

PACE PURCHASING COOPERATIVE

INTERLOCAL AGREEMENT

Member Name: City of Pflugerville County District Number: N/A

Education Service Center, Region 13 & 20 (Coop) and the above named agency (member) enter into the following cooperative service arrangement.

This agreement is effective August 28, 2012 (date) and shall automatically renew unless either party gives ninety (90) days prior notice of non-renewal. This agreement may be terminated with or without cause by either party upon thirty (30) days written notice.

The Coop will:

- Handle bidding procedures
- Abide by all bid laws in the State of Texas
- Enter proposals for tabulation and evaluation
- Arrange for an Award Committee to test, evaluate and award proposals
- Develop award information forms for member use
- Send award information to vendors
- Develop system for gathering evaluation information from members on vendor performance and product quality
- Provide comparison information with previous awards to evaluate effectiveness of proposals

The Member will:

Ensure an approved resolution (if required in member State) to participate in Cooperative is on file with the Coop

- Designate a member employee to serve as a liaison with Coop
- Provide release time for meetings, proposal openings, and testing assistance as needed
- Identify delivery location within Member on purchase orders
- Prepare purchase orders for items awarded on proposals
- Ensure timely payments to vendors who receive proposal awards
- Provide Coop with evaluation forms regarding vendor and product concerns

Authorization:

Education Service Center, Region 13 & 20 and the PACE Purchasing Cooperative executed a contract to provide cooperative purchasing services to government entities.

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Please send a signed Interlocal Agreement to (or fax to 210-370-5776):

Education Service Center, Region 20
Attn: PACE Coop
1314 Hines Ave
San Antonio, TX 78208.

Public Entity

Education Service Center, Region 20

BY:

BY:

Authorized Signature

Authorized Signature

City Manager

Purchasing Coordinator

Title

Title

August 28, 2012

Date

Date

Sabrina Schmidt

Jim Metzger

Contact Person

Contact Person

Purchasing Supervisor

Purchasing Coordinator

Title of Contact Person

Title of Contact Person

100 East Main, Suite 100

Street Address

210-370-5204

Phone Number

Pflugerville, TX 78660

City, State, Zip

210-370-5776

Fax Number

512-990-6100/512-567-3757

Phone/Fax Number

jim.metzger@esc20.net

E-mail Address

sabrinaspflugervilletx.gov

E-mail Address