

PACE PURCHASING COOPERATIVE

INTERLOCAL AGREEMENT

Member Name: CITY OF SCHERTZ, TEXAS County District Number: 25TH JUDICIAL DISTRICT

Education Service Center, Region 20 (Coop) and the above named agency (member) enter into the following cooperative service arrangement.

This agreement is effective _____ (date) and shall automatically renew unless either party gives ninety (90) days prior notice of non-renewal. This agreement may be terminated with or without cause by either party upon thirty (30) days written notice.

The Coop will:

- Handle bidding procedures
- Abide by all procurement laws in the State of Texas
- Enter proposals for tabulation and evaluation
- Arrange for an Award Committee to test, evaluate and award proposals
- Develop award information forms for member use
- Send award information to vendors
- Develop system for gathering evaluation information from members on vendor performance and product quality
- Provide comparison information with previous awards to evaluate effectiveness of proposals

The Member will:

- Designate a member employee to serve as a liaison with Coop
- Identify delivery location within Member on purchase orders
- Prepare purchase orders for items awarded on proposals
- Ensure timely payments to vendors who receive proposal awards
- Provide Coop with evaluation forms regarding vendor and product concerns
- Ensure a Resolution is properly executed if required

Authorization:

Education Service Center, Region 20 and the PACE Purchasing Cooperative executed a contract to provide cooperative purchasing services to government entities.

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Please send a signed Interlocal Agreement to (or fax to 210-370-5776 or e-mail to jim.metzger@esc20.net):

Education Service Center, Region 20
Attn: PACE Coop
1314 Hines Ave
San Antonio, TX 78208.

Public Entity

Education Service Center, Region 20

BY:

BY:

Authorized Signature

Authorized Signature

CITY MANAGER

Purchasing Coordinator

Title

Title

Date

Date

JULIE GOHLKE

Jim Metzger

Contact Person

Contact Person

PURCHASING & ASSET MANAGER

Purchasing Coordinator

Title of Contact Person

Title of Contact Person

1400 SCHERTZ PARKWAY

210-370-5204

Street Address

Phone Number

SCHERTZ, TEXAS 78154

210-370-5776

City, State, Zip

Fax Number

210-619-1160

jim.metzger@esc20.net

Phone/Fax Number

E-mail Address

PURCHASING@SCHERTZ.COM

E-mail Address