

Contract for Imaging Services for Fiscal Year 2017

Texas State Library and Archives Commission
State and Local Records Management

THE STATE OF TEXAS – COUNTY OF TRAVIS

TSLAC Contract Number: 6-17-1246

Wilco Contract or Purchase Order Number: Not Provided

This Contract is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and the , the Receiving Agency, pursuant to the authority granted in, and in compliance with, the provisions of the Interagency Cooperation Act, Texas Government Code, Title 7, Chapter 771.

I. ADMINISTRATIVE CONTACT INFORMATION FOR CONTRACTING PARTIES

Receiving Agency

Name: *Williamson Co.*
Agency Code: 1246
Contact Person: Nancy Rister
Contact Phone: (512) 943-1549
Contact Email: nrister@wilco.org

Performing Agency

Name: Texas State Library and Archives Commission
Agency Code: 306
TINS No: 33063063060013
Contact Person: Michael Shea
Phone: (512) 475-5151

II. STATEMENT OF SERVICES TO BE PERFORMED

The Performing Agency shall perform records storage and imaging related services in levels not to exceed the total billable amounts in Section IV of this Contract. Billable fees for records storage and imaging related services will be assessed monthly based on actual services performed. Fees for services under this Contract are outlined in Appendix 1.

Information regarding the eligibility for storage and imaging, record preparation, transferring and transporting records, requesting or returning stored records, and the final disposition of stored records is available on the Performing Agency's website in the "Records Management" Section.

The Performing Agency certifies that it has authority to provide and invoice for these services as granted in Texas Government Code, Chapter 441, § 441.006, § 441.017, and § 441.182.

III. FEE SCHEDULE CALCULATION

All fees charged under this Contract are formulated on a cost recovery model reviewed by the Texas State Auditor's Office and the Texas Legislative Budget Board.

Reimbursable costs under this Contract will be calculated for Records Center Services in accordance with Texas Government Code as cited in Section II and as listed in Appendix 1, effective September 1,

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2016.

IV. CONTRACT AMOUNT

The maximum amount of this Contract is \$52,000.00 and can only be increased or decreased by an executed addendum to this Contract. Of the total amount of this Contract, \$0.00 of this amount is designated for storage services and \$52,000.00 is designated for imaging services.

The total amount of this Contract is an estimate based on prior services provided by the Performing Agency for services requested by the Receiving Agency. It is the responsibility of both the Performing and Receiving Agencies to amend this Contract as the scope of services changes during the Contract term.

V. INVOICING FOR SERVICES

The Performing Agency shall submit invoices to the Receiving Agency on a monthly basis, and will provide support documentation for any change in the storage, circulation, and/or imaging charges incurred during the invoicing period. This documentation will be provided at no additional charge. Any additional reports requested by the Receiving Agency will be charged as "Other Services" and will be discussed and agreed upon by both parties prior to the start of the work.

Invoices will be submitted to the Receiving Agency as PDF files via email to the contact listed below. The Receiving Agency is responsible for informing the Performing Agency at ar@tsl.texas.gov if the billing email address changes or some other method of submission is necessary for the invoices.

The Receiving Agency will need to supply an email address so that invoices can be sent by the Performing Agency.

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
Attention: Accounting
Box 12516
Austin, TX 78711-2516
Email: ar@tsl.texas.gov

VI. PAYMENT FOR SERVICES

Payment for services performed under this Contract shall be processed monthly in accordance with the Interagency Cooperation Act, Texas Government Code, Chapter 771, § 771.008.

If the Receiving Agency is paying other than via an Interagency Transaction Voucher processed through the Texas Comptroller's Uniform Statewide Accounting System (USAS), the Receiving Agency shall remit payment to the following address:

Texas State Library and Archives Commission
Accounts Receivable

VII. 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 the address listed in Section I of this Contract at least 30 days prior to the intended termination date. The termination notice must reference the State and Local Records Management (SLRM) Contract Number, and must be dated and signed by the agency head or the authorized 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 storage or micro-conversion in process at the time of cancellation notice. Payment for storage services performed will be the responsibility of the Receiving Agency until all records are removed from storage, and payment for imaging services will be due for all imaging services performed prior to the agreed termination date. All fees will be calculated as outlined in the fee schedules in Appendix 1.

VIII. TERM OF CONTRACT

This Contract begins September 1, 2016 and terminates on August 31, 2017.

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

by: 
Dan Gattis
County Judge

Date: 10-11-2015

PERFORMING AGENCY

Texas State Library and Archives Commission

By: 
Donna Osborne
Chief Operations and Fiscal Officer

Date: 9/17/16

GENERAL INSTRUCTIONS

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:

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

APPENDIX 1



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION State & Local Records Management Division RECORDS STORAGE SERVICES FEE SCHEDULE (FY 2017)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

RECORDS STORAGE SERVICES	Unit	Fee
1. Records Center Stack Storage*	Cubic Ft (CF)	\$ 0.20
2. Microfilm storage – 16 mm roll	Each	\$ 0.07
3. Microfilm storage – 35 mm roll	Each	\$ 0.14
4. Microfiche storage – per 100 sheets	Per 100	\$ 0.15
5. Disaster Recovery – storage	CF	\$ 3.50
6. Disaster Recovery – rotation	CF	\$ 5.00
7. Accessions	Each	\$ 1.10
8. Disposal and destruction	Each	\$ 2.75
9. Permanent Withdrawal	Each	\$ 2.75
10. Circulation	Each	\$ 1.75
11. Regular Deliveries/Pickups (in City of Austin)	Each	\$11.00
12. Expedited Deliveries/Pickups (in City of Austin)	Each	\$22.00
13. Delivery mileage charge (outside City of Austin)	Per mile	\$ 0.75
14. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) <i>Note: circulation fee also applied for pull and refile (Item</i>	Per page/Per frame	\$ 0.20
15. Data entry – per line	Per Line	\$ 0.30
16. Research – box, file, microform assistance	Per hour	\$40.00
17. Special reports – research and generation	Per hour	\$40.00
18. Minimum monthly charge	Each	\$15.00

NOTE: \$0.20 per cubic foot equals \$0.24 per standard record storage box.

** Fees are assessed on the total volume of cubic feet stored at any point during a month.*

If agencies have oversized maps or other large documents that will not fit into a standard records center box or roll box contact the SRC Records Center Manager to discuss options and /or a quote.

APPENDIX 1



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division IMAGING
MICROFILM SERVICES
FEE SCHEDULE (FY 2017)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

MICROFILMING IMAGING AND DUPLICATING SERVICES	Unit	Fee
1. Frames Filmed (Rotary Camera/16 mm)	Per Frame	\$ 0.07
2. Frames Filmed (Digital Archive/16 mm)	Per Frame	\$ 0.07
3. Original Reels Processed (5 Mil)	Each	\$15.00
4. Original Reels Processed (2.5 Mil)	Each	\$20.00
5. Original Reels Processed (35 mm)	Each	\$15.00
6. Reels Duplicated Silver (2.5 Mil – 16 mm)	Each	\$30.00
7. Reels Duplicated Silver (35 mm Direct)	Each	\$35.00
8. Reels Duplicated Silver (35 mm Print)	Each	\$35.00
9. Reels Duplicated Silver (5 Mil)	Each	\$25.00
10. Reels Duplicated Diazo (2.5 Mil – 16 mm)	Each	\$20.00
11. Reels Duplicated Diazo (5 Mil – 35 mm)	Each	\$25.00
12. Reels Duplicated Diazo (5 Mil – 16 mm)	Each	\$20.00
13. Jackets Loaded	Each	\$2.50
14. Jackets Duplicated Diazo	Each	\$2.00
15. Magazine Loaded	Each	\$3.00
16. Document Preparation	Per hour	\$40.00
17. Postage	Each	actual cost
18. Regular Deliveries/Pickups (in City of Austin)	Each	\$11.00
19. Expedited Deliveries/Pickups (in City of Austin)	Each	\$2.00
20. Delivery mileage charge (outside City of Austin)	Per Mile	\$ 0.75
21. Minimum order for filming services	Each	\$150.00

APPENDIX 1



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
IMAGING DIGITAL SERVICES
FEE SCHEDULE (FY 2017)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

Standard Capture		Imaging up to 8.5x14	
B & W 200 DPI	Per Image	\$	0.030
B & W 300 DPI	Per Image	\$	0.032
B & W 400 DPI	Per Image	\$	0.035
B & W 600 DPI	Per Image	\$	0.040
Color 300 DPI	Per Image	\$	0.040
Color 400 DPI	Per Image	\$	0.045
Color 600 DPI	Per Image	\$	0.050
Large Format Image Capture		Imaging up to 48 inches wide	
200 DPI	Per Image	\$	0.900
300-600 DPI	Per Image	\$	1.000
Transparency Media Capture		Not Available	
Image Processing		OCR/Searchable PDF	
200 DPI	Per Image	\$	0.030
300 DPI	Per Image	\$	0.030
400 DPI	Per Image	\$	0.030
600 DPI	Per Image	\$	0.040
Microform Conversion			
Microfilm to Digital	Per Image	\$	0.020
Microfiche to Digital	Per Image	\$	0.040
Index Field - Type 1		Automated Process	
15 Characters	Per Document	\$	0.030
16-30 Characters	Per Document	\$	0.030
31-45 Characters	Per Document	\$	0.030
Index Field 2 - Type 2		Manual capture within doc	
15 Characters	Per Document	\$	0.045
16-30 Characters	Per Document	\$	0.055
31-45 Characters	Per Document	\$	0.075
Special Document Handling			
Overnight Vault Storage	Per Day, per container	\$	1.000
Environmental requirements	Per Day		No Charge
Capture From Special Formats			
Photographic Prints	Per Image		Not Available
Photographic Negatives	Per Image		Not Available
Newspaper	Per Image		Not Available
X-Rays	Per Image		Not Available
Manuscripts	Per Image	\$	0.200
Drawings	Per Image	\$	1.000
Bound Books	Per Image		Not Available

APPENDIX 1



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION State & Local Records Management Division IMAGING DIGITAL SERVICES FEE SCHEDULE (FY 2017)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

Enhancing Images			
Bit Depth	Per Image	\$	0.015
Resolution	Per Image	\$	0.015
Tonal dynamic range	Per Image	\$	0.015
Contrast	Per Image	\$	0.015
Color space	Per Image	\$	0.015
Delivery Media By Storage Type			
CD	Per CD	\$	1.000
DVD	Per DVD	\$	2.000
USB	Per USB	At Cost	
Portable HD	Per HD	At Cost	
Media By Data Exchange	Per Gigabyte	No Charge	
Transfer to media provided by Agency	Various	No Charge	
Imaging Repository Hosting/Repository Maintenance			Not Available
Personnel			
Document Preparation	Per Hour	\$	40.000
Re-Preparation Services	Per Hour	\$	40.000
Project Manager/Project Planning			No Charge
Transportation			
Pickup/Delivery	Inside Austin City Limits	Per Trip	\$ 11.000
Pickup/Delivery	Outside Austin City Limits	Per Mile	\$ 0.750
Destruction			
Paper	Per Box	\$	2.750
Shipping	Per Box	At Cost	
Output File Formatting			
Imaging Output in non-proprietary file formats	Per Image	No Charge	
Indexes, audit trails, etc. (Non-Proprietary file formats)	Per gigabyte	No Charge	
Location of Scanning - At SRC only			
Additional Services			
Offline Vault Storage of Digital Media monthly	Per cu. ft. container	\$	3.500
Rotation Charges monthly	Per Trip	\$	5.000
Storage of Source Material			See Storage Fee