

**PACE PURCHASING COOPERATIVE**

**INTERLOCAL AGREEMENT**

Member Name: Johnson County County District Number:                     

Please send a signed Interlocal Agreement to (or fax to 210-370-5776 or e-mail to jim.metzger@esc20.net):

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

Public Entity

Education Service Center, Region 20

BY:   
Authorized Signature

BY:   
Authorized Signature

County Judge  
Title

Purchasing Coordinator  
Title

10-13-15  
Date

9/29/15  
Date

Ralph McBroom  
Contact Person

Jim Metzger  
Contact Person

Purchasing Agent  
Title of Contact Person

Purchasing Coordinator  
Title of Contact Person

1102 E. Kilpatrick, Suite B  
Street Address

210-370-5204  
Phone Number

Cleburne, Tx 76031  
City, State, Zip

210-370-5776  
Fax Number

817-556-6382 / 817-556-6385  
Phone/Fax Number

jim.metzger@esc20.net  
E-mail Address

ramcbr00m@johnsoncountytx.org  
E-mail Address

# PACE PURCHASING COOPERATIVE

## INTERLOCAL AGREEMENT

Member Name: Johnson County County District Number:       

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

This agreement is effective 10-13-15 (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:

- 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
- Ensure a Resolution is properly executed if required

### Authorization:

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