

ATTACHMENT D
RTS WORKSTATION LEASE AGREEMENT

STATE OF TEXAS

COUNTY OF FORT BEND

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 FORT BEND , 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 a 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 workstation¹ will be \$350 per year plus \$9 per year for an eLearning account, for a total annual lease cost of \$359. 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. Counties will indicate below (by site and quantity) equipment requirements. 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.

¹The 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.

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Texas Department
of Motor Vehicles

Equipment Request Form

Use this form for all workstation additions, workstation conversions,
and new site installations.

A separate form must be submitted for each existing or new site.

County Name FORT BEND

County Site Name Missouri City
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TxDMV Only	
Date Received	
Ticket Number	
VTR Approval Date	

Instructions

This form should be used for all RTS workstation additions (allocated, webDEALER, lease), conversions, and new site installations. For your convenience, this is a fillable form that can be easily populated on your computer. Submit completed forms via email to RTS-Workstation-Allocations@TxDMV.gov and copy your regional service center manager. A separate form must be submitted for each existing or new county site. Additional information can be found in the County Equipment Guide located on the TAC Information Hub at <http://www.TxDMV.gov/tax-assessor-collectors>.

Contact Information

County Contact Name Kimberly Henderson	County Site Name Missouri City	New Site (yes/no) No <input type="checkbox"/>
Site Address 307 Texas Parkway, Ste 113	City Missouri City	State TX
		Zip 77489
Email Address Kimberly.Henderson@fbctx.gov	Phone Number 281-341-3732	Cell Phone Number

Workstation Additions

Quantity	Workstation Type	Is cabling needed?	Do you need a cash drawer?	Will cash drawer need to be mounted?
	Allocated	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1	webDEALER	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Lease			

Office Readiness

Is there available workspace (yes/no)?	Is there power at each workstation for 3 plugs (yes/no)?	Do you have a surge protector (yes/no)?	If not, when will these 3 things be ready (approx. date)?	Is this a new location (yes/no)?	If a new location, when will the location be ready to receive the workstation(s)?
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	

Workstation Conversions

Workstation Control Point (8 digits)	Serial Number CPU	Serial Number Printer	TxDMV Asset Tag CPU	TxDMV Asset Tag Printer

New Site Information

New Sites require the installation of a fiber line; however, it cannot be ordered until four requirements are in place: backboard, ground wire, conduit, and electricity.

Alternate County Contact Name (in addition to Contact on page 1)		New Site Requirements	Is the requirement in place? (yes/no)	If no, provide approximate date requirement will be in place
New Site Land Line Phone Number	Alternate County Contact/Cell Phone	Backboard		
Alternate County Contact Email Address		Ground Wire		
New Site Name (the same indicated in Contact Information on page 1)		Conduit		
Cabling is needed	If yes, how many cable drops required for new site?	Electricity		

IT Professional Responsible for Site Readiness

IT County Contact Name Nadine Holbert		County Site Name		New Site (yes/no)	
Site Address 500 Liberty St			City Richmond		State TX
					Zip 77469
Email Address Nadine.Holbert@fbctx.gov			Phone Number 281 238-2294		Cell Phone Number