TFC Contract NO. 663272

MAINTENANCE LETTER AGREEMENT BETWEEN THE TEXAS FACILITIES COMMISSION AND THE HEALTH AND HUMAN SERVICES COMMISSION (529)

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 Health and Human Services Commission (HHSC) has requested the TFC provide an estimate for a proposed project through Work Order No. 663272 / Portal Request No. 21428 and the TFC has reviewed the request and proposes a preliminary estimated budgetary amount of One Thousand Seven Hundred Sixteen and 00/00 Dollars ($1,716.00).

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. 663272 / Portal Request No. 21428 is One Thousand Seven Hundred Sixteen and 00/00 Dollars ($1,716.00); 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 HHSC and shall remain valid for a period of thirty (30) days from the date of Texas Facilities Commission's letter, November 13, 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, Health and Human Services Commission 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 submission of this portal request. In addition, if the scope of work changes upon agreement by TFC and HHSC, the estimated budget amount may change. An Interagency Transaction Voucher or Invoice (ITV) for the completed services will be prepared by TFC and HHSC 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, HHSC certifies it has the requisite capital budget authority to fund the services to be provided under this Contract.

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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 Health and Human Services Commission for execution.

HEALTH AND HUMAN SERVICES COMMISSION

David Stegall
Date of Execution: 11-26-18

TEXAS FACILITIES COMMISSION

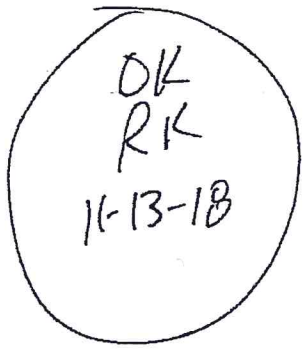
Craig Wingfield
Date of Execution: 11-13-2018

Cc:
Ao
Rk
Cw
Nm

Attachment A
Minor Construction

Work Order: #663272
Portal Request: #21428
Building: JHW room161-F

Estimate/Scope
11/12/2018

Description	Qty	Item	Price	Amount
Misc. Materials				$0.00
Total for Materials				**$0.00**
Flooring				$800.00
Total for Contractors				**$800.00**
TFC Carpenter	0	Hr. @	$63.00	$0.00
TFC Electrician	0	Hr. @	$63.00	$0.00
TFC Controls	0	Hr. @	$63.00	$0.00
TFC Painter	0	Hr. @	$63.00	$0.00
Total for in house labor				**$0.00**
Sub-subtotal				**$800.00**
Project Coordinator	12	Hr. @	$63.00	$756.00
Construction Contingency				$160.00
Design Contingency				$0.00
Subtotal				**$1,716.00**
20% Accessible Route Corrections.				$0.00
Total				**$1,716.00**

Scope of work:
Demo and install carpet tile in room 161-F. (Customer to provided carpet from stock)
All work to be done after hours/weekends.
Contractor to lift/move furniture as needed.
Note: This price does not include asbestos testing or abatement. If either is needed, all costs for testing and abatement will be borne by customer.
Customer to remove all equipment, computers, printers, telephones, and monitors from work area. Customer to remove all other items located on, in, under, or on top of furniture, including overhead bins. Customer to empty all bookcases, file cabinets, credenza etc, to boxes.
Note: This price does not include any modular furniture breakdown or electrical.