,780.00 | \$ 12,780.00 |
| | | | |
| <u>Serial # RTS</u> | | | |
| 1. 2UA6293JRP (McAllen R1087007) | \$ 361.00 | \$ 4,260.00 | |
| 2. 2UA6322XJZ (McAllen R1087107) | \$ 361.00 | | |
| 3. 2UA6322V47 (McAllen R1087207) | \$ 361.00 | | |
| 4. 2UA6322XKR (McAllen R1087257) | \$ 361.00 | | |
| 5. 2UA6322WG0 (McAllen R1087420) | \$ 361.00 | | |
| 6. 2UA6293JSV (McAllen R1087421) | \$ 361.00 | | |
| 7. MXL75119Y3 (McAllen R1087422) | \$ 361.00 | | |
| 8. MXL7331KR9 (Mission R1089009) | \$ 361.00 | \$ 4,260.00 | |
| 9. 2UA6322WDY (Mission R1089109) | \$ 361.00 | | |
| 10. 2UA6322WMM (Mission R1089209) | \$ 361.00 | | |
| 11. MXL8332CNQ (Mission R1089259) | \$ 361.00 | | |
| 12. FP6Q2W2 (Donna R108B425) | \$ 361.00 | \$ 4,260.00 | |
| 13. FP6V2W2 (Donna R108B426) | \$ 361.00 | | |
| 14. FPFN2W2 (Donna R108B427) | \$ 361.00 | | |
| 15. FPKQ2W2 (Donna R108B428) | \$ 361.00 | | |
| (Newly Proposed) | | | |
| 16. *XXXXXXXXXX (McAllen R108XXXX) | \$ 361.00 | | |
| * Cable Drop Charge \$180 | | | |
| Total | \$ 5,776.00 | \$ 12,780.00 | \$ 18,556.00 |

*Current rates set by the Texas Department of Motor Vehicles as of 08/31/18. RTS Serial Numbers will be completed on receipt from TxDMV.

Pablo (Paul) Villarreal Jr. PCC
Hidalgo County Tax Assessor Collector
RTS System Proposed Allocation 10/05/21

| <u>Office Location</u> | <u>Total RTS Systems</u> |
|---------------------------------|--------------------------|
| Edinburg | 36 |
| McAllen Sub-Station | 9 |
| Pharr Sub-Station | 13 |
| Mission Sub-Station | 14 |
| Weslaco Sub-Station | 14 |
| San Juan Sub-Station | 4 |
| Alamo Sub-Station | 5 |
| Elsa Sub-Station | 6 |
| BridgePoint Full Service Deputy | 16 |
| <u>Total RTS Systems</u> | <u>117</u> |

Revised 10/05/21

Pablo (Paul) Villarreal Jr. PCC
Hidalgo County Tax Assessor Collector
RTS System Proposed Allocation 10/05/21

| Edinburg | ID | McAllen | ID | Pharr | ID | Mision | ID | Weslaco | ID | San Juan | ID | Alamo | ID | Elsa | ID | Full Service Deputy BridgePoint | ID |
|-----------------------|-----|---------------|-----|----------------|-----|----------------|-----|----------------|-----|---------------|-----|----------------------|-----|-------------------------|-----|------------------------------------|-----|
| 1 Cash Drawer | 000 | 1 Cash Drawer | 010 | 1 Cash Drawer | 002 | 1 Cash Drawer | 001 | 1 Cash Drawer | 003 | 1 Cash Drawer | 004 | 1 Cash Drawer | 006 | 1 Cash Drawer | 008 | 1 Leased C/D | 007 |
| 2 Cash Drawer | 100 | 2 Cash Drawer | 110 | 2 Cash Drawer | 102 | 2 Cash Drawer | 101 | 2 Cash Drawer | 103 | 2 Cash Drawer | 104 | 2 Cash Drawer | 106 | 2 Leased C/D | 258 | 2 Leased C/D | 107 |
| 3 Cash Drawer | 200 | 3 Leased C/D | 210 | 3 Cash Drawer | 202 | 3 Cash Drawer | 201 | 3 Cash Drawer | 203 | 3 Cash Drawer | 204 | 3 Cash Drawer Wes500 | 206 | 3 Leased C/D | 400 | 3 Leased C/D | 207 |
| 4 Cash Drawer | 250 | 4 Leased C/D | 450 | 4 Cash Drawer | 252 | 4 Cash Drawer | 251 | 4 Cash Drawer | 253 | 4 Cash Drawer | 254 | 4 Cash Drawer Wes501 | 256 | 4 Leased C/D Mc 456 | 401 | 4 Leased C/D | 257 |
| 5 Cash Drawer | 300 | 5 Leased C/D | 451 | 5 Cash Drawer | 311 | 5 Cash Drawer | 330 | 5 Cash Drawer | 325 | | | 5 Cash Drawer Ed370 | 140 | 5 Cash Drawer C/S ED362 | 108 | 5 Leased C/D | 420 |
| 6 Cash Drawer | 301 | 6 Leased C/D | 452 | 6 Cash Drawer | 312 | 6 Cash Drawer | 331 | 6 Cash Drawer | 328 | | | | | 6 Cash Drawer Ws 326 | 403 | 6 Leased C/D | 421 |
| 7 Cash Drawer | 302 | 7 Leased C/D | 453 | 7 Cash Drawer | 313 | 7 Cash Drawer | 332 | 7 Cash Drawer | 502 | | | | | | | 7 Leased C/D | 422 |
| 8 Cash Drawer | 303 | 8 Leased C/D | 454 | 8 Cash Drawer | 314 | 8 Cash Drawer | 333 | 8 Cash Drawer | 503 | | | | | | | 8 Leased C/D BP2 | 009 |
| 9 Cash Drawer | 304 | 9 Leased C/D | 455 | 9 Cash Drawer | 315 | 9 Cash Drawer | 334 | 9 Cash Drawer | 130 | | | | | | | 9 Leased C/D BP2 | 109 |
| 10 Cash Drawer | 305 | | | 10 Cash Drawer | 316 | 10 Cash Drawer | 335 | 10 Cash Drawer | 131 | | | | | | | 10 Leased C/D BP2 | 209 |
| 11 Cash Drawer | 306 | | | 11 Cash Drawer | 317 | 11 Cash Drawer | 336 | 11 Cash Drawer | 132 | | | | | | | 11 Leased C/D BP2 | 259 |
| 12 Cash Drawer | 307 | | | 12 Cash Drawer | 318 | 12 Cash Drawer | 337 | 12 Cash Drawer | 133 | | | | | | | 12 Leased C/D BP3 | 425 |
| 13 Cash Drawer | 308 | | | 13 Cash Drawer | 319 | 13 Cash Drawer | 338 | 13 Cash Drawer | 134 | | | | | | | 13 Leased C/D BP3 | 426 |
| 14 Cash Drawer | 309 | | | | | 14 Cash Drawer | 339 | 14 Cash Drawer | 135 | | | | | | | 14 Leased C/D BP3 | 427 |
| 15 Cash Drawer | 350 | | | | | | | | | | | | | | | 15 Leased C/D BP3 | 428 |
| 16 Cash Drawer | 351 | | | | | | | | | | | | | | | 16 Proposed Lease | |
| 17 Cash Drawer | 352 | | | | | | | | | | | | | | | | |
| 18 Cash Drawer | 353 | | | | | | | | | | | | | | | | |
| 19 Leased C/D | 354 | | | | | | | | | | | | | | | | |
| 20 Cash Drawer | 355 | | | | | | | | | | | | | | | | |
| 21 Cash Drawer | 356 | | | | | | | | | | | | | | | | |
| 22 Cash Drawer | 357 | | | | | | | | | | | | | | | | |
| 23 Leased C/D | 360 | | | | | | | | | | | | | | | | |
| 24 Leased C/D | 361 | | | | | | | | | | | | | | | | |
| 25 Cash Drawer C/S | 363 | | | | | | | | | | | | | | | | |
| 26 Cash Drawer C/S | 364 | | | | | | | | | | | | | | | | |
| 27 Cash Drawer C/S | 365 | | | | | | | | | | | | | | | | |
| 28 Cash Drawer C/S | 366 | | | | | | | | | | | | | | | | |
| 29 Cash Drawer C/S | 367 | | | | | | | | | | | | | | | | |
| 30 Cash Drawer C/S | 368 | | | | | | | | | | | | | | | | |
| 31 Cash Drawer C/S | 369 | | | | | | | | | | | | | | | | |
| 32 Leased C/D | 371 | | | | | | | | | | | | | | | | |
| 33 Cash Drawer Ws 327 | 372 | | | | | | | | | | | | | | | | |
| 34 Cash Drawer C/S | 120 | | | | | | | | | | | | | | | | |
| 35 Cash Drawer C/S | 121 | | | | | | | | | | | | | | | | |
| 36 Cash Drawer C/S | 122 | | | | | | | | | | | | | | | | |
| 36 Total | | 9 Total | | 13 Total | | 14 Total | | 14 Total | | 4 Total | | 5 Total | | 6 Total | | 16 Total | |

| | |
|-------------------------------|-----|
| Total RTS Systems | 117 |
| Leased by Hidalgo County | 15 |
| Leased by Full Service Deputy | 15 |
| Total at Fair Share | 86 |
| Proposed Lease | 1 |