



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002871

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **0** Date: **07/28/16** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **Via Print**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: TEXAS STATE LIBRARY
ATTN ACCOUNTING OFFICE
PO BOX 12516
AUSTIN TX 787112516
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 3306306306 0

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Rhonda Lee Gips
Phone: 512/465-4199
Fax: 512/465-5641
Email: Rhonda.Gips@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Each UNT (unit) is priced at \$1.00. A UNT is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@TxDMV.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

TxDMV Contact: Martin Brown - 512-465-4074 or Martin.Brown@TxDMV.gov

Vendor Contact: Michael Shea - 512-475-5151 or MShea@tsl.texas.gov

Authorized Signature

Rhonda Gips, CFM

07/28/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002871

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Texas State Library and Archives Commission (TSLAC) Storage Services	963/43	15000.0000	UNT	\$1.00	\$15,000.00	09/01/2016
	Term of Contract: 9/01/16 - 8/31/17						
	TSLAC Contract # 6-17-608						
						Schedule Total	\$15,000.00
	<u>Contract ID:</u> 0000002871				<u>ReqID:</u> 0000002832		
						Item Total for Line # 1	\$15,000.00

Total PO Amount \$15,000.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

Rhonda Gips, CFM

07/28/2016

Contract for Storage Services for Fiscal Year 2017

Texas State Library and Archives Commission
State and Local Records Management

THE STATE OF TEXAS – COUNTY OF TRAVIS

TSLAC Contract Number: 6-17-608

TXDMV Contract or Purchase Order Number: Not Provided

This Contract is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and the Department of Motor Vehicles, the Receiving Agency, pursuant to the authority granted in, and in compliance with, the provisions of the Interagency Cooperation Act, Texas Government Code, Title 7, Chapter 771.

I. ADMINISTRATIVE CONTACT INFORMATION FOR CONTRACTING PARTIES

Receiving Agency

Name: Department of Motor Vehicles
Agency Code: 608
Contact Person: Martin Brown
Contact Phone: (512) 465-4074
Contact Email: martin.brown@txdmv.gov

Performing Agency

Name: Texas State Library and Archives Commission
Agency Code: 306
TINS No: 33063063060013
Contact Person: Michael Shea
Phone: (512) 475-5151

II. STATEMENT OF SERVICES TO BE PERFORMED

The Performing Agency shall perform records storage and imaging related services in levels not to exceed the total billable amounts in Section IV of this Contract. Billable fees for records storage and imaging related services will be assessed monthly based on actual services performed. Fees for services under this Contract are outlined in Appendix 1.

Information regarding the eligibility for storage and imaging, record preparation, transferring and transporting records, requesting or returning stored records, and the final disposition of stored records is available on the Performing Agency's website in the "Records Management" Section.

The Performing Agency certifies that it has authority to provide and invoice for these services as granted in Texas Government Code, Chapter 441, § 441.006, § 441.017, and § 441.182.

III. FEE SCHEDULE CALCULATION

All fees charged under this Contract are formulated on a cost recovery model reviewed by the Texas State Auditor's Office and the Texas Legislative Budget Board.

SLRM Contract Number: 6-17-608

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Reimbursable costs under this Contract will be calculated for Records Center Services in accordance with Texas Government Code as cited in Section II and as listed in Appendix 1, effective September 1, 2016.

IV. CONTRACT AMOUNT

The maximum amount of this Contract is \$15,000.00 and can only be increased or decreased by an executed addendum to this Contract. Of the total amount of this Contract, \$15,000.00 of this amount is designated for storage services and \$0.00 is designated for imaging services.

The total amount of this Contract is an estimate based on prior services provided by the Performing Agency for services requested by the Receiving Agency. It is the responsibility of both the Performing and Receiving Agencies to amend this Contract as the scope of services changes during the Contract term.

V. INVOICING FOR SERVICES

The Performing Agency shall submit invoices to the Receiving Agency on a monthly basis, and will provide support documentation for any change in the storage, circulation, and/or imaging charges incurred during the invoicing period. This documentation will be provided at no additional charge. Any additional reports requested by the Receiving Agency will be charged as "Other Services" and will be discussed and agreed upon by both parties prior to the start of the work.

Invoices will be submitted to the Receiving Agency as PDF files via email to the contact listed below. The Receiving Agency is responsible for informing the Performing Agency at ar@tsl.texas.gov if the billing email address changes or some other method of submission is necessary for the invoices.

The Receiving Agency's email address for receiving invoices is: DMV_FIN-INVOICES@txdmv.gov. A copy of the invoice should also be sent to Martin.Brown@TxDMV.gov.

Questions concerning billing and accounting transactions related to this Contract should be directed to the attention of:

Texas State Library and Archives Commission
State and Local Records Management
Attention: Accounting
Box 12516
Austin, TX 78711-2516
Email: ar@tsl.texas.gov

VI. PAYMENT FOR SERVICES

Payment for services performed under this Contract shall be processed monthly in accordance with the Interagency Cooperation Act, Texas Government Code, Chapter 771, § 771.008.

If the Receiving Agency is paying other than via an Interagency Transaction Voucher processed through the Texas Comptroller's Uniform Statewide Accounting System (USAS), the Receiving Agency shall remit payment to the following address:

Texas State Library and Archives Commission
Accounts Receivable
Box 12516
Austin, TX 78711-2516

VII. CANCELLATION OF CONTRACT

This Contract may be canceled by either party provided the following conditions are met. To terminate this Contract, either party must submit a written notice of intent to terminate the contract to the other party at the address listed in Section I of this Contract at least 30 days prior to the intended termination date. The termination notice must reference the State and Local Records Management (SLRM) Contract Number, and must be dated and signed by the agency head or the authorized records management officer. The date of actual Contract termination must be mutually agreed to in writing by both parties to allow for the appropriate and efficient disposition of all records in storage or micro-conversion in process at the time of cancellation notice. Payment for storage services performed will be the responsibility of the Receiving Agency until all records are removed from storage, and payment for imaging services will be due for all imaging services performed prior to the agreed termination date. All fees will be calculated as outlined in the fee schedules in Appendix 1.

VIII. TERM OF CONTRACT

This Contract begins September 1, 2016 and terminates on August 31, 2017.

The undersigned parties bind themselves to the faithful performance of this Contract. It is mutually understood that this Contract shall not become effective until signed by both parties below.

RECEIVING AGENCY

Department of Motor Vehicles

By: Whitney H Brewster

Whitney H Brewster

Executive Director

Date: 07-28-16

PERFORMING AGENCY

Texas State Library and Archives Commission

By: Donna Osborne

Donna Osborne

Chief Operations and Fiscal Officer

Date: 7/18/16

GENERAL INSTRUCTIONS

An original and one copy of this entire document, including any attachments, addenda, and/or exhibits must be submitted to the Receiving Agency for approval. The Receiving Agency must sign both Contracts and return one copy to:

Texas State Library and Archives Commission

State and Local Records Management

Attention: Accounting

Box 12516

Austin, TX 78711-2516

APPENDIX 1



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION State & Local Records Management Division RECORDS STORAGE SERVICES FEE SCHEDULE (FY 2017)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

RECORDS STORAGE SERVICES	Unit	Fee
1. Records Center Stack Storage*	Cubic Ft (CF)	\$ 0.20
2. Microfilm storage – 16 mm roll	Each	\$ 0.07
3. Microfilm storage – 35 mm roll	Each	\$ 0.14
4. Microfiche storage – per 100 sheets	Per 100	\$ 0.15
5. Disaster Recovery – storage	CF	\$ 3.50
6. Disaster Recovery – rotation	CF	\$ 5.00
7. Accessions	Each	\$ 1.10
8. Disposal and destruction	Each	\$ 2.75
9. Permanent Withdrawal	Each	\$ 2.75
10. Circulation	Each	\$ 1.75
11. Regular Deliveries/Pickups (in City of Austin)	Each	\$11.00
12. Expedited Deliveries/Pickups (in City of Austin)	Each	\$22.00
13. Delivery mileage charge (outside City of Austin)	Per mile	\$ 0.75
14. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) <i>Note: circulation fee also applied for pull and refile (Item</i>	Per page/Per frame	\$ 0.20
15. Data entry – per line	Per Line	\$ 0.30
16. Research – box, file, microform assistance	Per hour	\$40.00
17. Special reports – research and generation	Per hour	\$40.00
18. Minimum monthly charge	Each	\$15.00

NOTE: \$0.20 per cubic foot equals \$0.24 per standard record storage box.

** Fees are assessed on the total volume of cubic feet stored at any point during a month.*

If agencies have oversized maps or other large documents that will not fit into a standard records center box or roll box contact the SRC Records Center Manager to discuss options and /or a quote.

APPENDIX 1



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division IMAGING
MICROFILM SERVICES
FEE SCHEDULE (FY 2017)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

MICROFILMING IMAGING AND DUPLICATING SERVICES	Unit	Fee
1. Frames Filmed (Rotary Camera/16 mm)	Per Frame	\$ 0.07
2. Frames Filmed (Digital Archive/16 mm)	Per Frame	\$ 0.07
3. Original Reels Processed (5 Mil)	Each	\$15.00
4. Original Reels Processed (2.5 Mil)	Each	\$20.00
5. Original Reels Processed (35 mm)	Each	\$15.00
6. Reels Duplicated Silver (2.5 Mil – 16 mm)	Each	\$30.00
7. Reels Duplicated Silver (35 mm Direct)	Each	\$35.00
8. Reels Duplicated Silver (35 mm Print)	Each	\$35.00
9. Reels Duplicated Silver (5 Mil)	Each	\$25.00
10. Reels Duplicated Diazo (2.5 Mil – 16 mm)	Each	\$20.00
11. Reels Duplicated Diazo (5 Mil – 35 mm)	Each	\$25.00
12. Reels Duplicated Diazo (5 Mil – 16 mm)	Each	\$20.00
13. Jackets Loaded	Each	\$2.50
14. Jackets Duplicated Diazo	Each	\$2.00
15. Magazine Loaded	Each	\$3.00
16. Document Preparation	Per hour	\$40.00
17. Postage	Each	actual cost
18. Regular Deliveries/Pickups (in City of Austin)	Each	\$11.00
19. Expedited Deliveries/Pickups (in City of Austin)	Each	\$2.00
20. Delivery mileage charge (outside City of Austin)	Per Mile	\$ 0.75
21. Minimum order for filming services	Each	\$150.00

APPENDIX 1



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
IMAGING DIGITAL SERVICES
FEE SCHEDULE (FY 2017)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

Standard Capture		Imaging up to 8.5x14	
B & W 200 DPI	Per Image	\$	0.030
B & W 300 DPI	Per Image	\$	0.032
B & W 400 DPI	Per Image	\$	0.035
B & W 600 DPI	Per Image	\$	0.040
Color 300 DPI	Per Image	\$	0.040
Color 400 DPI	Per Image	\$	0.045
Color 600 DPI	Per Image	\$	0.050
Large Format Image Capture		Imaging up to 48 inches wide	
200 DPI	Per Image	\$	0.900
300-600 DPI	Per Image	\$	1.000
Transparency Media Capture		Not Available	
Image Processing		OCR/Searchable PDF	
200 DPI	Per Image	\$	0.030
300 DPI	Per Image	\$	0.030
400 DPI	Per Image	\$	0.030
600 DPI	Per Image	\$	0.040
Microform Conversion			
Microfilm to Digital	Per Image	\$	0.020
Microfiche to Digital	Per Image	\$	0.040
Index Field - Type 1		Automated Process	
15 Characters	Per Document	\$	0.030
16-30 Characters	Per Document	\$	0.030
31-45 Characters	Per Document	\$	0.030
Index Field 2 - Type 2		Manual capture within doc	
15 Characters	Per Document	\$	0.045
16-30 Characters	Per Document	\$	0.055
31-45 Characters	Per Document	\$	0.075
Special Document Handling			
Overnight Vault Storage	Per Day, per container	\$	1.000
Environmental requirements	Per Day	No Charge	
Capture From Special Formats			
Photographic Prints	Per Image	Not Available	
Photographic Negatives	Per Image	Not Available	
Newspaper	Per Image	Not Available	
X-Rays	Per Image	Not Available	
Manuscripts	Per Image	\$	0.200
Drawings	Per Image	\$	1.000
Bound Books	Per Image	Not Available	

APPENDIX 1



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
IMAGING DIGITAL SERVICES
FEE SCHEDULE (FY 2017)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

Enhancing Images			
Bit Depth	Per Image	\$	0.015
Resolution	Per Image	\$	0.015
Tonal dynamic range	Per Image	\$	0.015
Contrast	Per Image	\$	0.015
Color space	Per Image	\$	0.015
Delivery Media By Storage Type			
CD	Per CD	\$	1.000
DVD	Per DVD	\$	2.000
USB	Per USB	At Cost	
Portable HD	Per HD	At Cost	
Media By Data Exchange	Per Gigabyte	No Charge	
Transfer to media provided by Agency	Various	No Charge	
Imaging Repository Hosting/Repository Maintenance	Not Available		
Personnel			
Document Preparation	Per Hour	\$	40.000
Re-Preparation Services	Per Hour	\$	40.000
Project Manager/Project Planning	No Charge		
Transportation			
Pickup/Delivery	Inside Austin City Limits	Per Trip	\$ 11.000
Pickup/Delivery	Outside Austin City Limits	Per Mile	\$ 0.750
Destruction			
Paper	Per Box	\$	2.750
Shipping	Per Box	At Cost	
Output File Formatting			
Imaging Output in non-proprietary file formats	Per Image	No Charge	
Indexes, audit trails, etc. (Non-Proprietary file formats)	Per gigabyte	No Charge	
Location of Scanning - At SRC only			
Additional Services			
Offline Vault Storage of Digital Media monthly	Per cu. ft. container	\$	3.500
Rotation Charges monthly	Per Trip	\$	5.000
Storage of Source Material	See Storage Fee		