

Chair
Brian Bailey

Commissioners
Eddy Betancourt
C. Price Wagner



Executive Director
Mike Novak

Mailing address:
P. O. Box 13047
Austin, TX 78711-3047
(512) 463-3446
www.tfc.texas.gov

July 24, 2023

Holly Rachui
Department of State Health Services
DSHS Tower (DHT)
1100 West 49th Street
Austin, TX

Re: Install new water fountain on 2nd Floor

Dear Holly Rachui,

Texas Facilities Commission's Minor Construction Department is in receipt of your Portal request 25790 as of July 20, 2023. Minor Construction is looking forward to working with you on your project. The estimated cost of the project will be **\$19,305.00**, see Attachment A.

Your Work Order Number for this project is 864508. We have an experienced team that will be devoted to providing you with a quality result. Following is information about the Minor Construction team member who will be working with you.

I have been assigned as the Project Coordinator. I can be contacted by phone at 512-463-8062, by cell phone at 737-587-0644 or by e-mail at brad.tilghman@tfc.texas.gov.

We've included a Maintenance Letter Agreement (MLA) for review and signature.

I trust the above information provides you with the contacts you may need when making any inquiries during this project. Please feel free to contact me directly as I am always interested in hearing from you and knowing about the quality of our work and performance. Upon review and approval, please have the original signed and return signed original to my attention at the agency address:

Texas Facilities Commission
Attn: Brad Tilghman
Attn: Lou Rippy
Minor Construction – Room 211
1711 San Jacinto Boulevard
Austin, Texas 78701

Or scan and send to my email: brad.tilghman@tfc.texas.gov and lou.rippy@tfc.texas.gov

Sincerely,

Brad Tilghman
Minor Construction
Tel: (512) 463-8062
Cell: (737) 587-0644

Texas Facilities Commission

Physical address: 1711 San Jacinto Blvd, Austin, Texas 78701

◆ ★ *Planning and administering facilities in service to the State of Texas* ★ ◆

TFC Contract NO. 864508

**MAINTENANCE LETTER AGREEMENT
BETWEEN
THE TEXAS FACILITIES COMMISSION
AND THE
DEPARTMENT OF STATE HEALTH SERVICES (537)**

WHEREAS, the Texas Facilities Commission (TFC) is the State agency with a primary responsibility for maintenance and repair of State buildings, grounds, and property; and

WHEREAS, Department of State Health Services (DSHS) has requested the TFC provide an estimate for a proposed project through Work Order No. 864508 / Portal Request No. 25790 and the TFC has reviewed the request and proposes a preliminary estimated budgetary amount of Nineteen Thousand Three Hundred Five and 00/100 Dollars (\$19,305.00).

NOW, THEREFORE, pursuant to the Interagency Cooperation Act, Chapter 771, Texas Government Code, and in consideration of the mutual agreements contained herein, the parties agree as follows:

1. The proposed amount of the project requested under Work Order No. 864508 / Portal Request No. 25790 is Nineteen Thousand Three Hundred Five and 00/100 Dollars (\$19,305.00); and is as further described on the detailed budget attached hereto and incorporated herein as Attachment A. The proposed amount is based on information provided to TFC by DSHS and shall remain valid for a period of thirty (30) days from the date of Texas Facilities Commission's letter, July 24, 2023. Failure to approve this work order estimate within thirty (30) days shall render this estimated budget amount null and void, and will result in the work order being closed.
2. If the work order estimate provided above is under Fifty Thousand and No/100 Dollars (\$50,000.00), then this letter agreement may serve as the agreement between the parties, upon execution by Texas Facilities Commission, to move forward with the project. If the estimate provided is over Fifty Thousand and No/100 Dollars (\$50,000.00), then execution of an interagency cooperation contract between the parties shall be required; however, Department of State Health Services may request the issuance of an interagency cooperation contract for work proposed under Fifty Thousand and No/100 Dollars (\$50,000.00).
3. Expenses will be based on the actual costs of the work for the Project. Services may include but not be limited to services required for research, pricing, estimate gathering, construction document development, and bid monitoring, coordination and evaluation services commenced by TFC as of the date of submittal of this portal request. In addition, if the scope of work changes upon agreement by TFC and DSHS, the estimated budget amount may change. An Interagency Transaction Voucher or Invoice (ITV) will be prepared by TFC every thirty (30) days (monthly) for the services rendered to date. Payment is expected within thirty (30) days from receipt of ITV or invoice.
4. Pursuant to Rider 15 entitled *Capital Construction on Behalf of State Agencies* for TFC found in the GAA, Acts 2021, S.B. 1, 87th Leg., R.S., art. I (Facilities Commission), any capital items related to construction of buildings and facilities including minor construction up to \$250,000 performed by TFC on behalf of other state agencies do not apply to TFC for the purpose of the capital budget rider limitations specified in the GAA, Acts 2021, S.B. 1, 87th Leg., R.S., art. IX, sec. 14.03. By signing this Contract, Department of State Health Services certifies it has the requisite capital budget authority to fund the services to be provided under this Contract.

TFC Contract NO. 864508

This letter agreement shall be effective upon execution by TFC, and it shall continue in effect until completion of the Project. If the work proposed is over Fifty Thousand and No/100 Dollars (\$50,000.00), an interagency cooperation contract between the parties shall be drafted by TFC and submitted to Department of State Health Services for execution.

DEPARTMENT OF STATE HEALTH SERVICES

DocuSigned by:

Roberto Beaty

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Roberto Beaty

Date of Execution: August 7, 2023

TEXAS FACILITIES COMMISSION

Craig Wingfield

Craig Wingfield

Date of Execution: 7.24.2023

- Cc
- Bt
- Cw
- Lr