



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Sep 22, 2023</b>	<b>AB0850400</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>
jng - Gossett, Jessica	JESSICA.GOSSETT@TAMUC.EDU	903.886.5220
<b>Customer Contact:</b>		
Name:	Priscilla Nichols	
Email:	PRISCILLA.NICHOLS@TAMUC.EDU	
Phone:	+1 903-886-5024	

**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.

**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	PO BOX 742268 ATLANTA, Georgia 30374 United States	TAMUS Member:	21-Texas A&M University - Commerce (21)
Phone	+1 800-765-0129	Attn:	Priscilla Nichols
FOB / FREIGHT	Destination	Financial Managemnt Group	
Pre-Pay & Add	No	Room	BA 199
Payment Terms	0, Net 30	2600 S Neal St	
Contract Number - Header	C2018460	Commerce, TX 75428	
Contract Number - Line	C2018460	United States	
Quote number		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

**Notes to Supplier**

**PO Clauses**

Header	Code	Description	Notes
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: <a href="https://www.tamuc.edu/vendor-information/?redirect=none">https://www.tamuc.edu/vendor-information/?redirect=none</a>
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.
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.
518	Pricing must be F.O.B. Destination	All pricing must be F.O.B. Destination.
520	Verify Site Conditions	It is the responsibility of the vendor to verify the existing site conditions and estimate accurately the exact amount of materials required to give the requesting agency a professional and warrantable product.
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.
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.
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: <a href="https://www.tamuc.edu/vendor-information/?redirect=none">https://www.tamuc.edu/vendor-information/?redirect=none</a>
537	IRS Form W-9	<p>IRS form W-9. Texas A&amp;M University-Commerce is required by law to obtain this information from you or your company when making a reportable payment.</p> <p>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></p> <p>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: <a href="mailto:aphelp@tamuc.edu">aphelp@tamuc.edu</a></p>
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.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	Facilities Support Services Agreement Baseline FY24	N/A	MON	614,070.965 USD	12 MON	7,368,851.58 USD
Total					<b>7,368,851.58 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 ***Do Not Mail Invoices*** Email invoices to invoices@tamuc.edu PO Box 3011 Commerce, TX 75429 United States</p>