

**MAINTENANCE LETTER AGREEMENT  
BETWEEN  
THE TEXAS FACILITIES COMMISSION  
AND THE  
COMPTROLLER OF PUBLIC ACCOUNTS (304)**

WHEREAS, the Texas Facilities Commission (TFC) is the State agency with a primary responsibility for maintenance and repair of State buildings, grounds, and property; and

WHEREAS, the Comptroller of Public Accounts (CPA) has requested the TFC provide an estimate for a proposed project through Work Order No. 617392 / Portal Request No. 20257 and the TFC has reviewed the request and proposes a preliminary estimated budgetary amount of Eight Thousand Three Hundred Ninety-Three and 29/Dollars (\$8,393.29).

NOW, THEREFORE, pursuant to the Interagency Cooperation Act, Chapter 771, Texas Government Code, and in consideration of the mutual agreements contained herein, the parties agree as follows:

1. The proposed amount of the project requested under Work Order No. 617392 / Portal Request No. 20257 is Eight Thousand Three Hundred Ninety-Three and 29/Dollars (\$8,393.29); and is as further described on the detailed budget attached hereto and incorporated herein as Attachment C. The proposed amount is based on information provided to TFC by CPA and shall remain valid for a period of thirty (30) days from the date of Texas Facilities Commission's letter, May 3, 2018. Failure to approve this work order estimate within thirty (30) days shall render this estimated budget amount null and void, and will result in the work order being closed.

2. If the work order estimate provided above is under Fifty Thousand and No/100 Dollars (\$50,000.00), then this letter agreement may serve as the agreement between the parties, upon execution by Texas Facilities Commission, to move forward with the project. If the estimate provided is over Fifty Thousand and No/100 Dollars (\$50,000.00), then execution of an interagency cooperation contract between the parties shall be required; however, Comptroller of Public Accounts may request the issuance of an interagency cooperation contract for work proposed under Fifty Thousand and No/100 Dollars (\$50,000.00).

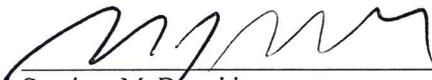
3. Expenses will be based on the actual costs of the work for the Project. Services may include but not be limited to services required for research, pricing, estimate gathering, construction document development, and bid monitoring, coordination and evaluation. In addition, if the scope of work changes upon agreement by TFC and Comptroller of Public Accounts, the estimated budget amount may change. An Interagency Transaction Voucher or Invoice (ITV) for the completed services will be prepared by TFC and Comptroller of Public Accounts shall reimburse TFC within thirty (30) days from receipt of ITV or invoice.

4. Pursuant to Rider 15 entitled *Capital Construction on Behalf of State Agencies* for TFC found in the GAA, Acts 2017, S.B. 1, 85<sup>th</sup> Leg., R.S., art. 1 (Facilities Commission), any capital items related to construction of buildings and facilities including minor construction projects greater than \$250,000 performed by TFC on behalf of other state agencies do not apply to TFC for the purpose of the capital budget rider limitations specified in the GAA, Acts 2017, S.B. 1, 85<sup>th</sup> Leg., R.S., art. IX, sec. 14.03. By signing this Contract, Comptroller of Public Accounts certifies it has the requisite capital budget authority to fund the services to be provided under this Contract.

This letter agreement shall be effective upon execution by TFC, and it shall continue in effect until completion of the Project. If the work proposed is over Fifty Thousand and No/100 Dollars (\$50,000.00), an interagency cooperation contract between the parties shall be drafted by TFC and submitted to Comptroller of Public Accounts for execution.

COMPTROLLER OF PUBLIC ACCOUNTS

TEXAS FACILITIES COMMISSION

  
\_\_\_\_\_  
Stephen McDonald  
Date of Execution: 5/3/2018

  
\_\_\_\_\_  
Craig Wingfield  
Date of Execution: 5.3.2018

Cc  
Tw  
Rk  
Cw  
Nm

ATTACHMENT C  
Prepared by T.F.C.  
Minor Construction

Portal Request: # 20257  
Work Order: # 617392  
Building: LBJ

Estimate/Scope  
Date:5/2/2018

Material Description	Quantities	Item	Price	Amount
Sub Total for Materials				\$0.00
Contractor (Over time)				\$3,659.21
Contractor				\$0.00
Sub Total for Contractors				\$3,659.21
TFC Carpenter	0	Hr. @	\$63.00	\$0.00
TFC Electrician (Over Time)	32	Hr. @	\$73.00	\$2,336.00
TFC Painter	0	Hr. @	\$63.00	\$0.00
Sub Total for In-House Labor				\$2,336.00
Sub Total				\$5,995.21
Project Coordination				\$1,199.04
Contingency				\$1,199.04
Design Contingency				\$0.00
Total				\$8,393.29
20% Accessible Route Corrections				\$0.00
Grand Total				\$8,393.29

Scope of Work:

Additional quote for over time work in the LBJ break room.

Flooring is not included in the quote.

Customer will be responsible for moving vending machines.

TW  
05-02-18