

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
Feb 26, 2026	AB1132857	1	Feb 26, 2026
<p>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.</p>			
Buyer Contact:			
Buyer	Buyer Email	Buyer Phone Number	
law - White, Leilani	leilani.white@etamu.edu	903.886.5620	
Customer Contact:			
Name:		Autumn Rios	
Email:		AUTUMN.RIOS@ETAMU.EDU	
Phone:			

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: ETAMU - Facilities & Construction
Pre-Pay & Add: No	Plant Support Administration
Payment Terms: 0, Net 30	Room: BA 339
Contract Number - Header: C2024-14859	2600 S Neal St
Contract Number - Line: <i>no value</i>	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

DM1233 Project Fu...

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

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 3	SSC Project Funding Approval # DM1233: Castro Construction Contracts	N/A	EA	163,912.00 USD	1 EA	163,912.00 USD
2 of 3	SSC Project Funding Approval # DM1233: shop materials	N/A	EA	8,195.60 USD	1 EA	8,195.60 USD
3 of 3	SSC Project Funding Approval # DM1233: 5% project management fee	N/A	EA	8,605.38 USD	1 EA	8,605.38 USD
Total					180,712.98 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@tamuc.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>East Texas A&M University ***Do Not Mail Invoices*** Email invoices to invoices@etamu.edu PO Box 3011 Commerce, TX 75429 United States</p>



Project Funding Approval Construction

SSC Project Number: DM1233

Facility Name and Building Number ART

Duration of Project TBD

Brief Description (See attached Scope for complete details):

Remove old roofing system and replace with 80 MIL High Performance Roof System.

I have discussed this with the SSC Project Manager and approve the scope of work & the plans for an estimated cost of \$ \$180,712.98 (May include Abatement, Monitoring, Life Safety Devices, CITE & UPD/Cameras as listed on Accounting Summary Worksheet)

Dept. Code: _____

Account # **800077-20301 HEF-Art Roof DM**

Scope of Work Approved by;



Department Head Signature

John Harris

Printed Name

2/10/2026

Date



Account Owner's Signature

Tina Livingston

Printed Name

02/11/2026

Date

Attachments Included

Pages

1	This Request Form	1
2	Account Summary Worksheet	1
3	Written "Scope of Work"	2
4	HUB Plan if cost is over \$100,000	0
5	Plans	0
6	Pictures	0
7	Request for Project Review	4
Total Pages		8

Special Notes by Department

University Project Office Use Only

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

Date Prepared

1/22/2026

East Texas A&M University – Commerce

Project Worksheet Construction

Art Roof Replacement				
SSC Project #DM1233				
Material, Contractors & Buy-Out Items				Budget
No.	Contractor Name	Code	Description	
1		1.02	Surveys & Geo Testing	
2		1.03	Studies	
3		2.01	Architectural / Engineering Services	
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	Castro	4.01	Construction Contracts (Bid by GC)	\$ 163,912.00
9		4.02	Support Services (SSC Shop Materials)	\$ 8,195.60
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	\$ 172,107.60
			5% Project Management Fee	\$ 8,605.38
			SSC PO Amount	\$ 180,712.98

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	\$ -
		SSC PO Amount	\$ 180,712.98
		(Programmed Budget) Estimate Total	\$ 180,712.98

Date Prepared
1/22/2026



Scope of Work **Construction**

ART

Art Roof Replacement

SSC Job #DM1233

Objective- To replace aging roof and stop water infiltration into building

Construction-To remove old roofing system down to the lightweight concrete deck. 80 mil High Performance TPO Roof System

Work shall include:

- Install new high-performance 80 Mil Carlisle TPO roof system.
- Remove existing roof to substrate and dispose
- Manufacturers to perform pull tests to verify proper adhesion
- Install new 4" ISO insulation
- Install new ½" Dexcell FA Gypsum cover board
- Install ½" per foot tapered insulation to promote proper drainage
- Install new ½" per foot tapered behind all curbs as necessary
- Terminate and seal all base flashing
- New pre-manufactured penetrations
- Install new wood blocking to match new insulation as necessary
- Install new protection pads at service side of mechanical units
- Provide: CASTRO ROOFING 2 YEAR PREVENTATIVE MAINTENANCE PROGRAM
- Provide: Castro Roofing 2-Year Craftsmanship Warranty and a 30-Year No-Dollar Limit

Labor/Material Roof Warranty from the Manufacturer. Installation shall be as per

Manufacturers engineering wind-up lift requirements and application guidelines.

- Provide: 30-Year Severe 2" Hail Warranty from the Manufacturer

New Outside Ladder

1. Remove existing ladder
2. Install new access ladder per OSHA standard



@ East Texas A & M University - Commerce

3. Provide: Castro Roofing 2 Year Leak Warranty Installation shall be as per NRCA, SMACNA, specifications, details and Manufacturer guidelines.

Questions concerning this project should be directed to;

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



EAST TEXAS
— A&M —

Project Request Form

This form is to submit requests for facilities related projects. This would be to enhance, add, modify, or otherwise alter physical University assets. For repairs, please contact SSC to complete a work order. If you have any questions about this form, please email UPO@etamu.edu.

Requester Information

Request Type *

Project Work Approval Form (WAF) Demand Bill Emergency Work

UIN *

50110622

First Name *

Terry

Last Name *

Goen

Department *

Facilities and Construction

Phone Number *

9034686031

Email *

terry.goen@etamu.edu

Project Information

Building Name *

What building or area of campus will work be performed?

Art Building

Project Type Requested *

Check All That Apply

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> New Space | <input type="checkbox"/> Change of Space |
| <input checked="" type="checkbox"/> Other | | |
| Deferred Maintenance | | |

Definitions

Renovation - Could be considered minor or major construction. Will require demo, construction, abatement, etc.

Addition - Considered major construction. Planned project time frame would be greater than 5 days. Adding additional space to an existing structure that would require a floor or roof to complete.

Alteration - Considered minor construction. Planned project time frame would be less than 3 days.

Relocation - Complete relocation of a space to another usable and available space. Would be in conjunction with Renovation, Addition, or New Space.

New Space - Creating a space for use not currently occupied, assigned, or available. Typically creating a new building or room.

Change of Space - Space utilization change. Examples would be office space being renovated to classroom space or vice-versa or a break room converted to storage.

Project Location Type *

Check All That Apply

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Office | <input type="checkbox"/> Teaching Lab |
| <input type="checkbox"/> Research Lab | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Restroom |
| <input type="checkbox"/> Break Room | <input type="checkbox"/> Storage Room | <input type="checkbox"/> Conference Room |
| <input checked="" type="checkbox"/> Other | | |
| Roof Replacement | | |

Project Description *

DM-Roof Replacement

Business Justification *

How will this project enhance service delivery?

Prevent Water Infiltration into the building.

Budget Information

Estimated Budget*

\$262,500.00

Account Owner*

Tina Livingston

Account Number*

800077-20301

Account Owner Email*

tina.livingston@etamu.edu

UPO Review

This section is for University Project Office use only and is to review proposed facilities projects to ensure all requirements are met. This document does not indicate or reference federal, state, or local code requirements that must be followed by the contractor. The contractor and any subcontractor assigned the work related to this project will be expected to follow all applicable requirements related to the project work.

Project Number

1233

Must have a valid requisition number and purchase order before proceeding

		SSC Project Packet/Supporting Documentation	
Requisition Number	Purchase Order#	DM1233 Project	
TBD	TBD	Review	361.84...
		Construction.pdf	

Initial Review Notes

Please proceed with development of scope of work. Please provide roof type options for campus to review.

University Police Department Review

Proceed

CITE Review

Fire System Components Review

No known fire system impact.

Facilities Reporting Review

No Concerns

ADA Review

Project does not impact ADA/TAS.

Final UPO Review

Please incorporate all comments and proceed with funding document for campus approved roof type.