

STATE OF TEXAS §

COUNTY OF GALVESTON §

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 Galveston, 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 ____ day of _____, 2025, the Galveston County Commissioners Court Order or Resolution, attached and identified as "Attachment C," authorizing the county's execution of this agreement.

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)
Galveston (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

Galveston (Name of County)

By _____ Date _____

Typed or Printed Title and Name

County Judge Mark Henry

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 *Omar George*

Date 03/05/2026

Director, Vehicle Titles and Registration Division
Texas Department of Motor Vehicles

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 _____, 2025, the Galveston 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.



On the 30th day of March 2026, the **Commissioners' Court of Galveston County, Texas**, convened in a specially scheduled meeting with the following members thereof present:

Mark Henry, County Judge;
Darrell A. Apffel, Commissioner, Precinct No. 1;
Joe Giusti, Commissioner, Precinct No. 2;
Hank Dugie, Commissioner, Precinct No. 3;
Robin Armstrong, MD, Commissioner, Precinct No. 4; and
Dwight D. Sullivan, County Clerk

when the following proceedings, among others, were had, to-wit:

Whereas, there has been presented to the Commissioners' Court this day an Interlocal Agreement to be entered into between the County of Galveston and the Texas Department of Motor Vehicles (TxDMV) for the provision of equipment and consumables for the processing of motor vehicle titles and registration; and

Whereas, Attachment A – Scope of Services, incorporated into the agreement between the department and the county, establishes specific duties the county must perform to ensure compliance with departmental requirements and the County Equipment Guide; and

Whereas, the Commissioners Court finds it necessary and appropriate to affirm the county's obligations under Attachment A.

Whereas, it is this Court's opinion that the Interlocal should be approved.

Now, Therefore, be it **Ordered** that the above-referenced Interlocal be, and it is hereby **Approved**, and the County Judge is authorized to execute it on behalf of the County of Galveston.

BE IT FURTHER RESOLVED that the Galveston County Tax Assessor-Collector, or designee, is authorized to implement and maintain the procedures necessary to ensure ongoing compliance with these obligations.

Upon Motion Duly Made and Seconded, the above **Resolution** was unanimously passed on this the 30th day of March 2026.

Attest:

County of Galveston, Texas

By:

Dwight D. Sullivan, County Clerk

Mark A. Henry, County Judge

ATTACHMENT D
RTS WORKSTATION LEASE AGREEMENT

STATE OF TEXAS

COUNTY OF _____

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 _____, 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 workstation¹ 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

Asset#	Asset Description	Serial ID
019881	ROUTERS BUNDLE C-1941. WAASX F	FTX153681L1
031190	HP LASERJET ENT M506N PRINTER	PHBBR07451
031945	HP Laser Jet Printer 506 Part#	PHBBR03576
032646	HP Laser Jet Printer 506 Part#	PHBBR14453
035832	HP Workstation Elite Desktop 8	2UA6322VSM
036024	HP Workstation Elite Desktop 8	2UA6322W38
036025	HP Laser Jet Printer 506 Part#	PHBBQ15544
036026	HP Workstation Elite Desktop 8	2UA6322VN7
036028	HP Workstation Elite Desktop 8	2UA6322W2H
036618	HP Workstation Elite Desktop 8	2UA6322VD4
036619	HP Laser Jet Printer 506 Part#	PHBBQ07276
036620	HP Workstation Elite Desktop 8	2UA6322VFX
036626	HP Workstation Elite Desktop 8	MXL630104D
036627	HP Laser Jet Printer 506 Part#	PHBBR03560
036628	HP Workstation Elite Desktop 8	MXL630104H
036630	HP Workstation Elite Desktop 8	2UA6322VF9
036631	HP Laser Jet Printer 506 Part#	PHBBQ08532
036632	HP Workstation Elite Desktop 8	2UA6322VGD
036633	HP Laser Jet Printer 506 Part#	PHBBQ08213
036654	HP Workstation Elite Desktop 8	MXL630103R
036656	HP Workstation Elite Desktop 8	MXL630102W
036658	HP Workstation Elite Desktop 8	MXL6301025
036659	HP Laser Jet Printer 506 Part#	PHBBQ14633
036661	HP Laser Jet Printer 506 Part#	PHBBQ14655
036662	HP Workstation Elite Desktop 8	MXL630101Q
036663	HP Laser Jet Printer 506 Part#	PHBBQ14648
036664	HP Workstation Elite Desktop 8	MXL630103S
036665	HP Laser Jet Printer 506 Part#	PHBBQ14637
036772	HP Workstation Elite Desktop 8	2UA6322WJM
036775	HP Workstation Elite Desktop 8	2UA6322VDQ
036777	HP Workstation Elite Desktop 8	2UA6322VDF
036785	HP Workstation Elite Desktop 8	2UA6322WJF
037891	HP Workstation Elite Desktop 8	2UA6322X5D
037892	HP Laser Jet Printer 506 Part#	PHBBR15308
037997	HP Laser Jet Printer 506 Part#	PHBBQ15741
037998	HP Workstation Elite Desktop 8	2UA6322W17

Asset#	Asset Description	Serial ID
038065	HP Laser Jet Enterprise M506n	PHBBR29952
038785	HP LaserJet Enterprise M506n	PHBBQ27476
040650	210-AVOQ SI# BK5F02 OptiPlex	BF3B0C3
040666	210-AVOQ SI# BK5F02 OptiPlex	BF650C3
040693	Dell OptiPlex	BBY4ZC3
040722	210-AVOQ SI# BK5F02 OptiPlex	BC050C3
040753	210-AVOQ SI# BK5F02 OptiPlex	BBY5ZC3
040905	210-AVOQ SI# BK5F02 OptiPlex	BCD4ZC3
040922	210-AVOQ SI# BK5F02 OptiPlex	BCD8ZC3
041182	Lexmark MS621	460004731MNWK
041460	Lexmark MS621	460010331PPZW
041464	Lexmark MS621	460010331PRBN
041481	Lexmark MS621	460010331PRH7
041555	Lexmark MS621	460010331PPYL
041749	Lexmark MS621	460011541TCL8
041801	Lexmark MS621	46001154HCXC
042135	Lexmark MS621	460011641TN3Y
042140	Lexmark MS621	460011641TN47
042681	Lexmark MS621	460011541TD12
042818	Lexmark MS621	460011441T6F R
043414	OptiPlex 5080 Micro	9WGRKM3
043416	OptiPlex 5090 Micro	J9RRKM3
043555	Router	FG40FITK20008766
043560	Router	FG40FITK20008862
043578	Router	FG40FITK20009214
043583	Router	FG40FITK20009288
043704	Router	FG40FITK20008927
043990	Switch	S124ENT020022589
044015	Switch	S124ENT020022630
44016	Switch	S124ENT020022600
044016	Switch	S124ENT020022631
044166	OptiPlex 5090 Micro	94672N3
044409	OptiPlex 5080 Micro	3D372N3
44927	Fortigate-40F-3G4G	FG40F1TK21022367
045727	Dell OptiPlex 7010 MFF Plus 5-	8VR3X04
045837	Dell OptiPlex 7010 MFF Plus 5-	2HK3X04
45869	Dell Optiflex	DNN3X04

Asset#	Asset Description	Serial ID
045953	Dell OptiPlex 7010 MFF Plus 5-	2YB3X04
045982	Dell OptiPlex 7010 MFF Plus 5-	HT73X04
046146	Dell OptiPlex 7010 MFF Plus 5-	17G3X04
049115	Lexmark MS621	460011641TNVH
049123	Lexmark MS621	460011541TCL0
049157	Lexmark MS621	4600118411/427
049163	Lexmark MS621	460011841V3PN
049656	OptiPlex 5080 Micro	2W18TH3
049880	OptiPlex 5080 Micro	2WJBTH3
049956	OptiPlex 5080 Micro	2KPBTH3
No Asset tag	HP Laser Jet Printer 506	VNCCS550BE

