

# **PACE PURCHASING COOPERATIVE**

## **INTERLOCAL AGREEMENT**

Member Name: City of San Marcos, Texas      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 March 20, 2024, 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 procurement 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
- 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 e-mail to [jim.metzger@esc20.net](mailto: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:**

**BY:**

**Authorized Signature**

**Authorized Signature**

**City Manager**

**Purchasing Coordinator**

**Title**

**Title**

**Date**

**Date**

**Veronica Bradshaw**

**Jim Metzger**

**Contact Person**

**Contact Person**

**Purchasing Manager**

**Purchasing Coordinator**

**Title of Contact Person**

**Title of Contact Person**

**630 E Hopkins St**

**210-370-5204**

**Street Address**

**Phone Number**

**San Marcos, TX 78666**

**210-370-5776**

**City, State, Zip**

**Fax Number**

**512-393-8166**

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

**Phone/Fax Number**

**E-mail Address**

**[vbradshaw@sanmarcostx.gov](mailto:vbradshaw@sanmarcostx.gov)**

**E-mail Address**