

STATE OF TEXAS                   §  
   §  
COUNTY OF COLLIN           §

**COLLIN COUNTY  
SUBCONTRACTOR AGREEMENT**

This Subcontractor Agreement (“Agreement”) is made by and between the City of Plano (“Distributor”) and Collin County, Texas, a body corporate and politic duly and lawfully organized under the laws of the State of Texas, acting through the Collin County Tax Assessor-Collector (“Tax Assessor-Collector”).

**WHEREAS**, public convenience will be furthered by authorizing the Distributor to act as an agent and a limited service deputy of the Tax Assessor-Collector in connection with the issuance of motor vehicle license validation stickers, hereinafter referred to as “Stickers”, by web-based sticker printing (hereinafter referred to as WebSub). Distributor must provide own equipment at their place of business, including PC and TxDMV approved laser printer , scanner (optional), all applicable cables and supplies as shown on the System Requirements page (See Exhibit A).

**WHEREAS**, the Commissioners Court and the County Tax Assessor-Collector are authorized to enter into this contract with the Distributor for motor vehicle registration services pursuant to the provisions of Section 520.009 of the Texas Transportation Code; and

**WHEREAS**, the Distributor has agreed to provide qualified persons to perform motor vehicle registration services as limited service deputies on the Counties behalf subject to the terms and conditions set forth herein.

**It is, therefore, agreed as follows:**

1. The County shall supply the Distributor with an inventory of sticker paper stock as needed for issuance to the public by the Distributor, as well as instructions for their issuance; provided, however, that in no case shall the County issue to the Distributor any number of paper stock when such issuance will cause the Distributor’s outstanding inventory of paper stock to exceed the amount authorized.

2. The Distributor shall provide and maintain own equipment, and supplies for such equipment, excluding sticker paper stock. The WebSub program runs on standard PC's with high speed internet connection and requires a TxDMV approved printer. Scanners are optional but must support the system (See system requirements).
3. The Distributor will report and submit fees to the Tax Assessor-Collector as directed, but in no event no more than seven days or three hundred transactions, whichever comes first. The County Tax Assessor-Collector will require to be sent to the Tax Assessor Collector, all WebSub reports to include the number of receipts issued and stickers sold, the number of stickers voided, stickers reprinted, the actual voided or reprinted stickers and/or a written explanation why the sticker did not print, along with full payment for taxes and fees collected that coincide with the reports, and any other such information as the TAC shall, from time to time, reasonably require (such as Inventory Control documents).
4. The Distributor shall have its Administrator, or other person in charge of local operations, take an oath of deputation to be given by the Tax Assessor-Collector to serve as authorized agents for the issuance of License Renewal Stickers.
5. The Distributor shall receive paper stock and supplies from the County at those locations shown in Application as agreed upon by the Distributor and the County Tax Assessor-Collector. The County agrees that it will not deliver any paper stock or supplies for the account of the Distributor other than to the agreed upon locations listed in this contract. The Distributor unconditionally assumes complete liability for the safekeeping of all customer renewals (until such time as processed by the county). The Distributor unconditionally assumes complete liability for the safekeeping of all paper stock furnished by the county to the Distributors locations. The Distributor is liable for any abuse or unauthorized use of such paper stock, printing of stickers or unauthorized use of WebSub. The Distributor will pay to the County Tax Assessor-Collector an amount equal

to the maximum Registration Fee plus the current local fees for all lost, stolen, misplaced or unaccounted for stickers or paper stock. The fee currently amounts to \$78.25 per sticker as the standard registration fee, which is \$51.75 base fee, local fees of \$11.50, inspection replacement fee of \$7.50, emissions inspection fee of \$2.75 and the processing and handling fee of \$4.75. The County Tax Assessor-Collector may provide paper stock to such agreed upon locations by mail or delivery. Individual store deputies may obtain paper stock from the County Tax Assessor-Collectors office, and upon receipt, the Distributor shall verify and sign the Inventory correspondence, indicating that the quality of paper stock match the amount reported in the Tax Assessor-Collectors inventory correspondence. In the event of a discrepancy, the Distributor shall immediately report such to the Tax Assessor-Collector.

6. The Distributor through deputized officers, agents or employees shall collect the fees prescribed by the Collin County Tax Assessor-Collector for each sticker issued. The Distributor shall issue an operating check or money order for all cash received to the County, as directed, every seven days or every three hundred transactions whichever comes first for issuance of stickers. Said checks are to be made payable to Scott Grigg, Collin County Tax Assessor-Collector and shall accompany the repots described in paragraph three herein. If such stores prefer to pay electronically, via ACH, please request county information to send payment. Batches that have been submitted to the County Tax Assessor-Collector through WebSub (for stickers sold) will not be approved for processing until receipt of payment. Payment must be for the amount shown for each batch in the WebSub status of "SUBMITTED".
7. The Distributor at its option and sole risk may accept personal checks in payments of fees for the issuance of stickers; however, Distributor and the County agree that in the event that the Distributor accepts any checks in exchange for stickers, the Distributor accepts sole responsibility for the negotiability for the check and the collection of funds on the check.

8. The Distributor will write an operating check, issue money order or pay by approved ACH for the gross receipts as described in paragraph 3 herein. The operating funds described in paragraph 3 herein shall be paid to the County Tax Assessor-Collector, as directed, every seven days or 300 transactions whichever comes first, by Distributor as trustee for the Collin County Tax Assessor-Collector. The payments shall be made payable to Scott Grigg, Collin County Tax Assessor-Collector and shall accompany the reports from WebSub.
9. The Distributor is subject to audit by the Collin County Tax Assessor-Collector, Collin County Auditor, or any other authorized person or entity, at any time during the normal business hours of the Distributor designated in this contract without prior notification or at any other time or place in Collin County, Texas upon 24 hours notification. If the audit is to be conducted at any place other than the place of business of the Distributor designated in this contract, the Distributors personnel shall be present and shall make available at the place of the audit all paper stock renewal forms and reports required.
10. In order to guarantee this faithful performance of the duties of the Distributors agents hereunder and to insure that all funds, receipts, stickers and supplies coming into the possession or control of the Distributor by virtue of this contract are properly accounted for and paid over to the TAC, the Distributor agrees to post a surety bond(s), letter of credit or cash deposit in the total amount of **\$10,000.00** naming Scott Grigg, Collin County Tax Assessor-Collector as obligee on said bond or payee on said letter of credit. If the Distributor elects to post a bond or letter of credit, said bond or letter of credit shall extend for a minimum of one year, shall be renewed annually by the Distributor before the expiration date thereof, shall give 30 day notice of cancellation or termination, and shall be issued by a surety company or financial institution acceptable to the County. Upon the posting of said bond, letter of credit or deposit, the Subcontractor shall be entitled to the initial issuance of not more the 300 pages of paper stock.

Paper stock quantity is subject to change upon review of volume and performance of the Distributor by the Tax Assessor-Collector.

11. This agreement is entire as to all of the performance to be rendered under it. Breach of any obligation to the performed by the Distributor shall constitute a breach of the entire agreement and shall give the County the right to immediately terminate this agreement. The parties hereto agree that no breach by the Distributor shall be considered an insubstantial breach. Upon termination of this contract pursuant to this paragraph, the County shall notify the Distributor of the termination n writing, delivered in person to a receiving agent of the Distributor set forth on this contract or by certified mail, return receipt requested. If mailed, said notice shall be deemed received by the Distributor on the 3<sup>rd</sup> day after its mailing. Within 24 hours after the receipt by the Distributor of said notice, the Distributor shall return all receipts, paper stock and reports; all taxes and fees owed to the County. Either part hereto may voluntarily terminate this contract upon 30 days written notice to the other party. On or before the effective date of termination, the Distributor shall return to the County all outstanding inventory of paper stock, voided or reprinted sticker receipts, together with payment for receipts issued and the final WebSub reports. All notices required under this agreement shall be addressed as follows:

Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County: Collin County Tax Assessor-Collector  
Scott Grigg  
Administration Bldg  
2300 Bloomdale Road  
Suite 2366  
McKinney, Texas 75071

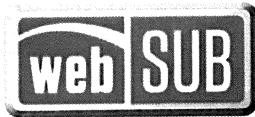
Subcontractor: City of Plano  
Michael Ellis, Manager of Fleet Services  
4200 West Plano Parkway  
Plano, Texas 75093

12. In the event that any audit or report of the Distributor discloses that any stickers, paper stock or funds are missing or otherwise unaccounted for, the TAC shall be entitled to collect on the bond or declare forfeited the cash deposit or present the letter of credit for payment and apply the proceeds there from against the actual damages incurred by the County or any of its agents, employees or public officials. Alternatively, the County may institute legal action against Distributor and/ or its employees to recover damages for such unaccounted stickers, paper stock or funds. In such event, Distributor agrees to pay County for all costs of suit, including reasonable attorney fees. In the event that this contract is terminated by the County for breach by the Distributor and the Distributor fails to return all receipts, paper stock, or funds within the time allowed in paragraph 9 hereof, the County shall be entitled to retain the entire proceeds of the bond, letter of credit or cash deposit as liquidated damages or, in the alternative, shall be entitled to institute legal action to seek recovery of its actual damages including all costs of suit including attorney fees.
13. The terms of this contract shall commence upon the receipt by the Tax Assessor-Collector of the bond, letter of credit or cash deposit herein referred to and shall continue in full force and effect thereafter until terminated by either party in accordance with the terms hereof.
14. This agreement shall be construed under and in accordance with the laws of the State of Texas and all obligations of the parties created hereunder are performable in Collin County, Texas.
  - a) This agreement is not assignable by any party hereto without the other party's prior written consent, but a merger, consolidation, stock transaction, or sub-lease will not be deemed an assignment as long as the surety bond, letter of credit or cash deposit securing the obligations of the Distributor is not detrimentally affected or extinguished thereby.
  - b) This contract constitutes the entire agreement of the parties and all prior agreements, written or oral, are hereby superseded. This contract shall not

be amended or modified, except in writing signed by the Collin County Tax Assessor-Collector. No official agent or employee of the County has the authority, express or implied, to orally amend or modify this contract.

- c) Any bond, letter of credit, or cash deposit by the Distributor must be released by the County upon written demand by the Distributor 60 days after the termination of the contract, unless within the 30 day period County has given written notice to Distributor of a claim permitted by this contract, or the remainder thereof in the claim is paid or resolved.

# EXHIBIT "A" Page 1



## System Requirements

### Operating System - Required

This application was designed for use on Windows and Macintosh (MAC) operating systems. Other systems such as Linux and Unix may be able to run webSUB but will not be supported.

### Internet Connection - Recommended

A high speed internet connection is recommended for webSUB.

### Web Address and IP Addresses and Ports - Required





The following URLs and IP addresses along with Port location will be used in accessing webSUB:

<u>URLs</u>	<u>IP Address</u>	<u>Port</u>
<a href="https://registration.txdmv.gov/">https://registration.txdmv.gov/</a>	168.58.208.120	443
<a href="https://registration.txdmv.gov/pwmdmvwa/">https://registration.txdmv.gov/pwmdmvwa/</a>	168.58.208.120	443

### Web Browsers - Recommended

This system was designed to be compatible with the latest web browsers. These include Internet Explorer (IE), Firefox, Safari, and Opera.

The following provides additional information on the web browsers we support.

Web Browser	Website	Description
 Internet Explorer	<a href="http://www.microsoft.com/ie">http://www.microsoft.com/ie</a>	Widely used and available on most Windows operating systems.
 Firefox	<a href="http://www.mozilla.com/firefox">http://www.mozilla.com/firefox</a>	Widely used and was once the Netscape browser.
 Safari	<a href="http://www.apple.com/safari">http://www.apple.com/safari</a>	Designed and developed by Apple for the MAC. Safari is the recommended browser for those using a Macintosh operating system.
 Opera	<a href="http://www.opera.com">http://www.opera.com</a>	A very capable browser alternative that has been in existence since 1996.



## EXHIBIT "A" Page 2

You can visit any of these browser's websites to confirm you have the latest version installed.

To check your browser version:

Step 1. Open the browser and click "Help"

Step 2. From the pull-down menu click "About [Browser Name]"

### Adobe Acrobat Reader - Required

WebSUB uses Adobe Acrobat Reader to display documents. The Reader can be downloaded for free from the Adobe website at <http://get.adobe.com/reader/>.

### Approved Printer – Required

A printer approved by your county tax assessor-collector or the Texas Department of Motor Vehicles (TxDMV) is required.

Printers approved by TxDMV to print registration stickers are listed below.

Canon LBP6650DN	HP LaserJet P4015	HP LaserJet 4345 MFP	Lexmark MX321
HP LaserJet P2420	HP LaserJet P4015tn	HP LaserJet 5200dtn	Lexmark T652N
HP LaserJet P2430	HP LaserJet 4050	Lexmark 264dn	Ricoh MP161
HP LaserJet P3005	HP LaserJet 4100 MFP	Lexmark E360dn	Ricoh MP171
HP LaserJet P3015	HP LaserJet 4200dtn	Lexmark MS310	Ricoh MP201
HP LaserJet P3015n	HP LaserJet P4250	Lexmark MS710	
HP LaserJet P3015x	HP LaserJet 4250dtn	Lexmark MX310dn	

If you would like to use a printer that is not on this list, please send your request to your county tax assessor-collector with the phrase "webSUB Printer Request" in the email subject line and the brand name and model number of the printer in the body of the email.

### Barcode Scanner

If a barcode scanner is required by your Tax Assessor-Collector, it must support PDF-417 barcodes.

To test your barcode scanner follow these steps:

Step 1. Print this page for reference. The scanning barcode below will be used for testing.

Step 2. Connect your scanner to your computer.

Step 3. Open Word, Notepad, or any text editor that can display text.

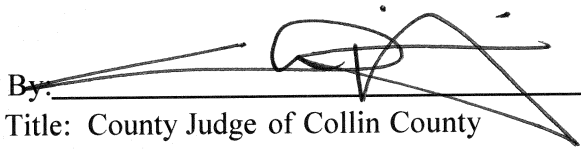
Step 4. Scan the following barcode.



If your scanner will support webSUB, you should see a message on your computer "Your Scanner is compatible with WebAgent!"

EXECUTED at McKinney, Texas on the day and year first written above.

COLLIN COUNTY, TEXAS  
Judge Chris Hill

By:   
Title: County Judge of Collin County

Date: 18 JUNE 2025

City of Plano  
Michael Ellis

By:   
Title: Manager of Fleet Services

Date: 5-21-25

COLLIN COUNTY  
Scott Grigg

By:   
Title: Tax Assessor Collector of Collin County

Date: 6-27-2025