



@ Texas A&M University - Commerce

PROJECT APPROVAL **A&E**

SSC Project Number: 1220

Facility Name and Building Number

Administration 2nd Floor Restrooms

Duration of Project

4 weeks

Brief Description (See attached Scope for complete details): Demo Plans so we can have abated and exploratory purposes.

I have discussed this with the SSC Project Manager and approve the scope of work & the plans for an estimated cost of **\$47,334.00** (May include Abatement, Monitoring, Life Safety Devices, CITE & UPD/Cameras as listed on Accounting Summary Worksheet)

Dept. Code: _____

Account # 800009-20300, HEF-ADA BA Exec 2nd Fl
Restroom-27.58% of funding and 831080-20300, ADA-
BA Exec 2nd Floor Restroom -72.42% of funding

Scope of Work Approved by;

Department Head Signature

John Harris

Printed Name

6/10/2025

Date

Account Owner's Signature

Tina Livingston

Printed Name

6/17/2025

Date

Attachments Included

Pages

1	This Request Form	1
2	Account Summary Worksheet	1
3	Written "Scope of Work" if not above	1
4	HSP HUB Plan if cost is over \$100,000	0
5	Plans	0
6	Pictures	0
7	Request for Project Review	0
Total Pages		3

Special Notes by Department

University Project Office Use Only

Please forward this entire document package to UPO@tamuc.edu within 5 business days of the date at the bottom of this sheet.

Date Prepared

3/6/2025



Scope of Work **A&E**

BA

BA 2nd Floor Administration Restroom Remodel

SSC Job #1220

Objective- To draw plans and demo plans for Restrooms for ADA compliance.

Construction- Demo of site, Toilet partition, Toilet accessories, Walls as needed for Architectural discovery and abatement preparation. Demoing walls and plaster walls in between two bathrooms. Build up concrete pads and floors. Demo the plumbing and cap off piping where necessary. Make safe for Electrical.

Questions concerning this project should be directed to;

James Allen
SSC Project Manager @
Texas A&M University - Commerce
903-468-8759 office
903-336-9082 cell
903-886-5751 fax
james.allen@sscserv.com



Texas A&M University – Commerce

Project Worksheet **A&E**

BA Administration Bathrooms				
SSC Project #1220				
Material, Contractors & Buy-Out Items				Budget
No.	Contractor Name	Code	Description	
1		1.02	Surveys & Geo Testing	
2		1.03	Studies	
3	MTG	2.01	Architectural / Engineering Services	\$ 33,750.00
4		2.02	Consultant Services	
5		2.03	Texas Accessibility Services	
6		2.03A	Barrier Removal Services (cell self populates)	
7		3.01	Advertising / Printing	\$ -
8	Archer(Demo)	4.01	Construction Contracts (Bid by GC)	\$ 11,330.00
9		4.02	Support Services (SSC Shop Materials)	\$ -
16		403	JCI HVAC Controls/Graphics	
10		4.04	Construction Testing	
11		4.05	CITE	
12		4.06	UPD (Cameras)	
13				
14				
15				
17				
18				
19			A&E Subtotal	
			Buyout Subtotal	\$45,080.00
			5% Project Management Fee	\$2,254.00
			SSC PO Amount	\$47,334.00

Separate Funding Required For Each Line Item Below

22	Campus Facilities	Life Safety Devices	
23	Auxiliary Services	Transact Card Swipes	
24	CITE	CITE Audio-Visual Equipment	
25			
26			
		Separate Funding Subtotal	\$0.00
		SSC PO Amount	\$47,334.00
		(Programmed Budget) Estimate Total	\$47,334.00

Date Prepared

3/6/2025

Revised Purchase Order



Sales Tax Exemption

East Texas A&M University 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 East Texas A&M University.

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.	Revision Date
Jun 23, 2025	AB1038736	1	Jun 23, 2025
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
Buyer Contact:			
Buyer	Buyer Email	Buyer Phone Number	
law - White, Leilani	leilani.white@etamu.edu	903.886.5620	
Customer Contact:			
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 East Texas A&M University's Purchasing Department prior to shipping.

Supplier Information		Delivery Information	
Supplier Name	SSC Service Solutions	Delivery Address	
Address		TAMUS Member:	21-East Texas A&M University (21)
FOB / FREIGHT	Destination	Attn:	Jacey Caudle
Pre-Pay & Add	No	VP Business Administration	
Payment Terms	0, Net 30	Room	BA297
Contract Number - Header	C2024-14859	2600 S Neal St	
Contract Number - Line	C2024-14363	Commerce, TX 75428	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Attachments for supplier

Vendor_Verify_SSC...

1220 Project Appr...

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 East Texas A&M University 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 - ETAMU	This purchase shall be in accordance with the East Texas A&M University terms and conditions. To obtain, please go to the following address: https://www.tamuc.edu/vendor-information/?redirect=none
Line1	400	TAMUS Service Agreement Terms	This Purchase Order shall reference the Terms and Conditions agreed upon in the executed Master Agreement.

Line2	400	TAMUS Service Agreement Terms	This Purchase Order shall reference the Terms and Conditions agreed upon in the executed Master Agreement.
Line3	400	TAMUS Service Agreement Terms	This Purchase Order shall reference the Terms and Conditions agreed upon in the executed Master Agreement.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 3	Architectural / Engineering Services	1	EA	33,750.00 USD	1 EA	33,750.00 USD
2 of 3	Construction Contracts (Bid by GC)	1	EA	11,330.00 USD	1 EA	11,330.00 USD
3 of 3	5% Project Management Fee	1	EA	2,254.00 USD	1 EA	2,254.00 USD
Total					47,334.00 USD	

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@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>East Texas A&M University</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>