



## Sales Tax Exemption

Texas A&M University-Commerce is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of Texas A&M University-Commerce.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Jul 27, 2022</b>	<b>AB0733071</b>	<b>0</b>
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
<b>Buyer Contact:</b>		
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>
laa - Leilani, Alquiza	LEILANI.ALQUIZA@TAMUC.EDU	903.886.5620
<b>Customer Contact:</b>		
Name:	Jacey Caudle	
Email:	JACEY.CAUDLE@TAMUC.EDU	
Phone:	+1 903-243-5191	

## Order acceptance instructions:

**Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Texas A&M University-Commerce's Purchasing Department prior to shipping.**

Supplier Information		Delivery Information	
Supplier Name	SSC Service Solutions	<b>Delivery Address</b>	
Address		TAMUS Member:	21-Texas A&M University - Commerce (21)
FOB / FREIGHT	Destination	Attn:	Jacey Caudle
Pre-Pay & Add	No	Associate VP for Planning	
Payment Terms	0, Net 30	Room	BA297
Contract Number - Header	<i>no value</i>	2600 S Neal St	
Contract Number - Line	C2018460	Commerce, TX 75428	
Quote number		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

## Notes to Supplier

### Shipping Instructions

Attachments for supplier

WO 144107 Whitley...

### PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	508	Changes must be Approved Prior	Any changes to this Contract without the undersigned Purchasing Agent's prior written approval is not authorized and at the expense of the Supplier.
	509	Cancellation due to Funding	This contract is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature, or otherwise not made available to the using Agency.
	522	Governance	Any agreement entered into by Texas A&M University-Commerce shall be governed by the laws of the State of Texas.
	525	Best Value Clause	Agency invokes "Best Value" purchase exemption under House Bill 1545.
	536	Terms & Conditions - TAMU-Commerce	This purchase shall be in accordance with the Texas A&M University-Commerce terms and conditions. To obtain, please go to the following address:

<http://www.tamuc.edu/facultyStaffServices/purchasing/references/forms/default.aspx>

Line1	502	Per Quote and/or Catalog Pricing	Per quote and/or catalog pricing.
	503	Central Receiving Delivery	All products and/or services ordered under this contract will be shipped to Texas A&M University-Commerce central receiving. Any products and/or services shipped to, other than the aforementioned address, are shipped at supplier's risk.
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	526	Performance Bond	Pursuant to Texas Government Code 2253.021: A government entity that makes a public work contract with a prime contractor shall require the contractor, before beginning work, it execute to the government entity a Performance Bond if the contract is in excess of \$100,000.
	527	Payment Bond	Pursuant to Texas Government Code 2253.021: A government entity that makes a public work contract with a prime contractor shall require the contractor, before beginning work, it execute to the government entity a Payment Bond if the contract is in excess of \$25,000.
	529	Unavoidable Failure to Perform	Neither party will be responsible to the other for any losses resulting from failure to perform any terms or provisions of this agreement, except for payments of monies owed, if party's failure to perform is attributable to acts of war, war, riot, strike, civil disorder, or other work stoppage, fire, flood, acts of God, or any other act not within the control of the party whose performance is interfered with, and which, by reasonable diligence, such party is unable to prevent.
	530	Property Damage Liability	The contractor shall be responsible for any property damage caused by the use of equipment, vehicles, and tools while engaged in the contract. This, also, includes any subcontractors who are employed directly or indirectly. This shall include but not limited to any damage of trees, turf, shrubs, or ground cover that may become damaged or destroyed from the operation of equipment and/or vehicles in or around property, also, include of said property, as well, as any other property structures located on Texas A&M University-Commerce property. The contractor shall pay for and maintain in full force during the tenure of this contract all required insurance as stipulated by the State of Texas. Insurance certification shall be provided by email to purchasing@tamuc.edu within 5 days before job commences.
	535	Subcontractors - HUB	Contractor may, at its discretion, engage other specialized subcontractors to perform services required by the local building codes pursuant to Historically Underutilized Business requirements of Senate Bill 178 of the State of Texas. Contractor will be responsible for the payment to these additional subcontractors of work performed.
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	537	IRS Form W-9	IRS form W-9. Texas A&M University-Commerce is required by law to obtain this information from you or your company when making a reportable payment. You can access the W-9 form at the following website address: <a href="http://www.tamuc.edu/facultystaffservices/purchasing/forms">http://www.tamuc.edu/facultystaffservices/purchasing/forms</a> To maintain our files and comply with the law, please complete and return the w-9 form by fax to: (903) 886-5057 or by e-mail at: aphelp@tamuc.edu
	540	Applicable State and Federal Laws & Regulations	Contractor must comply with all laws, regulations, requirements and guidelines applicable to a contractor providing services to the State of Texas as these laws, regulations, requirements and guidelines currently exist and as they are amended throughout the term of this contract. The University reserves the right, in its sole discretion, to amend, unilaterally, this contract throughout its term to incorporate any modifications necessary for the university or contractor's compliance with all applicable state and federal laws and regulations.
	541	SSC Agreement	In performing the Scope of Work described herein, SSC shall be bound by the terms and conditions of the Facilities Support Services Agreement executed by SSC and Texas A&M University-

Commerce effective April 1, 2013.

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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	Archer Construction - 5/8" Fire Rated Dry Wall	N/A	EA	9,225.00 USD	1 EA	9,225.00 USD
2 of 4	NTIS - Custom Order Fire Louvers (missing)	N/A	EA	1,200.00 USD	1 EA	1,200.00 USD
3 of 4	Labor (Archer Construction)	N/A	EA	23,805.00 USD	1 EA	23,805.00 USD
4 of 4	SSC 5% Management Fee	N/A	EA	1,711.50 USD	1 EA	1,711.50 USD
Total						<b>35,941.50 USD</b>

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail vendorhelp@tamuc.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M University- Commerce</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to invoices@tamuc.edu</p> <p>PO Box 3011</p> <p>Commerce, TX 75429</p> <p>United States</p>



@ Texas A&M University - Commerce

## WORK APPROVAL FORM - 144107

**RESPONSE REQUIRED WITHIN 2 WEEKS IF NO CONTACT IT WILL BE CLOSED**

This Work Approval Form has been prepared to make Departments aware of pending work order charges and get their approval for work to proceed.

### Summary:

- This request is based upon current estimated costs and could be partially invoiced until work is completed.
- Work will not be initiated without department approval of this form.
- Final cost(s) may differ pending any changes made after this approval step.  
(Could include Abatement & Monitoring if Required)
- Return all completed forms via email to [UPO@TAMUC.EDU](mailto:UPO@TAMUC.EDU)  
& COPY BAILEE.MULCAHY@SSCSERV.COM

### WORK OVERVIEW

- **GENERAL DESCRIPTION OF WORK:**  
Whitley Hall 2-12 Floors - East fire-rated closets repairs needed to correct existing fire code violations
- **Supervisor/Shop:** Terry Goen
- **ESTIMATED COST (plus Taxes and Shipping fees if applicable):**  
\$35,941.50

AB #

**Department Approval**

**Please check appropriate line. If approved, the form MUST be signed with an Account #. The University Project Office is responsible for encumbering the funds for the WAF.**

Approved 

Disapproved \_\_\_\_\_

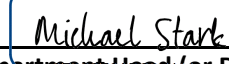
Account #

310000-20320

Meet fire code

### **Justification for Request**

DocuSigned by:

  
Department Head (or Designee) Signature

Michael Stark

Printed Name

7/22/2022

Date:

**7/21/2022**

# WORK ORDER MATERIAL LIST

Work Order #: 144107  
 Date Submitted: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_  
 SHOP: Main tg

Building/Room #: Whitley Hall 2-12 floors  
 Customer Name: Michael Stark  
 Customer Phone #: 903-886-5796

Material Order Date: \_\_\_\_\_  
 Material Received Date: \_\_\_\_\_  
 Job Start Date: \_\_\_\_\_

New WAF W/O ☒  
 Maintenance W/O ☐  
 URGENT ☐

Description of Work: Whitley Hall East fire rated closets on floors 2-12. Repairs are to correct existing

Fire Code violations. \_\_\_\_\_  
 \_\_\_\_\_

QTY	BRAND/PART #	MATERIAL	\$ EACH	TOTAL
11	Archer Construction	5/8" Fire Rated Drywall		9,225.00
3	NTIS	Custom Order Fire Louvers (missing)		1,200.00
QTY	LABOR	TOTAL HOURS	LABOR RATE	TOTAL
1	Archer Construction			22,936.00
1	Archer Construction			869.00

**SPECIAL NOTES:**

SSC 5% Management Fee

\$1,711.50

MATERIAL COST 10,425.00  
 LABOR COST 25,516.50  
 TOTAL 35,941.50

Approved: Terry Goen 7/22/2022





July 8, 2022

Mr. Terry Goen  
 SSC Facilities TAMU Commerce  
 2600 S. Neal St.  
 Commerce, Texas 75428

Dear Mr. Goen,

We appreciate the opportunity to provide you with this proposal. Our prices are based on information that was provided at site visit. We include furnishing all materials, labor, and equipment to complete the scope of work as described below unless otherwise noted. Our pricing also includes required Bond, General Liability and workers compensation Insurances.

**Location: Whitley Hall East corridor - Mechanical Chase closets 2hr rating Floors 2 – 12**  
**A detailed survey of this project was taken on July 2, 2022**

**Includes:**

- Daily cleaning of construction project areas
  - Protect existing flooring with heavy paper covering from closet to elevator
- 2 hour Mechanical chase repair locations
  - Chase Wall inside closet
  - Wall above the acoustical ceiling in the hallway; at piping
- Install Fire rated Louver vent, existing or provided by Others
- Furnish and install fire rated access panel on floors 2, 6, 11 and 12
- Build back –
  - At damages walls and missing walls that were removed for new piping
  - Replace framing where missing or damaged
  - Install Two -- layers of sheetrock
  - Tape, Bed, and texture
  - Fire caulk and Fire tape
  - Remove and replace shelving as needed to repair walls
- Paint with Sherwin Williams Pro-Mar
  - Prep, scrape as needed
    - Walls
    - Ceilings
    - Shelves
- Light fixtures and sprinkler heads to remain in place

Tips/Taps Contract 170201  
 HUB Vendor 525440 Certificate 1464394665100  
 Project Duration – 3 weeks

Bond	869.00
Materials	9,225.00
Labor	<u>22,936.00</u>
<b>Total project</b>	<b>\$ 33,030.00</b>

If you have any questions, please contact our office at 903-739-2350.

Thank you,  
 Archer Construction & Design

Rhonda Welch  
 Project Manager

## [Ext] Whitley Hall fire dampers with grilles

John Barnett <[jbarnett@ntisparis.com](mailto:jbarnett@ntisparis.com)>

Thu 7/21/2022 11:29 AM

To: Goen, Terry L. <[terry.goen@sscserv.com](mailto:terry.goen@sscserv.com)>

**CAUTION:** This email contains a link or attachment. Please make sure it's from a trusted source before you open the attachment or click on the link.

Terry,

To provide and install the (3) fire dampers to include a cover grille as discussed-  
\$1,200.00

Please let me know if you want to get them ordered.

Thanks,

--

John Barnett

*Vice President of Construction*

### **North Texas Industrial Solutions**

*a division of North Texas Fab, L.L.C.*

5690 Lamar Road

Reno, Texas 75462

[jbarnett@ntisparis.com](mailto:jbarnett@ntisparis.com)

Office: 903 784-7079

Fax: 903 784-6272

Cell: 903 249-2412