

STATE OF TEXAS §

COUNTY OF TRAVIS §

INTERLOCAL AGREEMENT

for Provision of Equipment and Consumables

THIS CONTRACT is made by and between the State of Texas, acting by and through the Texas Department of Motor Vehicles, hereinafter called the "department" or "TxDMV," and the County of Sabine, Texas, acting by and through its duly authorized officials, hereinafter called the "county."

WITNESSETH

WHEREAS, the department is statutorily responsible for administering motor vehicle titles and registrations pursuant to Texas Transportation Code Chapters 501, 502, 504 and 520; and

WHEREAS, the county tax assessor-collector acts as agent for the department in the administration of motor vehicle titles and registration; and

WHEREAS, Texas Transportation Code §501.023 provides that to obtain a vehicle title an owner must apply to the county tax assessor-collector; and

WHEREAS, Texas Transportation Code §502.040 provides that an application for vehicle registration is made through the county tax assessor-collector; and

WHEREAS, the department maintains an automated system for the uniform administering of motor vehicle titles and registration, hereinafter identified as the automated registration and title system (RTS); and

WHEREAS, equipment is necessary for the processing of motor vehicle titles and registration; and

WHEREAS, the department and the county desire that equipment procured by the department, hereinafter identified as the "equipment," be installed and operated at location(s) under the jurisdiction of the county; and

WHEREAS, associated policies and procedures for the county use of the equipment are found in the department's County Equipment Guide and in Title 43, Texas Administrative Code (TAC), Sections 217.71-.74; and

WHEREAS, the department will furnish the equipment to the county provided the county agrees to adhere and comply with the County Equipment Guide and the requirements established in this agreement; and

WHEREAS, the department provides the county with certain consumable materials that are integral to the administration of motor vehicle titles and registrations, including disabled placards, cardboard tags, forms, license plates, registration sticker paper, toner cartridges, registration receipt paper, department ad campaign supplies, and other materials (hereinafter referred to as "consumables"); and

WHEREAS, the department and the county are authorized to enter into interlocal contracts or agreements under the authority of Texas Government Code, Chapter 791; and

WHEREAS, on the 12 day of August, 2019, the Sabine County Commissioners Court Order or Resolution No. \_\_\_\_\_ attached and identified as "Attachment C," authorizing the county's execution of this agreement.

Vol 3-Q Page 576

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties do hereby agree as follows:

I. CONTRACTING PARTIES:

The Texas Department of Motor Vehicles (TxDMV or department)
Sabine (County)

II. PURPOSE: Provision of Equipment and Consumables to counties to administer motor vehicle title and registration transactions.

III. STATEMENT OF SERVICES TO BE PERFORMED: TxDMV and the county will perform statutorily required functions related to administering titles and registrations of motor vehicles as described in Attachment A, Scope of Services.

IV. CONTRACT PAYMENT: Each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.

V. TERM OF CONTRACT: This contract begins when fully executed by both parties and terminates six years from the date this contract is executed by the state, or when otherwise terminated as provided in Attachment B, Article 4 of this Agreement.

VI. CONTINUING CONTRACT OBLIGATIONS: The obligations and requirements of this contract are not affected by a change in personnel at the county or at the department, including a change in elected or appointed officials.

VII. LEGAL AUTHORITY: The parties certify that the services provided under this contract are services that are properly within the legal authority of the Contracting Parties.

The County Commissioners Court, by resolution or ordinance dated \_\_\_\_\_, has authorized the county to obtain and provide the services described in Attachment A.

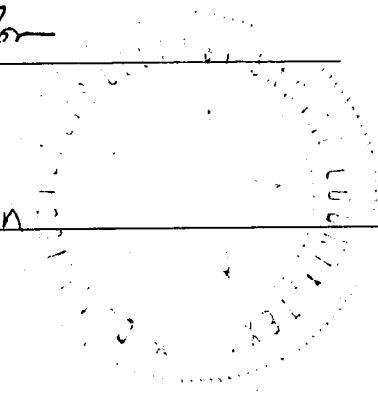
This contract incorporates the provisions of Attachment A, Scope of Services, Attachment B, General Terms and Conditions, Attachment C, Resolution or Ordinance, Attachment D, RTS Workstation Lease Agreement, Attachment E, Designation of Equipment Custodian, Attachment F, County Equipment List.

FOR THE COUNTY

Sabine (Name of County)

By [Signature] Date 8/12/19

Typed or Printed Title and Name
County Judge Daryl Melton



**FOR THE STATE OF TEXAS**

Executed for the Executive Director and approved by the Texas Department of Motor Vehicles Board for the purpose and effect of activating and/or carrying out the orders, established policies, or work programs approved and authorized by the Texas Department of Motor Vehicles Board.

By

Date

\_\_\_\_\_  
Jeremiah Kuntz  
Director, Vehicle Titles and Registration Division  
Texas Department of Motor Vehicles

Vol 3-Q Page 578

## ATTACHMENT A

### Scope of Services

The department will continue to provide equipment, consumables, and support to the county to facilitate the county in administering motor vehicle title and registration transactions, under the following conditions:

#### The department shall:

1. Provide workstations and equipment in accordance with guidelines set forth in the County Equipment Guide. On an annual basis, the department will provide the county a list of the equipment then assigned to the county. Attachment F, County Equipment List, will be renewed as according to the County Equipment Guide, and will become part of this agreement. The department retains full and complete ownership of the equipment and nothing in this agreement shall grant to the county, its officers, employees, or contractors, ownership in the equipment;
2. Maintain all the hardware and software necessary to support the equipment at approved county tax assessor-collector office locations;
3. Provide the county with the opportunity to lease additional workstations at county expense. A copy of the lease agreement is incorporated into this agreement and is found in Attachment D. Leased workstations are the property of the department;
4. Determine the county's annual needs of VTR-500-RTS paper and toner cartridges, based on historical use, as described in the County Equipment Guide. VTR-500-RTS paper and toner cartridges in excess of the department's determination are available at county expense;
5. Provide basic web-based training for county staff on the processing of title and registration transactions. Additional instruction, training, webinars and user guides may be provided as system adjustments and enhancements are made; and
6. Provide online access to department registration and title manuals.

#### The county shall:

1. Designate a person employed by the county to serve as the primary equipment custodian, whose responsibility it is to track equipment received by the county pursuant to this agreement. The county will designate the primary equipment custodian in Attachment E of this agreement, and may designate secondary equipment custodians if needed for multiple sites. The primary equipment custodian, in addition to the county itself, is responsible for ensuring compliance with the County Equipment Guide, which is adopted by reference to this agreement. If the County Equipment Guide is updated by the department, the primary equipment custodian must ensure that appropriate county personnel are informed of the update. The primary equipment custodian is also responsible for preparing the county for periodic equipment refreshes. Should the primary or secondary custodians cease employment with the county, the county shall appoint new custodians and update Attachment E.
2. Report lost or stolen equipment to the department within 48 hours of discovery, as provided by the

County Equipment Guide. A copy of any resulting police report shall be provided to the department within five business days;

3. Reimburse the department for the replacement cost of lost, stolen or damaged (not due to natural disaster) equipment. The department will invoice the county in accordance with the County Equipment Guide;
4. Not dispose of, transfer, resell, or designate as surplus any of the equipment or consumables provided through this agreement;
5. Process transactions in compliance with the Transportation Code and the department's title and registration manuals and related bulletins;
6. Turn in defective consumables for replacement to the department's local regional service center to which the county is assigned;
7. Ensure all county personnel (or those acting on its behalf) are adequately trained to administer motor vehicle title and registration transactions on behalf of the department;
8. Provide all personnel who use department workstations with training on confidentiality and fraud detection; and
9. Ensure access to department equipment and systems by terminated employees is removed within 48 hours of termination.

**ATTACHMENT B**  
**General Terms and Conditions**

**Article 1. Amendments**

The Interlocal Agreement, Scope of Services, and General Terms and Conditions may be amended upon agreement by both parties, without the need to execute a new contract.

The department may update and make changes to the County Equipment Guide and appendices not listed above unilaterally.

**Article 2. Conflicts Between Agreements**

If the terms of this contract conflict with the terms of any other contract between the parties, the most recent contract shall prevail.

**Article 3. Ownership of Equipment**

All equipment provided by TxDMV under this contract is and will remain the property of the TxDMV.

**Article 4. Suspension or Termination**

This contract may be terminated by any of the following conditions:

- A. By mutual consent and agreement of the parties.
- B. By either party after thirty days written notice.
- C. By TxDMV, should it determine at any time that the County has failed to comply with any of the requirements in this agreement.

Should termination of this agreement occur, the County shall allow TxDMV to remove its equipment. TxDMV shall remove equipment within a reasonable amount of time.

In lieu of termination, should TxDMV determine at any time that the County has failed to comply with any of the requirements in this agreement, TxDMV may suspend access to the automated registration and title system at one or all County locations until such failure is corrected.

**Article 5. Compliance with Laws**

The parties shall comply with all federal, state, and local laws in any manner affecting the performance of this agreement.

**Article 6. Signatory Warranty**

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

#### **Article 7. Unauthorized Use of Equipment**

The county is provided complete workstations to access RTS. Thus, absent written approval by TxDMV, no additional equipment, hardware, or software may be installed or attached to a workstation.

The equipment may not be moved, relocated, manipulated, disassembled, or reassembled without written approval by TxDMV. This includes attempts to repair the equipment. Absent written approval by TxDMV, workstations may only be used to access RTS.

#### **Article 8. Confidentiality**

The county understands that TxDMV collects and maintains confidential and sensitive information and that TxDMV permits access to this data by this agreement. The county is responsible, by law and through this agreement, for maintaining the confidentiality of that data. The county may only disclose confidential information in accordance with Transportation Code Chapter 730, Government Code Chapter 552, and this agreement. The county understands and agrees that the unauthorized release of confidential information may subject its officers, employees, and contractors to liability or prosecution, and may result in the termination of this contract.

The county understands and agrees that any access to RTS granted by the department, including any logins and passwords, are confidential and that said access will not be disclosed to unauthorized persons. Attempts to circumvent department security devices or protocols, by unauthorized software, hardware, or other means, is expressly prohibited and may result in liability or prosecution and termination of this contract.

**ATTACHMENT C**  
**Resolution or Ordinance**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the \_\_\_\_\_ County  
Commissioner's Court passed Resolution No. \_\_\_\_\_, hereinafter identified by reference,  
authorizing the County's participation in this Agreement.

Please attach a copy of the Resolution or Ordinance to this Agreement.



**ATTACHMENT D**  
**RTS WORKSTATION LEASE AGREEMENT**

**STATE OF TEXAS**

**COUNTY OF** Sabine

THIS AGREEMENT is made between the Texas Department of Motor Vehicles "TxDMV" or "department" and the "county" pursuant to Texas Transportation Code, Section 520.0093, for the purposes of providing the County of Sabine, Texas an option to lease additional Registration and Title System ("RTS") workstations directly from the State. This agreement is incorporated into the Interlocal Agreement for Provision of Equipment and Consumables ("County Agreement") and is subject to the provisions of the County Agreement and the County Equipment Guide, including but not limited to provisions relating to: equipment installation, RTS programming and hardware/software configuration, security, maintenance, equipment repair and replacement, equipment movement, unauthorized equipment use, building electrical requirements, accountability/inventory of equipment, training, and supplies.

1. If the county desires additional RTS workstations beyond what is allocated by the department, the workstations may be leased **at county expense** from the department.
2. The cost of leasing a basic RTS workstation<sup>1</sup> will be \$350 per year plus \$11 per year for an eLearning account, for a total annual lease cost of \$361. If a cable drop is needed for a workstation, there is a one-time cost of \$180 per drop. For workstations that are leased by the county for placement in a full service deputy ("FSD") office, there is an additional annual cost of \$4,260 per full service deputy site, per year to cover the T1 circuit cost.
3. Lease charges are billed annually on the county's annual invoice. Lease costs are prorated for the first year of the lease term based on the installation date, and the prorated amount will be included on the county's next annual invoice.
4. The county may request the department remove the leased equipment at any time. The equipment will be removed within 30 days of the request being received by TxDMV. The county will forfeit any portion of the annual lease fee that remains.
5. Costs for leased equipment and services are subject to change annually.
6. The county will indicate equipment requirements below (by site and quantity). Total annual costs can be projected using the table provided. TxDMV will compute final costs and the county will be billed in accordance with paragraphs 2 and 3 above.
7. In addition to the provisions of the original County Agreement, TxDMV's responsibility for equipment installed at FSD sites (i.e., privately owned, for-profit enterprises performing motor vehicle title and registration transactions for the county tax office) is limited to ensuring the equipment remains operational. The county will be responsible for all training, forms, supplies, user policy and procedures, etc., associated with this offsite equipment. This agreement will remain in force for as long as the County Agreement remains effective.
8. Workstations identified below that are leased under the provisions of this agreement will be installed following approval of the County Commissioner's Court and after signature by the County Judge (or a designee when

Vol 3-Q Page 584

supported by a certified copy of the Commissioner's Court Order or Resolution, which must be attached) and counter signed by the Director of the Vehicle Titles and Registration Division of the Texas Department of Motor Vehicles.

The County of Sabine, Texas will lease \_\_\_\_\_ additional RTS workstation(s) to be installed at the following County Tax Office or full service deputy location(s).

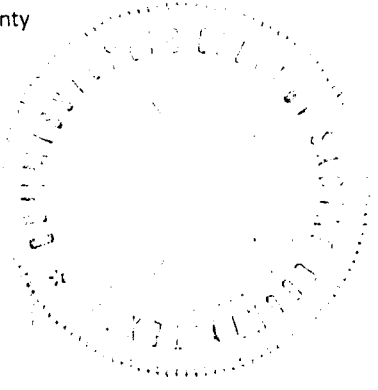
Site Type County or FSD	New (N) or Existing (E) Site	Site Name	Site Address	Workstation Quantity

Item	Site Name	Quantity	Individual Item Cost	Total Annual Cost
1. RTS Workstation, Basic <sup>1</sup> (non-FSD site)			\$361.00	
2. RTS Workstation, Basic <sup>1</sup> (FSD site)			\$361.00	
3. T1 Circuit Cost (FSD sites only – one annual circuit charge per FSD site)			\$4,260.00	
<i>Note: cable drops are an additional \$180 each and charged in first year only</i>			<b>Annual Lease Cost</b>	

Daufmeyer 8/12/19  
 County Judge Date

Jeremiah Kuntz Date  
 Director, Vehicle Titles and Registration

Sabine  
 County



**ATTACHMENT E**

**Designation of Equipment Custodian(s)**

The county is required to designate a primary equipment custodian who is responsible for the tracking of equipment assigned to the county by the department pursuant to this agreement. The county may choose to designate secondary equipment custodians who are responsible for equipment at county sites where equipment provided through this contract is located.

**Primary County Equipment Custodian**

<b>County</b>	Sabine
<b>Name</b>	Martha M. Stone
<b>Email</b>	sabinecounty@valornet.com
<b>Phone Number</b>	(409) 787-2257
<b>Physical Address</b>	213 Market St. Hemphill, Texas 75948

**Secondary County Equipment Custodian(s)**

may designate one per county office

County Site Name	Custodian Name	Email	Phone Number
Pineland Sub-station	Stephanie Kratz	stephanie.kratz@co.sabine.tx.us	(409) 584-2942
Hemphill, Texas	Debbie Bragg	djmc61@yahoo.com	(409) 787-2257

ATTACHMENT F  
County Equipment List<sup>1</sup>

Count	Item Type	Asset Tag Identification Number
1.	Workstation, Basic <sup>2</sup>	
2.	Workstation, Basic	
3.	webDEALER Workstation	
4.	webDEALER Workstation	
5.		
6.		
7.		
8.		
9.		
10.		

By signing this form, the equipment custodian, so designated by the county, takes responsibility for the equipment in the county's possession.

County Dalme

Equipment Custodian Name MARTHA M Stone

Equipment Custodian Signature Martha M Stone

<sup>1</sup>The department will provide an annual County Equipment List that will serve as Attachment F.  
<sup>2</sup>The Basic Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

Asset #	Asset Description	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1-Located; 2-Transfer or 3-Missing/Stolen	Inv. Control Use Only
019886	LAN/WAN SWITCHING	FTX153681NY	58T202S000	G	Van Pelt, Pamela		
035216	COMPUTER, DESKTOP	2UA6322WY9	58T202S000	G	Van Pelt, Pamela		
035217	PRINTERS	PHBBR15232	58T202S000	G	Van Pelt, Pamela		
<b>END OF REPORT</b>							

Debbie Bragg Employee Printed Name *Debbie Bragg* Employee Signature Date 7-9-19

*Debbie Bragg* Employee Printed Name *Debbie Bragg* Employee Signature Date 7-9-19

*Debbie Bragg* Employee Printed Name *Debbie Bragg* Employee Signature Date 7-9-19

By my signature above, I attest that the assets listed above were each accounted for during a physical location performed between \_\_\_\_\_ (names) and identified as either located (condition and custodian name provided and shown as "located" in last column), transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report), or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

Asset #	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1-Located; 2-Transfer; 3 Missing/Stolen	Inv. Control Use Only
019785	LAN/WAN SWITCHING	FTX153681BU	G	Van Pelt, Pamela		
035360	PRINTERS	PHBRR15202	G	Van Pelt, Pamela		
035361	COMPUTER, DESKTOP	2UA6322VZR	G	Van Pelt, Pamela		
035362	PRINTERS	PHBRR15289	G	Van Pelt, Pamela		
035363	COMPUTER, DESKTOP	2UA6322X79	G	Van Pelt, Pamela		
035364	PRINTERS	PHBRR15195	G	Van Pelt, Pamela		
035365	COMPUTER, DESKTOP	2UA6322X0V	G	Van Pelt, Pamela		
<b>END OF REPORT</b>						

Debbie Bragg  
Employee Printed Name

*Debbie Bragg*  
Employee Signature

7-9-19  
Date

*Debbie Bragg*  
Employee Printed Name

7-9-19  
Date

By my signature above, I attest that the assets listed above were each accounted for during a physical location performed between (date) and (date) by (name) and identified as either located (condition and custodian name provided and shown as "located" in last column), transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report), or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

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**ADDITIONAL ITEMS FOUND, BUT NOT LISTED**

Location Name(s) - Division/Region: Equipment in DPS office for County Employee \_\_\_\_\_

County: Sabine

Substation/Subcontractor/Dealer: \_\_\_\_\_

	Condition:		
	Good:		
	Fair; Poor:		

Asset #	Asset Description	Serial #	Condition	Custodian (Name)	Inventory Control Only
038815	Computer Desktop	TSP1821J0685	G	Debbie Bragg	
	Printer	PHBRR49677	G		
038603	LAN/WAN Switching (R2020250)	MXL8332CNM	G		

By my signature I attest that items listed above were accounted for during a physical location performed between 7/9/19 (date) and 7/9/19 (date) by Debbie Bragg (names) and identified as located (with condition and custodian name provided and shown as "located" in last column), transferred (with "see attached transfer" shown in last column and a copy of the transfer attached to this report), or are being reported as missing/stolen/damaged (with "see missing/stolen report attached" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

STATE OF TEXAS §

COUNTY OF TRAVIS §

**INTERLOCAL AGREEMENT**

**for Provision of Equipment and Consumables**

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WHEREAS, the department is statutorily responsible for administering motor vehicle titles and registrations pursuant to Texas Transportation Code Chapters 501, 502, 504 and 520; and

WHEREAS, the county tax assessor-collector acts as agent for the department in the administration of motor vehicle titles and registration; and

WHEREAS, Texas Transportation Code §501.023 provides that to obtain a vehicle title an owner must apply to the county tax assessor-collector; and

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WHEREAS, equipment is necessary for the processing of motor vehicle titles and registration; and

WHEREAS, the department and the county desire that equipment procured by the department, hereinafter identified as the "equipment," be installed and operated at location(s) under the jurisdiction of the county; and

WHEREAS, associated policies and procedures for the county use of the equipment are found in the department's County Equipment Guide and in Title 43, Texas Administrative Code (TAC), Sections 217.71-.74; and

WHEREAS, the department will furnish the equipment to the county provided the county agrees to adhere and comply with the County Equipment Guide and the requirements established in this agreement; and

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WHEREAS, the department and the county are authorized to enter into interlocal contracts or agreements under the authority of Texas Government Code, Chapter 791; and

WHEREAS, on the 12 day of August, 2019, the Sabine County Commissioners Court Order or Resolution No. \_\_\_\_\_, attached and identified as "Attachment C," authorizing the county's execution of this agreement.

Vol 3-Q Page 591



**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties do hereby agree as follows:

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**FOR THE COUNTY**

Sabine (Name of County)

By

Martha M. Stone-Sabine County Tax A/C

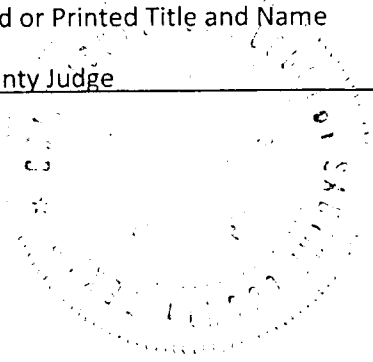
Date

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*Dave Melton*

Typed or Printed Title and Name

County Judge



**FOR THE STATE OF TEXAS**

Executed for the Executive Director and approved by the Texas Department of Motor Vehicles Board for the purpose and effect of activating and/or carrying out the orders, established policies, or work programs approved and authorized by the Texas Department of Motor Vehicles Board.

By

Date

\_\_\_\_\_  
Jeremiah Kuntz  
Director, Vehicle Titles and Registration Division  
Texas Department of Motor Vehicles

Vol 3-Q Page 593

## ATTACHMENT A

### Scope of Services

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Vol 3-Q Page 594

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**Article 6. Signatory Warranty**

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

**Article 7. Unauthorized Use of Equipment**

The county is provided complete workstations to access RTS. Thus, absent written approval by TxDMV, no additional equipment, hardware, or software may be installed or attached to a workstation.

The equipment may not be moved, relocated, manipulated, disassembled, or reassembled without written approval by TxDMV. This includes attempts to repair the equipment. Absent written approval by TxDMV, workstations may only be used to access RTS.

#### **Article 8. Confidentiality**

The county understands that TxDMV collects and maintains confidential and sensitive information and that TxDMV permits access to this data by this agreement. The county is responsible, by law and through this agreement, for maintaining the confidentiality of that data. The county may only disclose confidential information in accordance with Transportation Code Chapter 730, Government Code Chapter 552, and this agreement. The county understands and agrees that the unauthorized release of confidential information may subject its officers, employees, and contractors to liability or prosecution, and may result in the termination of this contract.

The county understands and agrees that any access to RTS granted by the department, including any logins and passwords, are confidential and that said access will not be disclosed to unauthorized persons. Attempts to circumvent department security devices or protocols, by unauthorized software, hardware, or other means, is expressly prohibited and may result in liability or prosecution and termination of this contract.

**ATTACHMENT C**  
**Resolution or Ordinance**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the \_\_\_\_\_ County  
Commissioner's Court passed Resolution No. \_\_\_\_\_, hereinafter identified by reference,  
authorizing the County's participation in this Agreement.

Please attach a copy of the Resolution or Ordinance to this Agreement.

**ATTACHMENT D**  
**RTS WORKSTATION LEASE AGREEMENT**

**STATE OF TEXAS**

**COUNTY OF** Sabine

THIS AGREEMENT is made between the Texas Department of Motor Vehicles "TxDMV" or "department" and the "county" pursuant to Texas Transportation Code, Section 520.0093, for the purposes of providing the County of Sabine, Texas an option to lease additional Registration and Title System ("RTS") workstations directly from the State. This agreement is incorporated into the Interlocal Agreement for Provision of Equipment and Consumables ("County Agreement") and is subject to the provisions of the County Agreement and the County Equipment Guide, including but not limited to provisions relating to: equipment installation, RTS programming and hardware/software configuration, security, maintenance, equipment repair and replacement, equipment movement, unauthorized equipment use, building electrical requirements, accountability/inventory of equipment, training, and supplies.

1. If the county desires additional RTS workstations beyond what is allocated by the department, the workstations may be leased at county expense from the department.
2. The cost of leasing a basic RTS workstation<sup>1</sup> will be \$350 per year plus \$11 per year for an eLearning account, for a total annual lease cost of \$361. If a cable drop is needed for a workstation, there is a one-time cost of \$180 per drop. For workstations that are leased by the county for placement in a full service deputy ("FSD") office, there is an additional annual cost of \$4,260 per full service deputy site, per year to cover the T1 circuit cost.
3. Lease charges are billed annually on the county's annual invoice. Lease costs are prorated for the first year of the lease term based on the installation date, and the prorated amount will be included on the county's next annual invoice.
4. The county may request the department remove the leased equipment at any time. The equipment will be removed within 30 days of the request being received by TxDMV. The county will forfeit any portion of the annual lease fee that remains.
5. Costs for leased equipment and services are subject to change annually.
6. The county will indicate equipment requirements below (by site and quantity). Total annual costs can be projected using the table provided. TxDMV will compute final costs and the county will be billed in accordance with paragraphs 2 and 3 above.
7. In addition to the provisions of the original County Agreement, TxDMV's responsibility for equipment installed at FSD sites (i.e., privately owned, for-profit enterprises performing motor vehicle title and registration transactions for the county tax office) is limited to ensuring the equipment remains operational. The county will be responsible for all training, forms, supplies, user policy and procedures, etc., associated with this offsite equipment. This agreement will remain in force for as long as the County Agreement remains effective.

<sup>1</sup>The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.



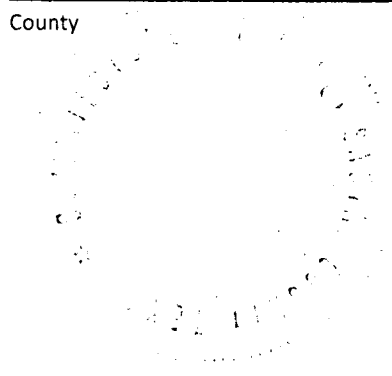
8. Workstations identified below that are leased under the provisions of this agreement will be installed following approval of the County Commissioner's Court and after signature by the County Judge (or a designee when supported by a certified copy of the Commissioner's Court Order or Resolution, which must be attached) and counter signed by the Director of the Vehicle Titles and Registration Division of the Texas Department of Motor Vehicles.

The County of Sabine, Texas will lease \_\_\_\_\_ additional RTS workstation(s) to be installed at the following County Tax Office or full service deputy location(s).

Site Type County or FSD	New (N) or Existing (E) Site	Site Name	Site Address	Workstation Quantity

	Item	Site Name	Quantity	Individual Item Cost	Total Annual Cost
1.	RTS Workstation, Basic <sup>1</sup> (non-FSD site)			\$361.00	
2.	RTS Workstation, Basic <sup>1</sup> (FSD site)			\$361.00	
3.	T1 Circuit Cost (FSD sites only – one annual circuit charge per FSD site)			\$4,260.00	
<i>Note: cable drops are an additional \$180 each and charged in first year only</i>				<b>Annual Lease Cost</b>	<b>\$ 0.00</b>

David Math                      8/12/19  
 County Judge                      Date                      Jeremiah Kuntz                      Date  
Sabine  
 County                      Director, Vehicle Titles and Registration



<sup>1</sup>The Basic RTS Workstation includes all standard items for full functionality (monitor, CPU, keyboard, mouse, printer, software, support, and cash drawer, if necessary), in a normal environment.

**ATTACHMENT E**

**Designation of Equipment Custodian(s)**

The county is required to designate a primary equipment custodian who is responsible for the tracking of equipment assigned to the county by the department pursuant to this agreement. The county may choose to designate secondary equipment custodians who are responsible for equipment at county sites where equipment provided through this contract is located.

**Primary County Equipment Custodian**

<b>County</b>	Sabine
<b>Name</b>	Martha M. Stone
<b>Email</b>	sabinecounty@valornet.com
<b>Phone Number</b>	(409) 787-2257
<b>Physical Address</b>	213 Market St. Hemphill, Texas 75948

**Secondary County Equipment Custodian(s)**

may designate one per county office

County Site Name	Custodian Name	Email	Phone Number
Pineland Sub-station	Stephanie Kratz	stephanie.kratz@co.sabine.tx.us	(409) 584-2942
Hemphill, Texas	Debbie Bragg	djmc61@yahoo.com	(409) 787-2257



Asset #	Asset Description	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1-Located; 2-Transfer; or 3-Missing/Stolen	Inv. Control Use Only
019886	LANVMAN SWITCHING	FTX153681NY	5B1202S000	G	Van Pelt Pamela		
035216	COMPUTER, DESKTOP	2UA6322WV9	5B1202S000	G	Van Pelt Pamela		
035217	PRINTERS	PH8BR15232	5B1202S000	G	Van Pelt Pamela		
<b>END OF REPORT</b>							

Debbie Bragg \_\_\_\_\_ 7-9-19  
 Employee Printed Name Employee Signature  
 \_\_\_\_\_  
 7-9-19  
 By my signature above, I attest that the assets listed above were each accounted for during a physical location performed between (names) and identified as either located (condition and custodian name provided and shown as "located" in last column); transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report); or, as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.

Asset #	Serial ID	Location	Condition (G, F, P)	Custodian	Validation 1-located; 2-Transfer; or 3-Missing/Stolen	Inv. Control Use Only
019785	LANWAN SWITCHING	FTX153681BU	4B1202W000	Van Pelt, Pamela		
035360	PRINTERS	PHBRR15202	4B1202W000	Van Pelt, Pamela		
035361	COMPUTER, DESKTOP	2UA6322V2R	4B1202W000	Van Pelt, Pamela		
035362	PRINTERS	PHBRR15289	4B1202W000	Van Pelt, Pamela		
035363	COMPUTER, DESKTOP	2UA6322X79	4B1202W000	Van Pelt, Pamela		
035364	PRINTERS	PHBRR15195	4B1202W000	Van Pelt, Pamela		
035365	COMPUTER, DESKTOP	2UA6322X0V	4B1202W000	Van Pelt, Pamela		
<b>END OF REPORT</b>						

Debbie Bragg

Employee Printed Name

*Debbie Bragg*

Employee Signature

7-9-19

Date

By my signature above, I attest that the assets listed above were each accounted for during a physical location performed between 7-9-19 (date) and 7-9-19 (date) by Debbie Bragg (name) and identified as either located (condition and custodian name provided and shown as "located" in last column), transferred ("see attached transfer" shown in the last column with a copy of the transfer attached to this report), or as missing/stolen/damaged ("see attached missing/stolen report" shown in last column and a copy of the new, custodian/inventory coordinator signed missing/stolen report attached to this report).

NOTE: IF ADDITIONAL ASSETS ARE FOUND THAT ARE NOT ON THIS REPORT, ADD THEM TO AN "ADDITIONAL ITEMS FOUND" FORM RATHER THAN ADDING THEM HERE.