**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. 649514 / Portal Request No. 20598 and TFC has reviewed the request and proposes a preliminary estimated budgetary amount of Six Thousand Two Hundred Seventy-Two and 00/100 Dollars ($6,272.00).

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. 649514 / Portal Request No. 20598 is Six Thousand Two Hundred Seventy-Two and 00/100 Dollars ($6,272.00); 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, 85th 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, 85th 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# 649514**
**Portal Request: # 20598**
**Building: REJ**

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

| Description | Qty | Item | Price | Amount |
|---|---|---|---|---|
| Paint | 3 | Gallons | $35.00 | $105.00 |
| 4" Rubber Base | 0 | Ea. | $4.00 | $0.00 |
| Ceiling Tile 2' x 4' | 0 | Ea. | $2.30 | $0.00 |
| Misc. Materials | | | | $80.00 |
| Cylindrical Lever Lock Set | 0 | Ea. | $290.00 | $0.00 |
| Electrical Materials | | | | $0.00 |
| **Total for Materials** | | | | **$185.00** |
| HVAC | | | | $0.00 |
| AV Fire Controls | | | | $0.00 |
| **Total for Contractors** | **Pinnacle Fire Protection** | | | **$275.00** |
| TFC Carpenter | 20 | Hr. @ | $63.00 | $1,260.00 |
| TFC Electrician | 20 | Hr. @ | $63.00 | $1,260.00 |
| TFC Controls | 0 | Hr. @ | $63.00 | $0.00 |
| TFC Painter | 24 | Hr. @ | $63.00 | $1,512.00 |
| **Total for in house labor** | | | | **$4,032.00** |
| **Sub-subtotal** | | | | **$4,492.00** |
| Project Coordination | 14 | Hr. @ | $63.00 | $882.00 |
| Construction Contingency | | | | $898.00 |
| Design Contingency | | | | $0.00 |
| **Subtotal** | | | | **$6,272.00** |
| 20% Accessible Route Corrections | | | | $0.00 |
| Accessibility Plan Review Fee | | | | $0.00 |
| TDLR Filing Fee | | | | $0.00 |
| Assessibility Inspection Fee | | | | $0.00 |
| **Total** | | | | **$6,272.00** |

**Scope per drawing dated :**

Remove wall, power and data in room B323 per plan dated 07/20/2018 at the REJ building.
Relocate AV device by contractor per plan in room B323.
Patch and paint where wall was removed.
Work to be performed during regular business hours.

OK
RK
7-31-18