



August 29, 2022

Joy Simonton
Williamson County
710 Main Street
Georgetown, TX 78626

SCAN AND TAG UPDATE
FIXED ASSET MANAGEMENT PROGRAM

Dear Ms. Simonton,

RCI offers an Annual Update for our Fixed Asset Management Program (FAMP).

SCAN AND TAG UPDATE

RCI will send a team of specialists to your facilities and place bar codes on all items with a value of \$500.00 or more that do not have an existing bar code tag. We will record the new bar coded information (bar code number, description, manufacturer, model, serial number, location, etc.) and enter it into the Fixed Asset Management Program. Our specialists will scan all new and previously bar coded items. This scanned information will be uploaded into our software, which compares the existing database to the newly scanned data. This allows the system to identify items that were not found during the inventory and/or were not properly entered into the database.

As we proceed through the annual update, the project coordinator will conduct an on-going daily reconciliation to locate items initially showing up as "items not scanned." This effort will reduce the majority of "common-sense" omissions caused by locked doors, items missed in the scanning process, etc. We include the RCI reconciliation in your pricing proposal and it will reduce the number of assets that will require additional research upon completion of the project. Please note that remaining items in the "items not scanned" report will need to be researched by your staff.

Sincerely,

A handwritten signature in black ink that reads "Linda LaField". The signature is written in a cursive, flowing style.

Linda LaField
Account Manager



FIXED ASSET INVENTORY ANNUAL UPDATE PROPOSAL

DATED AUGUST 29, 2022

ACCEPTANCE BY WILLIAMSON COUNTY

GEORGETOWN, TEXAS

The cost of the annual updates for years 2022-2025 will be as follows:

- [X] RCI provides this Fixed Asset Annual Update proposal for a flat fee of **\$ 48,000.00**. RCI will require an initial payment of **\$ 33,600.00** payable at the end of the on-site portion of this project, and the remainder due upon completion of the project. Terms, net 30 days.

**** Pricing for Fixed Annual Asset Inventory Updates for years 2022-2025 will be provided for a yearly fee of \$48,000.00 each. Significant deviations in the number of locations, facilities, assets, and technology inventoried in this project may incur additional fees and will be negotiated with Williamson County in advance of services provided. RCI will require a payment of \$33,600.00 payable at the of end of each on-site inventory phase of this project, and the remainder due upon delivery of the FAMP software (including all inventory data) and the actual or estimated cost information on your assets. Terms, net 30 days.**

BUYBOARD CONTRACT NO. 625-20

1. **Parties:** This agreement is between Records Consultant, Inc. d/b/a RCI (hereinafter "RCI") and Williamson County, Texas (hereinafter "County" or "Customer").
2. **No Waiver of Sovereign Immunity or Powers:** Nothing in this agreement will be deemed to constitute a waiver of sovereign immunity or powers of Customer, the Williamson County Commissioners Court, or the Williamson County Judge.
3. **Texas Law Applicable to Indemnification:** All indemnifications or limitations of liability or statutes of limitations shall be to the extent authorized under Texas law and shall follow Texas law without modifying the Customer's rights.
4. **Termination for Convenience:** This agreement may be terminated at any time at the option of either party, without future or prospective liability for performance upon giving thirty (30) days written notice thereof. In the event of termination, Customer will only be liable for its pro rata share of services rendered and goods actually received.
5. **Texas Prompt Payment Act Compliance:** Payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date Customer receives the goods under the contract; (2) the date the performance of the service under the contract is completed; or (3) the date the Williamson County Auditor receives an invoice for



the goods or services. Interest charges for any overdue payments shall be paid by Customer in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of Customer's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.

6. Mediation: The parties agree to use mediation for dispute resolution prior to and formal legal action being taken on this agreement.
7. Venue and Governing Law: Venue of this contract shall be Williamson County, Texas, and the law of the State of Texas shall govern.
8. Right to Audit: RCI agrees that Customer or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine and photocopy any and all books, documents, papers and records of RCI which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. RCI agrees that Customer shall have access during normal working hours to all necessary RCI facilities and shall be provided adequate and appropriate workspace in order to conduct audits in compliance with the provisions of this section. Customer shall give RCI reasonable advance notice of intended audits.
9. Mutual signatures (for example):

IN WITNESS WHEREOF, County and Company have duly executed this Agreement to be effective as of the date of the last party's execution below.

COUNTY:

WILLIAMSON COUNTY

By: _____

Printed Name: _____

Representative Capacity: _____

Date: _____, 20____

COMPANY:

RECORDS CONSULTANTS, INC.

By: Chris Coryell

Printed Name: Chris Coryell

Representative Capacity: Vice President of Sales

Date: August 29, 2022