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**CONTRACT FOR SERVICES AGREEMENT**

Converse County, Wyoming  
Fiscal Year 2015-2016 (FY 16)

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**Please submit two originals of this form with your budget request. Page 3, SCOPE OF WORK, must be completed.**

**Parties:** This agreement is made between the Board of Commissioners of Converse County, Wyoming, 107 N 5<sup>th</sup> St., Suite 114, Douglas, WY 82633-2448 (hereafter "County") and Douglas Chamber (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*. Funds will not be disbursed until the Contractor has completed and returned the Contract for Services Agreement and the County has approved the Contract.

**Term:** This agreement shall be in effect for a one-year term beginning July 1, 2015 and ending on June 30, 2016.

**Payment:** The County shall pay the Contractor in twelve equal monthly installments of \$ \_\_\_\_\_, not to exceed \$ \_\_\_\_\_ 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 3<sup>rd</sup> 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 received from the Contractor prior to further funding requests.
3. Contractor shall submit invoices monthly, quarterly, biannually or yearly 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 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.
5. 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

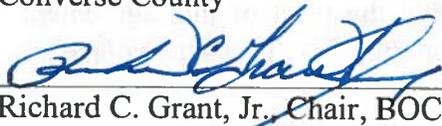
withhold any debts due and owing from the Contractor's final fiscal year allocation.

**Miscellaneous Provisions:**

1. 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.
2. By entering into this Agreement, the **County** does not waive its sovereign immunity or any other defense provided by law.
3. 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, 2015 is contingent upon on 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.

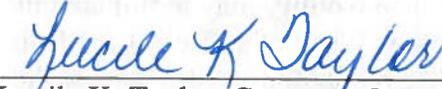
**Signatures:**

Converse County

  
 Richard C. Grant, Jr., Chair, BOCC

8/4/14  
 Date

Attest:

  
 Lucile K. Taylor, Converse County Clerk



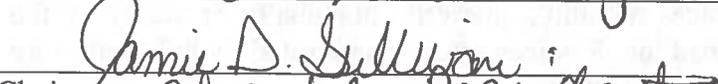
{Contractor} Name of Organization: Douglas Chamber of Commerce

Mailing Address: 121 Brownfield Rd

City Douglas State WY ZIP 82633

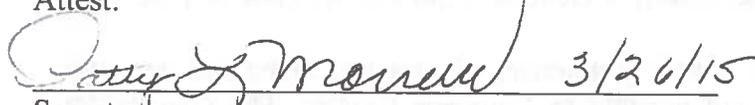
Phone Number: 307-358-2950

Email address: Chamber@jackalope.org

  
 Chairman Chamblee President

3/26/15  
 Date

Attest:

  
 Secretary 3/26/15



**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.

Allyson Buff  
Contractor

3-26-15  
Date

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



# What does the Douglas Chamber and the Converse County Visitor Information Center Do For YOU, Your Business or Your Organization?

- The Chamber operates the Converse County Visitor Information Center 12 months of the year and 7 days a week with extended hours during the summer season and is often the “First Point of Contact” for the Douglas Community.
- Enhances the economy year-round through the planning, promotion and management of tourism while respecting the unique community and environment of Douglas.
- Submits data on a monthly basis to the Converse County Tourism Promotions Board and submits data on a monthly basis to the City of Douglas
- Maintains a continually updated community website presence: [www.jackalope.org](http://www.jackalope.org) and on Facebook.
- Distributes website contact information from the City of Douglas, Converse County, Converse County Tourism Promotion Board, and the State of Wyoming.
- Hosts the Railroad interpretative museum—a major attraction for Douglas and the site for various activities throughout the year.
- Serves as a source of information to and a collective voice for businesses in the Douglas area, regarding governmental and other matters of interest to the business community.
- Provides assistance with community and members event planning and promotion upon request.
- Functions as the clearinghouse for events in the community and maintaining on a monthly basis a local community table tent with a monthly distribution throughout the community.
- Provides assistance and a source for grant information for the Converse County Tourism Promotions Board.
- Provides orientations, planned area tours and media packets to the State of Wyoming personnel, travel writers, travel agents and tour operators upon request.
- Oversees, maintains, and promotes the Douglas Railroad Interpretative Museum.
- Provides free notary service to the Chamber’s members. (\$20 value)
- Provides members the use of the Chamber’s bulk mailing permit. (\$220 value)
- Broadcasts emails for member’s announcements with Weekly Happenings .
- Provides Chamber Buck’s available at the Chamber to guarantee purchases only in Douglas & Converse County.
- Provides referrals and business information, maps, guides, phone books, and more to local residents, newcomers, prospective new business, and visitors.
- Responds to potential visitors and locals—phone and email inquiries regarding lodging, restaurant, recreation/events, new business start up and relocation—e-mailing out information.
- Supports programs of a civic, social, and cultural nature which are designed to increase the functional and aesthetic values of the community.
- Provides an 800 number (877-937-4996) so that inquiries may be conveniently received.
- Over 30 years of Sales Experience of marketing, tourism, and sales experience, which can be utilized by business members by dropping off brochures, business cards and fliers.
- Provides various activities and venues for businesses to advertise and promote their business.
- Provides welcome ribbon cuttings to new businesses in the community.
- Provides information into a Chamber Benefit Group Health Plan for Chamber members.
- Supports non-profit organizations with various projects, raffles, and donations.



