

# PACE PURCHASING COOPERATIVE

## INTERLOCAL AGREEMENT

Member Name: Horizon Montessori Public County District Number: 108-802

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

This agreement is effective \_\_\_\_\_ (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.

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**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**

\_\_\_\_\_  
**Superintendent**  
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Purchasing Coordinator**  
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tina Tammy Garza**  
\_\_\_\_\_  
**Contact Person**

\_\_\_\_\_  
**Jim Metzger**  
\_\_\_\_\_  
**Contact Person**

\_\_\_\_\_  
**Purchasing Coordinator**  
\_\_\_\_\_  
**Title of Contact Person**

\_\_\_\_\_  
**Purchasing Coordinator**  
\_\_\_\_\_  
**Title of Contact Person**

\_\_\_\_\_  
**519 S. Tx. Blvd**  
\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**210-370-5204**  
\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Weslaco, Texas 78596**  
\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**210-370-5776**  
\_\_\_\_\_  
**Fax Number**

\_\_\_\_\_  
**956-969-3092/ 956-969-8614**  
\_\_\_\_\_  
**Phone/Fax Number**

\_\_\_\_\_  
**jim.metzger@esc20.net**  
\_\_\_\_\_  
**E-mail Address**

\_\_\_\_\_  
**tgarza@horizonmontessori.net**  
\_\_\_\_\_  
**E-mail Address**