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## CONTRACT FOR SERVICES AGREEMENT

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

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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 5<sup>th</sup> St., Suite 114, Douglas, WY 82633-2448 (hereafter "County") and The Enterprise (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 \$ 9955, not to exceed \$ 119,460.00 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 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 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.

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:**

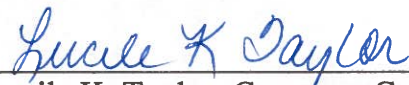
1. The Parties hereby agree that **Contractor** may accumulate monies and need not expend all current funds provided; however, the **Contractor** shall not accumulate funds so as to be liable for any corporate tax.
2. By entering into this Agreement, the **County** does not waive its sovereign immunity 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, 2019 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

  
\_\_\_\_\_  
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: CANDO DBA The Enterprise

Mailing Address: 130 S. 3rd St

City Douglas State WY ZIP 82633

Phone Number: 307 358 2000

Email address: rvelasquez@candowyoing.com

  
\_\_\_\_\_  
Chairman

4-5-19  
\_\_\_\_\_  
Date

Attest:   
\_\_\_\_\_  
Secretary

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

## 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

4-5-19  
Date

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

After reorganizing four entities under one overall organization, The Enterprise is the umbrella organization for business, economic, community and tourism development. We now offer a one-stop-shop type experience with the goal of simplifying the process and maximizing the results. We are the only entity providing these services. Services include:

- 1) Confidential consulting and training for start-up, existing, and relocating businesses.
- 2) A leadership program to help ensure we have strong, knowledgeable, confident leaders & volunteers to continue to move Douglas forward.
- 3) Management of the grounds and day-to-day operations of the Railroad Museum & Visitor Center, including spearheading a major fundraising effort to "Save our Trains."
- 4) Program management for Main Street Douglas in compliance with State and National program requirements.
- 5) Directly facilitating and coordinating 41 community events, plus facilitation of an additional 20+ events during the annual Jackalope Days festival. Last year we were asked to take responsibility from the Lions Club for the WY State Fair Parade and will do so again this year.
- 6) Creation and implementation of a successful Façade Grant program which resulted in 11 completed projects with a total value of \$185,568. Eight of the projects were within the downtown district. The Enterprise provided the initial \$50,000, with only \$314.66 remaining. We will submit a separate funding request to the City to replenish this fund with an additional \$50,000 to continue the program.
- 7) Partnering with CCSD#1, EWC-Douglas, & UW Extension to develop & implement a local workforce training program for grades 8-14.

**Specifically:**

- The Enterprise will continue to work diligently to make the new manufacturing business start-up a successful venture to provide stable, good-paying jobs for Converse County.
- We will continue to work to get an accurate and useful housing study for Converse County to enable developers and builders to increase the number and types of housing available to keep and encourage workers to live in Converse County.
- We will continue to facilitate successful events and activities to enhance the quality of life for Converse County.
- We will continue to work to improve our downtown.
- We will continue to make improvements to the Railroad Museum & Visitor Center so it is a premier attraction for Converse County and Douglas. We are already getting statewide and national attention for the type and quality of our cars and we will keep the momentum going.