

**AGENDA ITEM 49**

Consider approving contract between the County Clerk's office and The State Library for conversion of images on CD to microfilm for backup/disaster recovery/archival purposes for Official Public Records.

County Clerk Nancy Rister addressed the Court.

Moved: **Judge Doerfler**

Seconded: **Commissioner Hays**

Motion: To approve contract between the County Clerk's office and The State Library for conversion of images on CD to microfilm for backup/disaster recovery/archival purposes for Official Public Records.

Vote: **5 – 0**

< Attachment >

**CONTRACT FOR SERVICES - LOCAL GOVERNMENT**

State and Local Records Management Division  
Texas State Library and Archives Commission

THE STATE OF TEXAS ~ COUNTY OF TRAVIS

SLR Contract Number:

FY	Code	Type	Number
04	306	L-06	006

This contract and agreement is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and the governmental agency shown below as the Receiving Agency, pursuant to the authority granted and in compliance with the provisions of the Interlocal Cooperation Act", Texas Government Code, Chapter 791.

**I. CONTRACTING PARTIES:**Receiving Agency Williamson CountyTINS No. N/A Contact Person Nancy Rister Phone 512-943-1510 Fax 512-943-1616Performing Agency Texas State Library and Archives CommissionAgency Code 306 VID No. 33063063060013 Contact Person Thom Hanson Phone 512-454-2705 ext 138**II. STATEMENT OF SERVICES TO BE PERFORMED:** (If additional space is needed, use Schedule A on Page 3)

Convert approximately 450,000 images from CD to film for Williamson County Clerk with a reduction ratio of 24X on a Digital Archive Writer.

Duplicate original microfilm roll on 16mm 215mil (Diaz) film which includes processing.

Duplicate original microfilm roll on 35mm 100mil (Diaz) film which includes processing.

Prepare documents for microfilming. Label all cartons according to content.

**III. BASIS FOR CALCULATING REIMBURSABLE COSTS:** (If additional space is needed, use Schedule A on Page 3)

OPTIONAL: Destruction of hard copy after imaging - \$0.02 per pound (recyclable) or  
\$0.08 per pound (non-recyclable).

Duplicate original 16mm 215mil foot rolls - number of original microfilm rolls duplicated (Diaz) x \$8.75 each.

Duplicate original 35mm 100mil foot rolls - number of original microfilm rolls duplicated (Diaz) x \$12.50 each.

Original microfilm roll (finished product including microfilming on a Digital Archive Writer, processing, microfilm, cartons and labels) - number of documents microfilmed x \$0.0230 each.

Document preparation - number of hours spent preparing documents x \$13.00 each.

**IV. CONTRACT AMOUNT:**

The total amount of this contract shall not exceed: \$20,000.00  
(words and figures)

Twenty Thousand and 00/100 Dollars

**V. PAYMENT FOR SERVICES:**

Receiving Agency shall pay for services received from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon invoices drawn by the Receiving Agency payable to the Texas State Library and Archives Commission (SLRM).

Payments for service performed shall be billed: Monthly  
(weekly, monthly, lump sum, etc.)

Payments received by the Texas State Library and Archives Commission - State and Local Records Management Division shall be credited to its current appropriation item(s) or account(s) from which the expenditures of that character were originally made.

Accounts Receivable  
P.O. Box 12516  
Austin, Texas 78711-2516

SLR 304 (6/02) LOCAL

Questions concerning billing and accounting transactions related to this contract should be directed to the attention of the Offices Services Manager - State and Local Records Management Division at the address in Section VII or by calling (512) 454-2705 x124.

VI. TERMS OF CONTRACT: (Term of contract cannot transcend the fiscal year.)

This contract is to begin \_\_\_\_\_ upon approval by both the receiving and performing agencies \_\_\_\_\_ and, shall terminate \_\_\_\_\_ August 31, 2004 \_\_\_\_\_.

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 least 30 days prior to the intended termination date. The termination notice must reference the SLRM Contract Number, and must be dated and signed by the state agency head, or the appointed records management officer. The date of actual contract termination must be mutually agreed to in writing by both parties to allow for appropriate and efficient disposition of all records in micro-conversion at the time of cancellation notice. Payment for services performed under this contract on or before the termination date will be the responsibility of the Receiving Agency and will be calculated as outlined in Section III, Bases For Calculating Reimbursable Costs.

VIII. RETURN OF CONTRACT:

An original and one copy of this contract, including any attachments, addenda, and/or exhibits, if any, are submitted to the Receiving Agency. If the Receiving Agency accepts the terms and conditions of the contract, the Receiving Agency should sign both copies of the contract and return one copy to:

State and Local Records Management Division  
Texas State Library and Archives Commission  
Attn: Intergovernmental Contract Specialist  
P.O. Box 12927 (regular mail)  
1201 Brazos (interagency mail)  
Austin, TX 78711-2927

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies, (2) the proposed arrangements serve the interest of efficient and economical administration of government, and (3) the services, supplies, or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.

RECEIVING AGENCY further certifies that it has the authority to contract for the above services by authority

granted in \_\_\_\_\_ Texas Government Code Chapter 791.025 \_\_\_\_\_  
(Statute, Constitution, Special Provision of Appropriation Bill)

PERFORMING AGENCY further certifies that is has the authority to perform the services contracted for by

authority granted in \_\_\_\_\_ Texas Government Code, Chapters 441 and 771 \_\_\_\_\_  
(Statute, Constitution, Special Provision of Appropriation Bill)

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SLR 304 (6/02) LOCAL  
TEXAS STATE LIBRARY

SCHEDULE A

II. STATEMENT OF SERVICES TO BE PERFORMED: (Continued from Page 1)

III. BASES FOR CALCULATING REIMBURSABLE COSTS: (Continued from Page 1)

SLR 304 (06/02) LOCAL

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

Williamson County  
Name of Agency  
By: John C. Oerfleer  
Authorized Signature  
John C. Oerfleer - County Judge  
Title  
Date: 3-23-04

## PERFORMING AGENCY

PERFORMING AGENCY

Texas State Library and Archives Commission

Name of Agency

By: E. S. [Signature]

Authorized Signature

Assistant State Librarian

Title

Date: 03-01-04

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MAR 02 2004

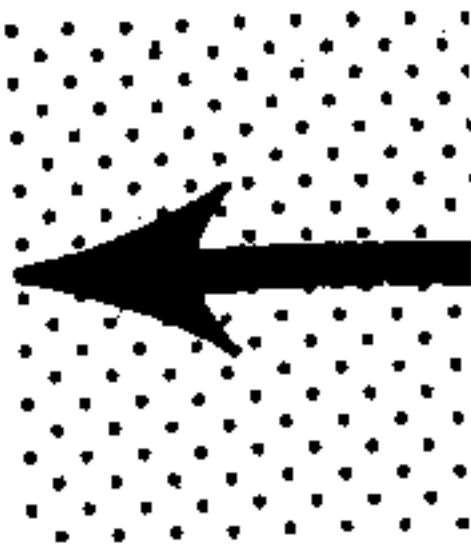
SLR 304 (06/02) LOCAL

TEXAS STATE LIBRARY

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RECEIVING AGENCY

Williamson County  
Name of Agency  
By: John C. Dwyer  
Authorized Signature  
County Judge  
Title  
Date: 3-23-04



PERFORMING AGENCY

Texas State Library and Archives Commission  
Name of Agency  
By: E. S. S. S. S. S.  
Authorized Signature  
Assistant State Librarian  
Title  
Date: 03-01-04

RECORDS MANAGEMENT DIVISION  
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SLR 304 (06/02) LOCAL  
TEXAS STATE LIBRARY



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State and Local Records Management Division  
Texas State Library and Archives Commission

THE STATE OF TEXAS ~ COUNTY OF TRAVIS

SLR Contract Number:

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04	306	L-06	006

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**IV. CONTRACT AMOUNT:**

The total amount of this contract shall not exceed: \$20,000.00  
(words and figures)  
Twenty Thousand and 00/100 Dollars

**V. PAYMENT FOR SERVICES:**

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(weekly, monthly, lump sum, etc.)

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P.O. Box 12516  
Austin, Texas 78711-2516

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VI. TERMS OF CONTRACT: (Term of contract cannot transcend the fiscal year.)

This contract is to begin \_\_\_\_\_ upon approval by both the receiving and performing agencies \_\_\_\_\_ and, shall terminate \_\_\_\_\_ August 31, 2004 \_\_\_\_\_.

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 least 30 days prior to the intended termination date. The termination notice must reference the SLRM Contract Number, and must be dated and signed by the state agency head, or the appointed records management officer. The date of actual contract termination must be mutually agreed to in writing by both parties to allow for appropriate and efficient disposition of all records in micro-conversion at the time of cancellation notice. Payment for services performed under this contract on or before the termination date will be the responsibility of the Receiving Agency and will be calculated as outlined in Section III, Bases For Calculating Reimbursable Costs.

VIII. RETURN OF CONTRACT:

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P.O. Box 12927 (regular mail)  
1201 Brazos (interagency mail)  
Austin, TX 78711-2927

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\_\_\_\_\_  
Williamson County  
Name of Agency  
By: \_\_\_\_\_  
John C. Daefler  
Authorized Signature  
\_\_\_\_\_  
County Judge  
Title  
Date: \_\_\_\_\_  
3-23-04

## PERFORMING AGENCY

\_\_\_\_\_  
Texas State Library and Archives Commission  
Name of Agency  
By: \_\_\_\_\_  
E. Siferberg  
Authorized Signature  
\_\_\_\_\_  
Assistant State Librarian  
Title  
Date: \_\_\_\_\_  
03-01-04

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John C. Denfluh  
Authorized Signature  
\_\_\_\_\_  
County Judge  
Title  
Date: \_\_\_\_\_  
3-23-04

## PERFORMING AGENCY

\_\_\_\_\_  
Texas State Library and Archives Commission  
Name of Agency  
By: \_\_\_\_\_  
E. Smith  
Authorized Signature  
\_\_\_\_\_  
Assistant State Librarian  
Title  
Date: \_\_\_\_\_  
03-01-04

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SCHEDULE A

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LOCAL

**CONTRACT FOR SERVICES - LOCAL GOVERNMENT**

State and Local Records Management Division  
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