

VENDOR

PURCHASE ORDER
TEXAS A&M FOREST SERVICE
PURCHASING DEPARTMENT

Order Date
10/15/2025

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)
P600133	

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

VENDOR
3556556556G TEXAS AGRILIFE RESEARCH 2147 TAMU COLLEGE STATION, TX 77843-2147

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

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-TMC TFS Usage of LaserFiche FY26 ***** 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. REFERENCE INTRA SYSTEM CONTRACT #CO-26-034 LASERFICHE DOCUMENT MANAGEMENT SYSTEM CONTRACT TERM: 9/1/25 - 8/31/26 VENDOR QUOTE: #CO-26-034	1	LOT	40,424.190	40,424.19
				TOTAL	40,424.19

BGS

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

FOB: NOT SPECIFIED

Terms:

FAILURE 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&M FOREST SERVICE

THE TEXAS A&M UNIVERSITY SYSTEM
INTRASYSTEM COOPERATION CONTRACT (Laserfiche FY 2026)

THIS CONTRACT AND AGREEMENT is entered into by and between the members of The Texas A&M University System shown below as Contracting Parties.

I. CONTRACTING PARTIES:

The Receiving Party: Texas A&M Forest Service ("TFS")

The Performing Party: Texas A&M AgriLife Research ("AgriLife")

II. STATEMENT OF SERVICES TO BE PERFORMED:

AgriLife has a service agreement with Texas A&M University Computing & Information Services ("TAMU CIS") which provides AgriLife with the use of specific hardware (servers) and software (the "TAMU CIS Service Agreement"). The system is managed by two (2) Systems Administrators, one (1) AgriLife staff and one (1) TAMU CIS staff. TFS, as a part of AgriLife, has been included in the TAMU CIS Service Agreement which AgriLife funds. The purpose of this Intrasystem Cooperation Contract is to set out the charges and reimbursement costs TFS will pay AgriLife for use of the hardware and software made available to TFS under the TAMU CIS Service Agreement.

AgriLife/TAMU CIS are responsible for the following (collectively "Included Services"):

- Set up of all user accounts
- Set up of basic file system
- Set up of basic access for users (incorporation into groups)
- Set up of Records Retention Schedule in file system
- Troubleshooting and support
- Training of Unit Laserfiche System Administrators
- On-line training for users
- Document Management Information System website – with web access to the system

TFS is responsible the following:

- Provide an individual (or two) assigned as a Laserfiche Unit Administrator
- Perform internal set up of files beyond the basic set-up
- Assign access to internal files beyond the basic access
- Provide any desktop equipment needed for use (scanners, dual monitors, etc.)

Quality of Service: THE SERVICES AND SUPPORT ARE PROVIDED BY AGRILIFE ON AN "AS IS" BASIS WITHOUT ANY WARRANTIES OF ANY KIND TO THE FULLEST EXTENT PERMITTED BY LAW, AND AGRILIFE EXPRESSLY DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NEED, ACCURACY, NON-SATISFACTORY QUALITY, NON-INFRINGEMENT OF THIRD PARTY RIGHTS AND TITLE, OR ARISING FROM A COURSE OF DEALING, USAGE, OR

TRADE PRACTICE. TFS ACKNOWLEDGES THAT AGRILIFE DOES NOT WARRANT THAT THE SERVICES AND SUPPORT WILL BE UNINTERRUPTED, TIMELY OR ERROR-FREE.

III. BASIS FOR CALCULATING REIMBERSABLE COSTS:

The basis for calculating costs is the number of TFS images stored across Laserfiche repositories and the percentage of the total number of images stored across Laserfiche that the TFS images constitute for which AgriLife is charged. The cost assessed to TFS is equal to the percentage of images stored by TFS.

IV. CONTRACT AMOUNT:

The Contract amount for Included Services shall not exceed Forty Thousand Four Hundred Twenty Four Dollars and Nineteen Cents (\$40,424.19).

The Contract amount (\$40,424.19) does not include the creation of repositories, or other special services and/or programing services ("Special Services") that may be requested by TFS during the term of this Contract. It is contemplated by the parties that TFS will request Special Services during the term of the Contract.

If TFS requests Special Services from AgriLife under this Contract, AgriLife will prepare and provide to TFS an estimate setting out the estimated cost of the Special Services ("Estimate"). No Special Services will be performed/authorized by AgriLife on behalf of TFS until TFS approves, in writing, the Estimate. Charges for Special Services will be based on TAMU CIS's customary charges for such services. A price sheet setting out customary charges for services will be made available to TFS upon request.

V. PAYMENT FOR SERVICES:

TFS shall pay for Included Services and Special 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 for Included Service performed shall be billed: Lump Sum

Payments for Special Services performed shall be: as invoiced and subject to terms of Chapter 2251 of the *Texas Government Code*

Payments received by the 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 Contract will begin on September 1, 2025 and shall terminate on August 31, 2026. The Contract may, however, be extended by written agreement, signed by an authorized representative of each Party.

THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and

programs of the affected parts 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.

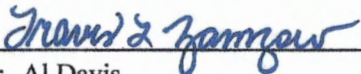
RECEIVING Party further certifies that it has the authority to contract for the above services by authority granted in *Texas Education Code*, Section 88.101 *et seq.*

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 contract.

RECEIVING Party

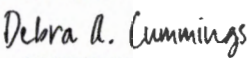
Texas A&M Forest Service

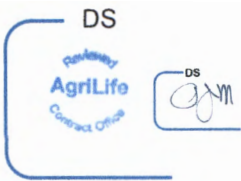
By: 
Name: Al Davis
Title: Director
Date: 10/08/2025

For

PERFORMING Party

Texas A&M AgriLife Research

DocuSigned by:

By: 59F97752C8C948E...
Name: Debra A. Cummings
Title: Assistant Director, Agency & CFO
Date: October 14, 2025 | 5:37 AM PDT



Smith, Terry

From: Paula J. Mathers <Paula.Mathers@ag.tamu.edu>
Sent: Monday, October 6, 2025 3:33 PM
To: Smith, Terry
Subject: Laserfiche agreement FY2026
Attachments: Texas Forest Service - Laserfiche agmt FY 2026 M2600560.pdf; FY25 TFS LF costs and image count.pdf

Hi Terry,

Attached is the agreement for TFS' use of Laserfiche in FY26. Also attaching the supporting documentation for the price which is based on FY25 usage.

Please let me know if you have any questions or comments. If all looks good, please have your Director sign and return back to me. Thank you for your assistance.

Best,
Paula

Paula J. Mathers

Sr. Contract Negotiator, II
AgriLife Contract Office
Texas A&M AgriLife Administrative Services
2147 TAMU, College Station, TX 77843-2147
578 John Kimbrough Blvd., AGSV Suite 423
(979) 314-2324 | pmathers@tamu.edu

Smith, Terry

From: Smith, Terry
Sent: Friday, October 10, 2025 1:47 PM
To: 'Paula J. Mathers'
Subject: RE: Laserfiche agreement FY2026
Attachments: AgriLife Research 10-10-25.pdf

The attached has been signed by TFS. Please sign and return a copy of the fully executed agreement to me.

From: Paula J. Mathers <Paula.Mathers@ag.tamu.edu>
Sent: Monday, October 6, 2025 3:33 PM
To: Smith, Terry <tsmith@tfs.tamu.edu>
Subject: Laserfiche agreement FY2026

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Best,
Paula

Paula J. Mathers
Sr. Contract Negotiator, II
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