
CONTRACT FOR SERVICES AGREEMENT

**Converse County, Wyoming
Fiscal Year 2019-2020 (FY 20)**

Please submit one (1) original of this form with your budget request. Page 3, SCOPE OF WORK, must be completed. For your records, a scan will be available on the County's website after the budget request is approved.

Parties: This agreement is made between the Board of Commissioners of Converse County, Wyoming, 107 N 5th St., Suite 114, Douglas, WY 82633-2448 (hereafter "County") and Wyoming Pioneer Mem. Museum (hereafter "Contractor").

Purpose: This agreement is for the purpose of obtaining resources (funds) from the County and using such funds towards those services identified in *Attachment A: Scope of Work*. This form shall be submitted with the Budget Request. No funds will be disbursed until this contract is approved by the Board of County Commissioners.

Term: This agreement shall be in effect for a one-year term beginning July 1, 2019 and ending June 30, 2020.

Payment: The County shall pay the Contractor in twelve equal monthly installments of \$ 1,000.00 *, not to exceed \$ 12,000.00 * in total during the term of this agreement.
(Note: the County will insert the budget amounts in this paragraph after the final budget has been approved by the Commission on the 3rd Tuesday of July.)

Termination: The Contractor may terminate this agreement thirty (30) days after giving notice in writing to the County of its intent to terminate. The County may terminate this agreement at any time for any breach thereof by Contractor or due to lack of sufficient funds in the County Treasury. Termination by either party ceases further obligation on the part of the County to make further payments under this agreement and Contractor shall be required to reimburse the County for any monies paid to Contractor under the terms of this agreement which have been paid in advance for services not yet rendered.

Responsibilities of Contractor: Contractor shall:

1. Use the funds solely for those services identified in *Attachment A: Scope of Work*.
2. Submit to the County a copy of its annual financial compilation, review or audit when completed for the end of each fiscal year. This document must be submitted by the Contractor along with the current budget funding request.
3. Contractor shall submit invoices monthly, quarterly, or biannually by the County's accounts payable deadline. Invoices shall be submitted by US Mail or by hand delivery to the County Clerk's Office.
4. Any allocation of funds not invoiced by the Contractor for the current Fiscal Year and by the deadline will revert to the County's General Fund and will not be paid to the Contractor.

* - due to this being funding for equipment, for the most part, ~~therefore~~ the WPM will submit invoices to the County for processing of invoices.


- The Contractor shall pay, in a timely manner, all property taxes and any other debts assessed in its name and payable to Converse County. The County may withhold any debts due and owing from the Contractor's final fiscal year allocation.

Miscellaneous Provisions:

- The Parties hereby agree that **Contractor** may accumulate monies and need not expend all current funds provided; however, the **Contractor** shall not accumulate funds so as to be liable for any corporate tax.
- By entering into this Agreement, the **County** does not waive its sovereign immunity or any other defense provided by law.
- It is understood by both parties the funding provided to the **Contractor** is budgeted through the County's General Fund account; therefore, continued financial support for the **Contractor** after June 30, 2019 is contingent upon an application form completed by the **Contractor** in the County's specified format; the **Contractor** meeting the Scope of Work identified in Attachment A; and, providing all documents and/or records as may be requested by the Board of County Commissioners from this date forward.

Signatures:

Converse County


Robert Short, Chair, BOCC

8/6/2019
Date



Attest: 
Lucile K. Taylor, Converse County Clerk

ORGANIZATION: Obtain Signatures, complete ALL blanks.

{Contractor} Name of Organization: Wyoming Pioneer Memorial Museum


Mailing Address: PO Box 911

City Douglas State WY ZIP 82633

Phone Number: 307.359-8721

Email address: mel.glover@wyo.gov


Chairman Superintendent Date 4-4-19

Attest: 
Secretary curator

(The next page [3], Attachment A, Scope of Work is REQUIRED.)

- # 1500 Shield & Brush Mower
- # 350 Self Propelled Mower
- # 10,000 Replacement lighting
- # 75 Water
- # 75 Bal that can be used.

ATTACHMENT A - SCOPE OF WORK

Instructions to **Contractor**: Please identify and list the services that will be provided to County residents by using bullet points and provide sufficient detail for the Board of Commissioners to understand the project. It is not necessary to go into great detail. The Contractor shall be required to quantify (measure) the services provided prior to being considered for future funding.



Contractor

4-4-19

Date

Please list those services below or attach your document with the required information:

Please attached list

Contract for Services List-

-Staffing for Fort Fetterman (\$10+benefits/hour, 24 hours/week, 15 weeks)
(\$3970.80)

We have repeatedly requested more funding from the State for staffing at our three sites. We received no new staffing funding for the current biennium (2019) and saw only a \$1000 per year increase for next. This works out to about six and one half additional hours per week throughout the summer season which is not nearly enough assistance. In the previous biennium (2017) we saw a \$19,400 reduction which has never been recouped.

-Bottled Water for Fort Fetterman
(\$75.00)

In the past we have offered bottled drinking water to our guests and staff. There is nothing else at the Fort. In the past we have simply purchased from our operating budget but were informed as of last fall that that was no longer allowable. We're not certain as to why other than it somehow falls under food and drink? We have provided this service to great appreciation in the past and would like to continue if only as a customer service offer. On more than one occasion we've had people arrive who appeared to be on the verge of physical distress and a bottle of cold water or two brought visible relief. Walking across the parade grounds at over 100 degrees is nothing to take lightly.

-Field and brush mower
(\$1500.00)

Two summers ago we replaced our nonoperational riding lawn mowers with a proper John Deere. This allowed us to maintain the roughly six acres of area that we keep short. We would like to be able to keep the sage brush from overrunning what we have reclaimed and possibly expand that out, within the limitations set by the State. Our John Deere is designed for cutting grass, not trimming brush, and any attempt to use it for such would damage our existing equipment.

-Self-propelled lawn mower
(\$350.00)

As mentioned above, we purchased a riding lawn mower, but having a smaller self-propelled mower, the type typically used by homeowners, would allow us to trim closer to buildings and maintain and expand footpaths to and around many of the old foundations.

-Replacement lighting in case at the Pioneer Museum
(\$10,000.00)

This is our big-ticket item and the one thing that will have the most visible effect. Last winter we were able to upgrade all of the main, overhead fluorescent lighting with efficient, less

harmful, more pleasing LED lights. This winter we completely revamped the East Gallery with new mannequins, displays, clothing, and artifacts; all to great effect. We would like to next replace all of the old lighting in the individual cases in the East and Johnson galleries with similar LED lighting. What the changing all of the overhead lighting did for the rooms as a whole, the new case lighting will do for individual displays that at present are hard to see.