



2001 SW Nye Avenue  
 Pendleton, Oregon 97801  
 main 541.276.6616  
 fax 541.276.4252  
 www.imesd.k12.or.us

INTER-GOVERNMENTAL AGREEMENT for Service

**THIS AGREEMENT** is between the **InterMountain Education Service District**, hereinafter referred to as **“IMESD”** and the **Umatilla County Special Library District**, hereinafter referred to as **“UCSLD”** to provide two-day courier service to **lone Library District (lone), Oregon Trail Library District (OTLD) and the Umatilla Special Library District (UCSLD).**

**AUTHORITY FOR THIS AGREEMENT** is found in ORS 190.003 to 190.110 Intergovernmental Cooperation Section 2.

**IT IS UNDERSTOOD AND AGREED THAT THE IMESD WILL:**

1. Act as drop off site for Sage System/Orbis Cascade Courier for UCSLD, OTLD, and lone
2. Provide courier service with a Designated IMESD Courier Driver using an IMESD fleet vehicle during the period from July 1, 2024 through June 30, 2025
3. Provide courier pickup and delivery of an agreed upon number of courier crates two (2) times per week according to the normal IMESD courier schedule to the following UCSLD sites:

a. Adams	1 large crate	b. Athena	1 large crate
c. Boardman	2 large crates	d. Echo	2 large crates
e. Helix	1 large crate	f. lone	1 large crate
g. Irrigon	2 large crates	h. Hermiston	4 large crates
i. Heppner	2 large crates	j. Milton Freewater	4 large crates
k. Pendleton	6 large crates	l. Pilot Rock	1 large crate
m. Stanfield	2 large crates	n. Umatilla	2 large crates
o. Ukiah (1x per week)	2 large crates	p. Weston	1 large crate
q. BMCC	1 large crate		

4. Deliver the agreed upon number of crates
  - a. The number of agreed upon courier crates should not exceed the amount listed in the table above on a regular basis.
  - b. If the number of crates exceeds the amount listed above on a regular basis, the IMESD Director of Operations and the UCSLD Director will meet to discuss additional fees incurred for pick -up and delivery.



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c. House the courier crates at the IMESD Warehouse and make them available to the IMESD courier and Regional Courier driver during normal IMESD hours of operation.

5. IMESD will invoice the UCSLD in December 2024 for the 2024-25 year.

**IT IS UNDERSTOOD AND AGREED THAT THE UCSLD WILL:**

1. Act as point of contact for this contract.
2. Consult with the Sage Library System, the OTLD and Ione concerning the changes with this contract.
3. Receive and pay invoices for the three districts and invoice Sage Library System for reimbursement.
4. Compensate IMESD within thirty (30) days after receipt of invoice.

**IT IS UNDERSTOOD AND AGREED THAT OTLD, IONE AND UCSLD WILL:**

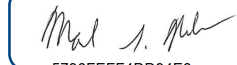
1. Have a person or make arrangements acceptable to the IMESD Courier, to receive the courier crate at the designated time of delivery. Failure to have a person available at the site at the designated time or make acceptable arrangements with the IMESD Courier may result in the courier bypassing that stop.
  - a. Acceptable arrangements will be made for courier to access library building by key if necessary.
  - b. The labeling of crates will be a standardized format that all libraries on route will use.
  - c. IMESD will not be responsible for the delivery of unclear or mislabeled items. Such items will be returned to sender.
  - d. Site personnel will be instructed to use standardized labels by UCSLD and Sage System/Orbis Cascade.
  - e. Provide the number of crates to ensure adequate backup after consulting with the IMESD Warehouse Manager.
  - f. During IMESD Christmas and Spring breaks, the OTLD, Ione and UCSLD will be responsible for courier service and Orbis Cascade sorting for their respective libraries.



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**COOPERATIVELY, IMESD AND THE UCSLD** will meet in 6 months to evaluate the volume and if changed, to determine appropriate compensation for services listed above. The UCSLD will consult with Sage Library System, the OTLD and Ione about the proposed changes. Members of all agencies will communicate regularly about the operation of the program and suggest ideas for improved service.

**IN CONSIDERATION FOR SERVICES PERFORMED**, the UCSLD shall compensate IMESD the amount of \$18,240.00 (Eighteen Thousand Two Hundred Forty Dollars) annually upon submission of an invoice to UCSLD in December. This Agreement shall automatically renew for another one (1) year term unless either party provides notice to the other of its intent to terminate this agreement not less than thirty (30) days before the end of the current year.

DocuSigned by:  
  
SIGNED: 5736FEFF4DD94E3...  
Mark Mulvihill  
InterMountain Education Service District

DATE: 1/9/2025 | 4:01:22 PM PST

SIGNED: \_\_\_\_\_  
Heather Estrada, District Director  
Umatilla County Special Library District

DATE: \_\_\_\_\_



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**AUTHORITY FOR THIS AGREEMENT** is found in ORS 190.003 to 190.110 Intergovernmental Cooperation Section 2.

**IT IS UNDERSTOOD AND AGREED THAT THE IMESD WILL:**

1. Provide courier service with a designated driver for an extra day of pickup and delivery of an agreed upon number of crates according to the normal IMESD courier schedule to the following UCSLD sites excluding Spring and Winter Holiday breaks for FY2024-2025.
2. Provide the following crate schedule July 1, 2024 through June 30, 2025.

a. Adams	1 large crate	b. Athena	1 large crate
c. Echo	2 large crates	d. Helix	1 large crate
e. Hermiston	4 large crates	f. Milton Freewater	4 large crates
g. Pendleton	6 large crates	h. Pilot Rock	1 large crate
i. Stanfield	2 large crates	j. Umatilla	2 large crates
k. Weston	1 large crate		

3. House the courier crates at the IMESD Warehouse and make them available to the IMESD courier and Regional Courier during normal IMESD hours of operation.
4. Provide fuel for the UCSLD vehicle as needed.
5. Invoice the UCSLD in January 2025 for the FY 2024-2025 courier service and fuel costs.
6. Act as the general custodian for the UCSLD vehicle used for the courier run. IMESD is responsible for the interior cleanliness of the vehicle.
7. IMESD will notify UCSLD of any needed maintenance and/or repair issues.



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**IT IS UNDERSTOOD AND AGREED THAT THE UCSLD WILL:**

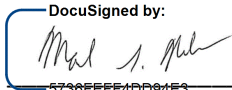
1. Provide an agreed upon number of courier crates, mutually agreed upon by the IMESD and UCSLD Coordinator.
  - a. The number of agreed upon courier crates should not exceed the amount listed above on a regular basis.
  - b. If the number of crates exceeds the amount listed above on a regular basis the IMESD Director of Operations and the UCSLD Coordinator will meet to discuss additional fees incurred for pick-up and delivery.
2. Provide the UCSLD vehicle for Friday deliveries, with the vehicle being parked at the IMESD Warehouse location.
  - a. UCSLD will be provided a key to secured gate area for access to the vehicle outside of IMESD hours of operation.
3. Maintain required safety features, insurance and provide maintenance on the UCSLD vehicle.
4. Have a person or make arrangements acceptable to the IMESD Courier, to receive the courier crate at the designated time of delivery. Failure to have a person available at the site at the designated time or make acceptable arrangements with the IMESD Courier may result in the courier bypassing that stop.
  - a. The labeling of crates will be a standardized format provided by Sage Library System that libraries on route will use.
  - b. IMESD will not be responsible for the delivery of unclear or mislabeled items. Such items will be returned to sender.
  - c. Site personnel will be instructed to use standardized labels by UCSLD and Sage System/Orbis Cascade.
  - d. Acceptable arrangements will be made for courier to access library building by key if necessary.



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IN CONSIDERATION FOR SERVICES PERFORMED the UCSLD shall compensate IMESD the amount of \$15,636.00 (Fifteen Thousand Six Hundred Thirty-Six Dollars) annually upon submission of an invoice to UCSLD in January. This Agreement shall automatically renew for another one (1) year term unless either party provides notice to the other of its intent to terminate this agreement not less than thirty (30) days before the end of the current year.

SIGNED:  \_\_\_\_\_  
5736FEFF4DD84E3...  
Mark Mulvihill  
InterMountain Education Service District

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