

Contract for Storage Services for Fiscal Year 2016

Texas State Library and Archives Commission
State and Local Records Management

THE STATE OF TEXAS – COUNTY OF TRAVIS

TSLAC Contract Number: 6-16-313

DIR Contract or Purchase Order Number: Not Supplied

This Contract is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and the Texas Department of Information Resources, 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: Texas Department of Information Resources
Agency Code: 313
Contact Person: Rebecca Malcolm
Contact Phone: 512-463-1634
Contact Email: rebecca.malcolm@dir.texas.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 "Record Storage Services" area of the "For State & Local Governments" 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.

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, 2015.

IV. CONTRACT AMOUNT

The maximum amount of this Contract is \$2,900.00 and can only be increased or decreased by an executed addendum to this Contract. Of the total amount of this Contract, \$2,900.00 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:
accounts.payable@dir.texas.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.

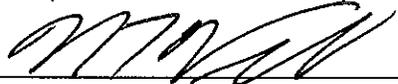
VIII. TERM OF CONTRACT

This Contract begins September 1, 2015 and terminates on August 31, 2016.

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

Texas Department of Information Resources

By: 

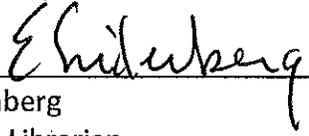
Nick Villalpando
Chief Financial Officer

Date: 11/17/15

MA 11.18.15

PERFORMING AGENCY *de*

Texas State Library and Archives Commission

By: 

Edward Seidenberg
Assistant State Librarian

Date: 06-20-15

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 2016)

(Approved by the Library and Archives Commission June 5, 2015)

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	\$ 3.00
6. Disaster Recovery – rotation	CF	\$ 4.00
7. Accessions	Each	\$ 1.00
8. Disposal and destruction	Each	\$ 2.50
9. Permanent Transfers	Each	\$ 2.50
10. Circulation	Each	\$ 1.50
11. Regular Deliveries/Pickups (in City of Austin)	Each	\$10.00
12. Expedited Deliveries/Pickups (in City of Austin)	Each	\$20.00
13. Delivery mileage charge (outside City of Austin)	Per mile	\$ 0.75
14. Scan on demand (digital scan/transmission of documents) <i>Note: Includes circulation fee for pull and refile (Item 10)</i>	Per page	\$ 0.20
15. Data entry – per line*	Per Line	\$ 0.30
16. Minimum monthly charge	Each	\$10.00

Fees are assessed on the total volume of cubic feet stored on the last calendar day of each month.

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

**The data entry fees will be waived if the customer enters their own data into the State Records Center automated inventory system. The fee will only be assessed if the customer prefers for SRC staff to data enter containers in the system after implementation. No charges will be assessed until the system is functional and external for six months to give all customers an opportunity to receive training on how to use the system*

Appendix 1



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
IMAGING MICROFILM SERVICES
FEE SCHEDULE (FY 2016)

(Approved by the Library and Archives Commission June 5, 2015)

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. Digital Scanning Services	Call	Call
17. Document Preparation	Per hour	\$40.00
18. Data Entry – per line*	Per Line	\$0.30
19. Postage	Each	actual cost
20. Regular Deliveries/Pickups (in City of Austin)	Each	\$10.00
21. Expedited Deliveries/Pickups (in City of Austin)	Each	\$20.00
22. Delivery mileage charge (outside City of Austin)	Per Mile	\$ 0.75
23. Minimum order for filming services	Each	\$150.00

Fees are assessed on the total volume of microforms stored on the last calendar day of each month.

**The data entry fees will be waived if the customer enters their own data into the State Records Center automated inventory system. The fee will only be assessed if the customer prefers for SRC staff to data enter containers in the system after implementation. No charges will be assessed until the system is functional and external for six months to give all customers an opportunity to receive training on how to use the system.*