

PURCHASE ORDER

VENDOR

TEXAS A&M FOREST SERVICE
PURCHASING DEPARTMENT

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

Order Date
08/29/2025

Page 01

Purchase Order No.	(Include this number on all correspondence and packages)
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P500460

VENDOR GUARANTEES
MERCHANDISE DELIVERED ON
THIS ORDER WILL MEET OR
EXCEED SPECIFICATIONS IN
THE BID INVITATION.

INVOICE TO:

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

VENDOR

37167167162
TEXAS A&M ENGINEERING EXTENSION
SERVICE
FINANCIAL SERVICES
PO BOX 40006
COLLEGE STATION, TX 77842-4006

ALL TERMS AND
CONDITIONS SET
FORTH IN OUR BID
INVITATION BECOME
A PART OF THIS
ORDER.

SHIP TO:

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

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE APPROVED
BY THE TEXAS A&M FOREST SERVICE PURCHASING DEPARTMENT PRIOR TO SHIPPING.

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

Item	Description	Quantity	UOM	Unit Price	Ext Price
	USER REF: 000000-0TMC				
1	Estimated cost for Building Maintenance/ Repair/Special Projects for FY25; TAMUS Building 3205	1	JOB	79,000.00	79,000.00
				TOTAL	79,000.00
	***** NET 30 *****				
	NOTE TO VENDOR: "SHIP TO" AND "INVOICE TO" ADDRESSES MAY DIFFER. FAILURE TO SUBMIT INVOICE TO PROPER ADDRESS MAY RESULT IN DELAYED PAYMENT.				
	EXEMPT PURCHASE - TEXAS A&M FOREST SERVICE PURCHASING PROCEDURES, SECTION 6 (EXEMPT PURCHASES).				
	REFERENCE INTRASYSTEM CONTRACT AD-100791 CONTRACT FORMED UNDER THE TAMU INTRASYSTEM INFRASTRUCTURE CONTRACT (ATTACHED) EXEMPT - INTERAGENCY PAYMENTS				
	VENDOR QUOTE: 08292025 VENDOR REF: TRAVIS ZAMZOW				
RTL					

Texas A&M Forest Service cannot accept collect freight shipments.

FOB: NOT SPECIFIED

Terms:

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions nor cancellations permitted without prior approval of Purchasing Department.

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

The State of Texas is exempt from all Federal Excise Taxes.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309 (4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

The Terms and Conditions of the State of Texas shall prevail.

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&M Forest Service:

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

Texas A&M Engineering Extension Service:

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

Texas A&M University Health Science Center:

By: Jeffrey T. Burton
 Name: Jeffrey 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.