

VENDOR

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

Order Date  
08/28/2025

Page 01

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

Purchase Order No.	(Include this number on all correspondence and packages)
P600098	

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

<b>VENDOR</b>
3556556556L TEXAS A&M AGRILIFE RESEARCH 17360 COIT RD DALLAS, TX 75252-6502

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

<b>INVOICE TO:</b>
TEXAS A&M FOREST SERVICE FRD/SF--ASSOCIATE DIRECTOR 200 TECHNOLOGY WAY, SUITE 1281 COLLEGE STATION TX 77845-3424
<b>SHIP TO:</b>
TEXAS A&M FOREST SERVICE DALLAS OFFICE AGRILIFE WHITEHURST BUILDING ROOM 112M 17360 COIT ROAD DALLAS TX 75252

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
1	USER REF: 000000-LLD DALLAS OFFICE LEASE 09/01/25 - 08/31/26  ***** 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) .  EXEMPT LEASE OF OFFICE SPACE PER TERMS AND CONDITIONS OF INTRASYSTEM AGREEMENT ATTACHED FOR TERM 8/1/2025 - 5/31/2026. THIS PO IS FOR 09/01/25 - 08/31/26  VENDOR QUOTE: LEASE VENDOR REF: JARED CONRAD	10	MO	2,201.630  TOTAL	22,016.30  22,016.30

BGS

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

FOB: NOT SPECIFIED

Terms:

**FAIL TO DELIVER** If the vendor fails to deliver those 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.

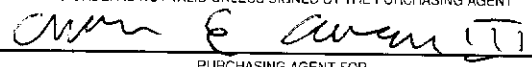
IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST BE PLACED IN THE  
DEPARTMENT RECEIVING ROOM BY

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&amp;M FOREST SERVICE

## FIRST AMENDED INTRASYSTEM AGREEMENT

This First Amended Intrasystem Agreement (the "Agreement") is entered into by and between the members of The Texas A&M University System shown below as Contracting Parties and replaces the Intrasystem Agreement signed by the Contracting Parties on or about May 20<sup>th</sup>, 2025.

### I. CONTRACTING PARTIES:

The Receiving Party: Texas A&M Forest Service ("TFS") on behalf of the Urban Forestry Program

The Performing Party: Texas A&M AgriLife Research ("AgriLife") on behalf of the Texas A&M AgriLife Research and Extension Center at Dallas

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

Designated Space: AgriLife agrees to provide TFS with the use of office space at the Texas A&M AgriLife Research and Extension Center at Dallas (the "Center"). Specifically:

From June 1, 2025 through July 31, 2025, TFS shall have the exclusive use of the following:

One office in the Healthy Living Building; and  
Five workstations in the Urban Agriculture and Forestry Building

From August 1, 2025 through May 31, 2026, TFS shall have the exclusive use of the following:

One office in the Healthy Living Building; and  
Four workstations in the Urban Agriculture and Forestry Building

Elective Space: AgriLife agrees to provide TFS with the auditorium, classrooms and conference room situated in the Healthy Texas Building, as available and in accordance with Center space use policies and services to such facilities. TFS expressly understands that use of such facilities are solely at the determination of AgriLife, and the requested space may not be available on the date(s) requested by TFS.

Additional Services: AgriLife agrees to provide usage of copy machines, mail service, and internet access to TFS at the Center.

### III. BASIS FOR CALCULATING REIMBERSABLE COSTS:

The rental rate, including the designated and elective space use, utilities, custodial services, security, maintenance, and other building services provided by AgriLife, will be:

From June 1, 2025 through July 31, 2025, \$334.75 per month for each workstation in the Urban Agriculture and Forestry Building, \$669.50 per month for the office in the Healthy

Living Building, and \$231.75 per month for additional services (F&A), including internet services.

From August 1, 2025 through May 31, 2026, \$334.75 per month for each workstation in the Urban Agriculture and Forestry Building, \$669.50 per month for the office in the Healthy Living Building, and \$193.13 per month for additional services (F&A), including internet services.

Accordingly, the combined monthly rate will amount to \$2,575.00 per month from June 1, 2025 through July 31, 2025, and \$2,201.63 per month from August 1, 2025 through May 31, 2026.

#### **IV. CONTRACT AMOUNT:**

The contract amount shall not exceed Twenty Seven Thousand, One Hundred Sixty-Six Dollars and Thirty Cents (\$27,166.30) for the term.

#### **V. PAYMENT FOR SERVICES:**

TFS will pay to AgriLife the monthly amounts specified in Section III. above based on space utilized.

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

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

#### **VI. TERM OF CONTRACT:**

This Agreement will begin on June 1, 2025, and shall terminate on May 31, 2026. The Agreement may, however, be extended by written agreement, signed by an authorized representative of each party.

Either AgriLife or TFS may cancel this Agreement by sending the other a sixty (60) calendar days prior written notice stating the intent to cancel. Such notice should be sent to the following:

To AgriLife: Texas A&M AgriLife Research & Extension Center  
17360 Coit Road  
Dallas, TX 75252-6599  
Attn: Jared Conrad  
Email: [jared.conrad@ag.tamu.edu](mailto:jared.conrad@ag.tamu.edu)

With copy to: Texas A&M AgriLife Research  
Attn: AgriLife Contract Office  
2147 TAMU  
College Station, TX 77843-2147

Email: [contracts@ag.tamu.edu](mailto:contracts@ag.tamu.edu)

To TFS:

Texas A&M Forest Service  
200 Technology Way #1281  
College Station, TX 77845  
Attn: Alan Dagelman  
Email: [adegelman@tfs.tamu.edu](mailto:adegelman@tfs.tamu.edu)

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 specified components of The Texas A&M University System, (2) the proposed arrangements serve the interest of efficient and economical administration of the System, and (3) the services, supplies, or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.

RECEIVING Party further certifies that it has the authority to contract for the above services by authority granted in *Texas Education Code*, Section 88.101 *et seq.*

PERFORMING Party further certifies that it has the authority to perform the services contracted for by authority granted in *Texas Education Code*, Section 88.201 *et seq.*

The undersigned parties bind themselves to the faithful performance of this Agreement.

**RECEIVING Party**

Texas A&M Forest Service

By: 

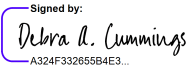
Name: ~~Al Davis~~

Title: Director

Date: 8/5/25

**PERFORMING Party**

Texas A&M AgriLife Research

Signed by:  
By: 

Name: Debra A. Cummings

Title: Assistant Director, Agency & CFO

August 5, 2025 | 4:51 PM CDT  
Date: \_\_\_\_\_