

# PACE PURCHASING COOPERATIVE

## INTERLOCAL AGREEMENT

Member Name: College Station ISD    County District Number: 021901

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

This agreement is effective September 19, 2012 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 Member State

- 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.

### College Station ISD

### Education Service Center, Region 20

BY:

BY:

Authorized Signature

Authorized Signature

Board President

Purchasing Coordinator

Title

Title

September 18, 2012

Date

Date

Mark Pantel

Jim Metzger

Contact Person

Contact Person

Director of Purchasing

Purchasing Coordinator

Title of Contact Person

Title of Contact Person

2000 Welsh Ave.

210-370-5204

Street Address

Phone Number

College Station, Texas 77840

210-370-5776

City, State, Zip

Fax Number

979-764-5408

[jim.metzger@esc20.net](mailto:jim.metzger@esc20.net)

Phone/Fax Number

E-mail Address

[mpantel@csisd.org](mailto:mpantel@csisd.org)

E-mail Address