Contract for Services – Local Government

State and Local Records Management Division
Texas State Library and Archives Commission

THE STATE OF TEXAS – COUNTY OF TRAVIS

SLRM Contract Number: 13-306-L06-002

This contract and agreement is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and the governmental agency shown below as the Receiving Agency, pursuant to the authority granted in and in compliance with the provisions of the Interlocal Cooperation Act, Texas Government Code, Chapter 791.

I. CONTRACTING PARTIES:

Receiving Agency

Name:	Williamson County
Division:	County Clerk
TIN No:	N/A
Contact Person Name:	Nancy Rister, County Clerk
Phone:	512-943-1520

Performing Agency

Name:	Texas State Library and Archives Commission (TSLAC)
Agency Code:	306
Contact Person Name:	Michael Shea
Phone:	512-421-7250

II. STATEMENT OF SERVICES TO BE PERFORMED:

The Texas State Library and Archives Commission will provide microfilming services and/or records storage services for documents provided to the TSLAC by the Receiving Agency. Services to be provided by the TSLAC under this Contract include all services listed on the attached Records Center Services Fee Schedule.

III. BASIS FOR DETERMINING COSTS:

Fees for services requested under this agreement will be assessed on a monthly basis for actual microfilming services and/or records storage services provided and will be based on the Texas State Library and Archives Commission's approved Fee Schedule. Fees for services not listed in the approved TSLAC Fee Schedule will be at a rate agreed upon by the Performing Agency and Receiving Agency prior to any such services being performed.

Other services and fees:
Fax on documents pending microfilming @ $0.25 per page.

IV. CONTRACT AMOUNT:

An estimated amount of $20,000.00 (Twenty Thousand Dollars and No Cents)

The amount of this contract will depend on the amount of services requested of Performing Agency by the Receiving Agency.

V. PAYMENT FOR SERVICES:

Receiving Agency shall pay for services received based upon invoices drawn by the Receiving Agency payable to the Texas State Library and Archives Commission, State and Local Records Management Division (SLRM).

Invoices for services performed shall be issued monthly.

The Receiving Agency shall remit payments within 30 days of receipt of invoice payable to the Texas State Library and Archives Commission – SLRM. Send payments to the following address:

Texas State Library and Archives Commission – SLRM
Accounts Receivable
Box 12516
Austin, TX 78711-2516

Questions concerning billing and accounting transactions related to this contract should be directed to the attention of Accountant - State and Local Records Management Division at the address in Section V or by calling (512) 463-5512.

VI. CANCELLATION OF CONTRACT:

This contract may be canceled by either party, provided the following conditions are met. To terminate this contract, either party must submit a written notice of intent to terminate the contract to the other party at least 30 days prior to the intended termination date. The termination notice must reference the SLRM Contract Number, and must be dated and signed by the Receiving Agency head, or the appointed Records Management Officer.

The date of actual contract termination must be mutually agreed to in writing by both parties to allow for the appropriate and efficient disposition of all records in currently in micro-conversion and/or storage at the time of cancellation notice.

Payment for service performed on or before the contract end date will be the responsibility of the Receiving Agency, and will be calculated as outlined in Section III, Basis For Determining Costs.

VII. TERMS OF CONTRACT: (Term of contract cannot transcend the fiscal year.)

This contract is to begin upon approval by both the Receiving and Performing Agencies and shall terminate August 31, 2013.

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies, (2) the proposed arrangements serve the interest of efficient and economical administration of government, and (3) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.

RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority granted in _____.

[Statute, Constitution, Special Provision of Appropriation Bill].

PERFORMING AGENCY further certifies that it has the authority to perform the services contracted for by authority granted in Government Code Chapters 441 and 791.

The undersigned parties bind themselves to the faithful performance of this contract. It is mutually understood that this contract shall not become effective until signed by both parties below.

RECEIVING AGENCY	PERFORMING AGENCY
Agency: Williamson County	Texas State Library and Archives Commission
By: _____ (Authorized signature)	By: _____ (Authorized signature)
Title: County Judge	Title: Chief Fiscal Officer
Date: 05-21-13	Date: 5/9/13

GENERAL INSTRUCTIONS

1. An original and one copy of this entire document, including any attachments, addenda, and/or exhibits must be submitted to the Receiving Agency for approval. The Receiving Agency must sign both contracts and return one copy to the Interagency Contract Specialist at:

   Texas State Library and Archives Commission
   State and Local Records Management Division
   Attention: Interagency Contract Specialist
   PO Box 12927 (regular mail)
   1201 Brazos (overnight mail)
   Austin, TX 78711-2927

2. Paragraph V. If the Receiving Agency is paying from funds other than State Treasury funds, TSLAC will submit an invoice/accounting statement to the Receiving Agency. The Receiving Agency shall remit payment within thirty (30) days of receipt of invoice to the Texas State Library and Archives Commission – SLRM at the following address:

   Accounts Receivable
   Box 12516
   Austin, TX 78711-2516

   Questions concerning billing and accounting transactions related to this contract should be directed to the attention of

   Texas State Library and Archives Commission
   State and Local Records Management Division
   Attention: Accountant
   Box 12516
   Austin, TX 78711-2516

   Or by phone: (512) 463-5512