

**INTERAGENCY COOPERATION CONTRACT
BETWEEN
TEXAS FACILITIES COMMISSION
AND
OFFICE OF CAPITAL AND FORENSIC WRITS**

This Interagency Cooperation Contract ("Contract") is entered into by and between the Texas Facilities Commission ("TFC") and Office of Forensic Writs ("Receiving Agency"), pursuant to the authority granted by and in compliance with the provisions of the Interagency Cooperation Act, Tex. Gov't Code Ann. §§ 771.001-.010 (West 2012 & Supp. 2016).

I. STATEMENT OF WORK TO BE PERFORMED.

1.01. **SCOPE OF SERVICES.** TFC shall provide, or cause to be provided, remodeling services of Suite 490D at the Stephen F. Austin Building, located at 1700 North Congress Avenue, Austin, Texas 78701 for the Receiving Agency

II. BASIS FOR COMPUTING REIMBURSABLE COSTS.

2.01. **REIMBURSABLE COSTS.** The basis for computing reimbursable costs under this Contract shall be for actual costs incurred by TFC and developed from estimates received from third-party contractors.

III. CONSIDERATION.

3.01. **CONTRACT AMOUNT.** Receiving Agency agrees to pay TFC an amount not to exceed the sum of Seventy Thousand Fifty Four and 80/100 Dollars (\$70,054.80) for providing the services required to fulfill the terms of this Contract and as further set out in the Maintenance Letter Agreement between the parties dated August 4, 2017, and its Attachment A, Work Order No. 600647 attached hereto and incorporated herein for all purposes as Exhibit A.

3.02. **ACTUAL COSTS.** If actual costs for contracted services provided by third-party contractors for work requested by Receiving Agency will exceed the amount allocated for said service, TFC will provide notice and a revised estimate to Receiving Agency. Prior to exceeding the "maximum contract amount" the parties shall agree to amend this Contract pursuant to Section 8.08 to reimburse for such increased actual costs on a dollar for dollar basis. If actual costs for contracted services by third-party contractors are less than the maximum contract amount, TFC will return any amount that exceeds actual costs to Receiving Agency.

IV. PAYMENT FOR SERVICES.

4.01. **PAYMENT.** An Interagency Transaction Voucher or Invoice ("ITV") for these services will be prepared by TFC monthly and include supporting documentation. Receiving Agency shall reimburse TFC within thirty (30) days from receipt of ITV or invoice. If payment by Receiving Agency is not received within thirty (30) days, TFC may cancel the Contract without further notice to Receiving Agency, and Receiving Agency shall remain liable for all actual costs incurred by TFC in delivering services under this Contract. TFC shall process all expenditures under this

Contract as non-TFC capital budget expenses in that Receiving Agency shall have processed these expenditures as capital expenditures pursuant to the General Appropriations Act ("GAA"), Acts 2017, S.B. 1, 85th Leg., R.S., art. IX, sec. 14.03.

4.02. UNIFORM STATE ACCOUNTING SYSTEM ("USAS"). To the extent possible, interagency payments involving only treasury funds will be processed as paperless document transfers in the USAS system subject to audit by the Fund Accounting Division of the Comptroller's Office. Payments from treasury funds for deposit into local bank accounts will be processed in USAS through the paperless purchase vouchers process. Interagency payments received from local funds for deposit into the State Treasury must be submitted according to policies and procedures for USAS deposits.

4.03. REIMBURSEMENT. (a) Reimbursements with funds contained in the State Treasury shall be made via USAS funds transfers, with Receiving Agency initiating the transfers. TFC will provide Receiving Agency with all the necessary USAS coding elements. Reimbursement with funds outside the State Treasury shall be made by Receiving Agency issuing warrants for payment to TFC.

(b) All reimbursements must be made through the use of local funds or drawn on the appropriated item(s) or account(s) of Receiving Agency from which the agency would ordinarily make expenditures for similar services or resources. Reimbursements will be credited to the appropriation year in which the expenses were incurred.

(c) To comply with the GAA, Acts 2017, S.B. 1, 85th Leg., R.S., art. IX, sec. 6.08, entities making payments from funding sources other than General Revenue Fund appropriations, shall remit an additional amount equal to the percentage of direct labor costs, necessary to cover the cost of the benefits.

4.04. CAPITAL BUDGET AUTHORITY. 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, Receiving Agency certifies it has the requisite capital budget authority to fund the services to be provided under this Contract.

V. TERM OF CONTRACT.

5.01. TERM. This Contract shall be effective as of September 1, 2017, and shall terminate on August 31, 2018, unless terminated earlier by either party, as provided in Section 5.03.

5.02. DISPUTE RESOLUTION. The parties agree to use good-faith efforts to decide all questions, difficulties, or disputes of any nature that may arise under or by this Contract; provided however, nothing in this paragraph shall preclude either party from pursuing any remedies as may be available under Texas law.

5.03. EARLY TERMINATION. (a) Either party may terminate this Contract upon thirty (30) days prior written notice to the other. Upon receipt of notice of early termination, TFC shall cancel,

withdraw, or otherwise terminate outstanding orders or subcontracts which relate to the performance of this Contract and shall otherwise cease to incur costs under this Contract. Early termination will be subject to an equitable settlement of the respective interests of the parties accrued up to the date of termination.

(b) If this Contract is terminated for any reason, TFC will not be liable for any damages, claims, or losses, or any other amounts arising from or related to any such termination.

VI. FUNDING.

6.01. **NO DEBT.** This Contract shall not be construed as creating any debt on behalf of the State of Texas and/or Receiving Agency and/or TFC in violation of Tex. Const. art. III, § 49. In compliance with Tex. Const. art. VIII, § 6, it is understood that all obligations of TFC hereunder are subject to the availability of state funds. If such funds are not appropriated or become unavailable, this Contract may be terminated. In that event, the parties shall be discharged from further obligations, subject to the equitable settlement of their respective interests accrued up to the date of termination.

VII. FORCE MAJEURE.

7.01. **FORCE MAJEURE.** Except as otherwise provided, neither TFC nor Receiving Agency is liable to the other for any delay in, or failure of performance, of a requirement contained in this Contract caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed, provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, strike, fires, explosions, or other causes that are beyond the reasonable control of either party and that by exercise or due foresight, such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome. Each party must inform the other in writing with proof of receipt within three (3) business days of the existence of such force majeure.

VIII. MISCELLANEOUS PROVISIONS.

8.01. **INDEPENDENT CONTRACTOR.** It is further mutually understood and agreed that Receiving Agency is contracting with TFC as an independent contractor.

8.02. **INCORPORATION BY REFERENCE.** Incorporated by reference the same as if specifically written herein are the rules, regulations, and all other requirements imposed by law, including but not limited to compliance with those applicable rules and regulations of the State of Texas and the federal government, all of which shall apply to the performance of the services under this Contract.

8.03. **GOVERNING LAW AND VENUE.** This Contract shall be governed and construed in accordance with the laws of the State of Texas. **VENUE OF ANY SUIT BROUGHT FOR BREACH OF THIS CONTRACT SHALL BE FIXED IN ANY COURT OF COMPETENT JURISDICTION IN TRAVIS COUNTY, TEXAS;** provided, however, the foregoing shall not be construed as a waiver of sovereign immunity by either party.

8.04. SEVERANCE. Should any one or more provisions of this Contract be held to be void, voidable, or for any reason whatsoever of no force and effect, such provision(s) shall be construed as severable from the remainder of this Contract and shall not affect the validity of all other provisions of this Contract, which shall remain of full force and effect.

8.05. HEADINGS. The headings contained in this Contract are for reference purposes only and shall not in any way affect the meaning or interpretation of this Contract.

8.06. NOTICES. Any notice required or permitted to be delivered under this Contract shall be deemed delivered when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to TFC or Receiving Agency, as the case may be, at the addresses set forth below:

TFC: Attention: Legal Services
Texas Facilities Commission
1711 San Jacinto Blvd.
Austin, Texas 78701

Receiving Agency: Attention: Sandra Justice
Office of Capital and Forensic Writs
1700 North Congress Avenue, Suite 460
Austin, Texas 78701
Phone: 512-463-8520
Email: Sandra.justice@ocfw.texas.gov

Notice given in any other manner shall be deemed effective only if and when received by the party to be notified. Either party may change its address for notice by written notice to the other party as herein provided.

8.07. AUDIT. Pursuant to Section 2262.154 of the Texas Government Code, TFC and the Receiving Agency agree to the following:

(a) the state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract;

(b) acceptance of funds directly under the contract or indirectly through a subcontract under the contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds; and

(c) under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

8.08. ENTIRE AGREEMENT. This Contract constitutes the entire agreement of the parties. No other agreement, statement, or promise that is not contained in this Contract shall be binding except a subsequent written amendment to this Contract signed by both parties.

THE UNDERSIGNED do hereby certify that (i) the services specified above are necessary and essential and are properly within the statutory functions and programs of the affected agencies of State Government, (ii) the proposed arrangements serve the interest of efficient and economical administration of those agencies, and (iii) the services, supplies or materials contracted for are not required by Tex. Const. art. XVI, § 21 to be supplied under contract to the lowest responsible bidder.

TFC certifies that it has the authority to enter into this Contract by virtue of the authority granted in Chapter 771, Tex. Gov't Code Ann. (West 2012 & Supp. 2016).

Receiving Agency further certifies that it has the authority to enter into this Contract by virtue of the authority granted in Chapter 771, Tex. Gov't Code Ann. (West 2012 & Supp. 2016).

TEXAS FACILITIES COMMISSION

OFFICE OF CAPITAL AND FORENSIC WRITS

By:  _____

By:  _____

Kay Molina

Print Name: Benjamin B. Wolff

General Counsel

Title: Director

Date of execution: 8/31/17

Date of execution: 08/29/2017

 G.C.
 Dir.
 D.E.D.

TFC CONTRACT NO. 18-076-000
OFFICE OF CAPITAL AND FORENSIC WRITS
EXHIBIT A

TFC Contract NO. 600647

**MAINTENANCE LETTER AGREEMENT
BETWEEN
THE TEXAS FACILITIES COMMISSION
AND THE
OFFICE OF CAPITAL AND FORENSIC WRITS (215)**

WHEREAS, both 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, Office of Capital and Forensic Writs (OCFW) has requested the TFC provide an estimate for a proposed project through Work Order No. 600647 / Portal Request No. 18632 and TFC has reviewed the request and proposes a preliminary estimated budgetary amount of Seventy Thousand Fifty-Four and 80/100 Dollars (\$70,054.80).

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. 600647 / Portal Request No. 18632 is Seventy Thousand Fifty-Four and 80/100 Dollars (\$70,054.80); 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 OCFW and shall remain valid for a period of thirty (30) days from the date of Texas Facilities Commission's letter, August 4, 2017. 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, Office of Capital and Forensic Writs 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. In addition, if the scope of work changes upon agreement by TFC and OCFW, the estimated budget amount may change. An Interagency Transaction Voucher or Invoice (ITV) for the completed services will be prepared by TFC and Office of Capital and Forensic Writs shall reimburse TFC within thirty (30) days from receipt of ITV or invoice.
4. Pursuant to Rider 16 entitled *Capital Construction on Behalf of State Agencies* for the Texas Facilities Commission found in HB 1, 84th R.S., Art. I, any capital items related to construction of buildings and facilities including minor construction projects greater than \$100,000 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 HB 1, 84th Leg., R.S., Art. IX, Sec. 14.03. By signing this letter agreement and the associated interagency contract, Office of Capital and Forensic Writs certifies it has the requisite capital budget authority to fund the services to be provided by TFC.

TFC Contract NO. 600647

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 Office of Capital and Forensic Writs for execution.

OFFICE OF CAPITAL AND FORENSIC WRITS

TEXAS FACILITIES COMMISSION



Benjamin B. Wolff

John Raff

Date of Execution: 8/4/17

Date of Execution: 8-4-17

Cc
Ab
Rk
Cw
Nm

Work Order: #600647
Portal Request: #18632
Building: SFA

Attachment A
Minor Construction

Estimate/Scope
8/3/2017

Description	Qty	Item	Price	Amount
Sheetrock	15	Sheets	\$15.00	\$225.00
Metal Studs 9'	24	Ea.	\$5.20	\$124.80
Metal Track 10'	6	Ea.	\$5.00	\$30.00
Joint Compound	2	Ea.	\$12.00	\$24.00
3/0 x 7/0 Door Units	1	Ea.	\$850.00	\$850.00
Signs	1	Ea.	\$65.00	\$65.00
Paint	5	Gallons	\$35.00	\$175.00
R11 16" x 96" unfaced batt insulation	2	Ea.	\$56.00	\$112.00
Ceiling Tiles	34	Ea.	\$6.00	\$204.00
4" Rubber Base	1	Ea.	\$120.00	\$120.00
Misc. Materials				\$500.00
Electrical Materials				\$1,000.00
Total for Materials				\$3,429.80
HVAC				\$18,500.00
AV Fire Controls				\$6,500.00
Total for Contractors				\$25,000.00
TFC Carpenter	80	Hr. @	\$63.00	\$5,040.00
TFC Electrician	80	Hr. @	\$63.00	\$5,040.00
TFC Controls	8	Hr. @	\$73.00	\$584.00
TFC Painter	40	Hr. @	\$63.00	\$2,520.00
Total for in house labor				\$13,184.00
Sub-subtotal				\$41,613.80
Project Coordination	127	Hr. @	\$63.00	\$8,001.00
Construction Contingency				\$8,887.00
Design Contingency				\$0.00
Subtotal				\$58,501.80
20% Accessible Route Corrections				\$11,553.00
Grand Total				\$70,054.80

Scope per drawing dated :
Per TFC drawings dated 7/21/2017.
Pricing does not include Voice/Data.

OK
RK
8-3-17