

**TEXAS A&M FOREST SERVICE  
PURCHASING DEPARTMENT**

Order Date  
08/29/2025

200 Technology Way, Suite 1120, College Station, TX 77845-3424; Phone 979-458-7380, FAX 979-458-7386

TEXAS A&M FOREST SERVICE  
FIAD--PURCHASING  
200 TECHNOLOGY WAY, SUITE 1151  
COLLEGE STATION TX 77845-3424

TEXAS A&M FOREST SERVICE  
FIAD--PURCHASING  
200 TECHNOLOGY WAY, SUITE 1151  
COLLEGE STATION TX 77845-3424

PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED  
PAYMENT WILL BE DELAYED.

RTL

**Terms:**

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY

THIS ORDER IS NOT VALID UNLESS SIGNED BY THE PURCHASING AGENT

**PURCHASING AGENT FOR**

**TEXAS A&M FOREST SERVICE**



**THE TEXAS A&M UNIVERSITY SYSTEM  
INTRASYSTEM COOPERATION CONTRACT**

This contract ("Contract") is entered into by and between the members of The Texas A&M University System shown below as Contracting Parties. This Contract is effective on the date of last signature ("Effective Date").

**I. CONTRACTING PARTIES:**

Receiving Member: Texas A&M Forest Service (TFS)

Receiving Member: Texas A&M University Health Sciences Center (HSC)

Performing Member: Texas A&M Engineering Extension Service (TEEX) Vendor ID # 37167167164025

**II. STATEMENT OF SERVICES TO BE PERFORMED:**

All or part of this Statement of Services is ☐ is not ☒ being purchased through a TEEX GSA Schedule.

TEEX will provide building proctor services and mail delivery services for 200 Technology Way, College Station, Texas on behalf of the three agencies occupying the facility (TEEX, HSC, TFS) See Attachment A.

**III. BASIS FOR CALCULATING REIMBURSABLE COSTS:**

A) Calculation for Building proctor services:

The Texas A&M Engineering Extension Service will provide 25% of one (1) Full Time Equivalent to perform the building proctor function. The cost share of the 25% FTE is based upon assigned square footage in the building. The assigned square footages, percentages and share of the 25% FTE are:

TEEX	42,292 square feet	50.79%	<u>\$12,306.40</u>	annually
TFS	33,813 square feet	40.60%	<u>\$ 9,837.40</u>	annually
HSC	7,171 square feet	8.61%	<u>\$ 2,086.20</u>	annually

B) Calculation for Mail delivery services:

\$600.00/month for USPS mail delivery when the University offices are open or \$7,200.00 annually per agency.

C) This contract will be reviewed at the end of each year to determine if adjustment to the costs of the contract are required, based upon any changes to the building proctor assignments, or assigned square footage of the building occupants.



**IV. CONTRACT AMOUNT:**

The total amount of this Contract shall not exceed:

TEEX: \$78,025.60 (four year total)

TFS: \$68,149.60 (four year total)

HSC: \$37,144.80 (four year total)

**V. PAYMENT FOR SERVICES:**

Receiving Members shall pay for services received from appropriation items or accounts of the Receiving Members from which like expenditures would normally be paid, based upon special vouchers drawn by the Receiving Members, or through electronic transactions, payable to Performing Member.

Payments for service performed shall be billed: Semi-annually

Payments received by the Performing Member shall be credited to its current appropriation items(s) or account(s) from which the expenditures of that character were originally made.

**VI. TERM OF CONTRACT:**

This Contract begins on September 2, 2019 and shall terminate on August 31, 2023.

If this Agreement is not signed by all parties and returned to both parties within 60 days of date of the first signature below, then this Agreement will be null and void and of no further effect.

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that: (1) the services specified above are necessary and authorized for activities that are properly within the statutory functions and programs of the affected Members of The Texas A&M University System, and (2) the services, materials, or equipment contracted for are not required by Section 21 of Article XVI of the Texas Constitution to be supplied under contract given to the lowest responsible bidder.

RECEIVING MEMBER further certifies that it has the authority to contract for the above services by authority granted in: Texas A&M Forest Service TAC 88.001(1)

RECEIVING MEMBER further certifies that it has the authority to contract for the above services by authority granted in: Texas A&M University Health Sciences Center TAC 88.001(1)

PERFORMING MEMBER further certifies that it has authority to perform the services contracted for by authority granted in: Texas A&M Engineering Extension Service TAC 88.001(5)



This Contract may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. A party may evidence its execution and delivery of this Contract by transmission of a signed copy of the Contract via facsimile or email. The undersigned parties bind themselves to the faithful performance of this Contract.

## Texas A&amp;M Forest Service:

By: *Robby DeWitt*  
 Name: *Robby DeWitt*  
 Title: Associate Director For  
Finance And Administration  
 Date: *08/29/19*

## Texas A&amp;M Engineering Extension Service:

By: *R. Charles Todd*  
 Name: R. Charles Todd  
 Title: Associate Agency Director/CFO  
 Date: *8-28-2019*

## Texas A&amp;M University Health Science Center:

By: *Jeffery T. Burton*  
 Name: *Jeffery T. Burton*  
 Title: *Assoc VP & CFO*  
 Date: *9/3/19*





**ATTACHMENT A**  
**STATEMENT OF SERVICES TO BE PERFORMED**

**A) Building Proctor Services**

The Building Proctor will perform the following services for the occupants of the facility located at 200 Technology Way, College Station, Texas 77845

**1) Maintenance Related Items**

- Enter work requests into AggieWorks related to hallways, bathrooms, stairwells, and common areas external to departmental suites. Work requests for maintenance items within departmental suites must be entered into AggieWorks by tenants.
- Schedule and coordinate routine maintenance/upkeep of air filters inside the building.
- Schedule and coordinate all routine and required maintenance of HVAC units with appropriate vendor as needed.
- Schedule and coordinate any maintenance related to leaks of the roof, pipes, water fountains, locker room showers, sinks, etc.
- Respond appropriately to electrical outages (check breakers, contact A&M if necessary, etc.)
- Schedule and coordinate any routine maintenance needed for the exterior infrastructure of the building.
- Act as liaison between building tenants and maintenance crews conducting on site repairs
- Schedule and coordinate any required building testing (backflow preventions, power generator, etc.)

**2) Emergency Response**

- Maintain emergency evacuation plan for building occupants.
- Schedule and coordinate routine evacuation drills according to evacuation plan.
- Work with agency personnel to maintain open communication and training for emergency evacuations and training of individuals assigned responsibilities during emergencies.
- Serve as communication liaison between community emergency personnel and building occupants during emergency situations.

**3) Building Security**

- Work with Agency and Systems personnel to maintain building security.
- Utilize Frontier software to control building access for maintenance and service crews as needed.
- Respond to and follow up security officers related to situations identified in or around the building (theft, violence, vandalism, etc.)
- Communicate and follow up on any noted violations from fire safety inspections or code inspections.

**4) Miscellaneous**



- Maintain flags at the facility (change at least once each six month period, or as needed; raise and lower according to state/federal government orders.
- Coordinate with agency representatives to issue communication emails regarding special requests for parking or special events occurring within the building.
- Coordinate and inspect all contracted services related to building upkeep (included, but not limited to custodial services, lawn maintenance, air fresheners, etc.)
- Attend training and maintain routine inspections for AED units within the building.
- Coordinate building HVAC schedule with Utilities and Energy Management on main campus
- Serve as liaison between building occupants and system custodial staff.

**B) Mail Delivery Services**

Mail delivery of the United States Postal Service mail will be done on a daily basis for the days that are not deemed University holidays. This includes sorting, pickup and delivery of the USPS mail.