

**MAINTENANCE LETTER AGREEMENT  
BETWEEN  
THE TEXAS FACILITIES COMMISSION  
AND THE  
TEXAS LEGISLATIVE COUNCIL (103)**

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

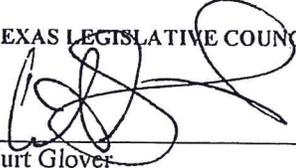
WHEREAS, the Texas Legislative Council (TLC) has requested the TFC provide an estimate for a proposed project through Work Order No. 649364 / Portal Request No. 21076 and TFC has reviewed the request and proposes a preliminary estimated budgetary amount of Two Thousand Five Hundred Sixty-Five and 80/100 Dollars (\$2,565.80).

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. 649364 / Portal Request No. 21076 is Two Thousand Five Hundred Sixty-Five and 80/100 Dollars (\$2,565.80); and is as further described on the detailed budget attached hereto and incorporated herein as Attachment A. The proposed amount is based on information provided to TFC by TLC and shall remain valid for a period of thirty (30) days from the date of Texas Facilities Commission's letter, July 31, 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, Texas Legislative Council 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 services commenced by TFC as of the date of this portal request. In addition, if the scope of work changes upon agreement by TFC and Texas Legislative Council, the estimated budget amount may change. An Interagency Transaction Voucher or Invoice (ITV) for the completed services will be prepared by TFC and Texas Legislative Council 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. I (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, Texas Legislative Council 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 Texas Legislative Council for execution.

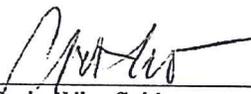
TEXAS LEGISLATIVE COUNCIL

  
\_\_\_\_\_

Curt Glover

Date of Execution: 7-31-18

TEXAS FACILITIES COMMISSION

  
\_\_\_\_\_

Craig Wingfield

Date of Execution: 7-31-2018

Cc  
Tc  
Rk  
Cw  
Nm

**Attachment A  
Minor Construction**

**Work Order# 649364  
Portal Request: # 21076  
Building: REJ**

**Estimate/Scope  
7/31/2018**

Description	Qty	Item	Price	Amount
Paint	2	Gallons	\$35.00	\$70.00
4" Rubber Base	4	Ea.	\$4.00	\$16.00
Sheetrock	2	Sheets	\$15.00	\$30.00
Metal Studs 3 5/8" x 9'	4	Ea.	\$5.20	\$20.80
Metal Track 3 5/8" x 10'	1	Ea.	\$5.00	\$5.00
R11 16" x 96" Unfaced Batt Insulation	1	Ea.	\$56.00	\$56.00
Misc. Materials				\$40.00
Cylindrical Lever Lock Set	0	Ea.	\$290.00	\$0.00
Electrical Materials				\$0.00
<b>Total for Materials</b>				<b>\$237.80</b>
HVAC				\$0.00
AV Fire Controls				\$0.00
<b>Total for Contractors</b>				<b>\$0.00</b>
TFC Carpenter	8	Hr. @	\$63.00	\$504.00
TFC Electrician	0	Hr. @	\$63.00	\$0.00
TFC Controls	0	Hr. @	\$63.00	\$0.00
TFC Painter	18	Hr. @	\$63.00	\$1,134.00
<b>Total for in house labor</b>				<b>\$1,638.00</b>
<b>Sub-subtotal</b>				<b>\$1,875.80</b>
Project Coordination	5	Hr. @	\$63.00	\$315.00
Construction Contingency				\$375.00
Design Contingency				\$0.00
<b>Subtotal</b>				<b>\$2,565.80</b>
20% Accessible Route Corrections				\$0.00
Accessibility Plan Review Fee				\$0.00
TDLR Filing Fee				\$0.00
Assessibility Inspection Fee				\$0.00
<b>Total</b>				<b>\$2,565.80</b>

**Scope per drawing dated :**

Remove existing door and sheetrock opening in room B.337 at the REJ building.  
Patch and paint new sheetrock to match existing walls.  
Deliver existing door and closer to customer.  
All furniture to be moved 5' away from wall by customer.  
Work to be performed during regular business hours.

OK  
RK  
7-31-18