PRAIRIE VIEW A & M UNIVERSITY

VENDOR

P.O. Box 519, Mail Stop 1311
Prairie View, Texas 77446-0519
(936) 261-1902

Date: 05/12/2016
Page: 01

PURCHASE ORDER

P.O. #: P601742 05

Vendor guarantees merchandise delivered on this order will meet or exceed specifications in the bid invitation.

All terms and conditions set forth in our bid invitation become a part of the order.

All invoices and packing slips must reference the P.O. # and Federal Tax ID #.

Invoice to Agency Below:

PRAIRIE VIEW A&M UNIVERSITY
PRAIRIE VIEW A&M UNIVERSITY
ACCOUNTS PAYABLE
MAIL STOP 1311, P.O. BOX 519
EMAIL: PAYABLES@PVAMU.EDU
PRAIRIE VIEW TX 77446-0519

VENDOR:

*******7790
SOUTHEAST SERVICE CORPORATION
DBA SSC SERVICE SOLUTIONS
1845 MIDPARK RD SUITE 201
KNOXVILLE, TN 37921

Ship To:

PRAIRIE VIEW A&M UNIVERSITY
CENTRAL RECEIVING WAREHOUSE
REBA BLAND EVANS ST @
ANNE PRESTON ST
PRAIRIE VIEW TX 77446

The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by PVAMU and the Vendor to attempt to resolve any disputes arising under this contract. The designated individual responsible on behalf of Prairie View A & M University for examining any claim or counterclaim and conducting any negotiations related thereto as required under paragraph 2260.52, Subtitle F, Title 10 of the Government code shall be the Vice President for Business Affairs..

IMPORTANT: Any exceptions to pricing or description contained herein must be approved by PVAMU Procurement Office PRIOR to shipment.

Item	Description	Quantity	UOM	Unit Price	Extended Price
	USER REF: 330306-00000 RUSH ORDER!! PLEASE EXPEDITE FOR BEST DELIVERY. NOTE TO DEPARTMENT: ISSUANCE OF A PURCHASE ORDER IS ONLY AUTHORIZATION FOR A PURCHASE OR REIMBURSEMENT. IT DOES NOT ENSURE PROMPT PAYMENT. IF PAYMENT DOCUMENTATION WAS SUBMITTED WITH YOUR REQUISITION, IT HAS BEEN FORWARDED TO ACCOUNTS PAYABLE WITH REFERENCE TO THE ASSIGNED PURCHASE ORDER NUMBER. PAYMENT MAY BE MONITORED ON FAMIS SCREEN 350 OR YOU MAY CONTACT ACCOUNTS PAYABLE. PURCHASE ORDER CHANGES. REQUESTED MODIFICATIONS OR CHANGES TO THE TERMS OF THIS PURCHASE ORDER MUST BE SUBMITTED IN WRITING TO THE PROCUREMENT OFFICER NAMED BELOW AND CONFIRMED IN WRITING WITH A MODIFIED PURCHASE ORDER, PRIOR TO PERFORMANCE OF THE CONTRACT. CONTACT: MICHAEL SIMMS; E-MAIL: MLSIMMS@PVAMU.EDU; PHONE: 936-261-1935; FAX: 936-261-1958 PER TEXAS A&M CONTRACT: M40002 PER THE COMMERCIAL RELOCATION PROPOSAL AGREEMENT BETWEEN SSC AND ARMSTRONG RELOCATION & COMPANIES. CONTRACTING SERVICES TO RELOCATE EMPLOYEES FROM THEIR OLD FACILITY TO NEW LOCATION ON CAMPUS (NEW STADIUM). SERVICES ARE COVERED WITHIN THE PROPOSAL SUBMITTED BY SUBCONTRACTOR.				

MLS Prairie View A & M University cannot accept collect freight shipments. TX Education Code SEC. 51.9335 Purchase made by an institution of higher education TX Govt. Code Section 771.003.

F.O.B. NOT SPECIFIED

Our Purchase Order Number must appear on all invoices, shipping papers and packages to avoid payment delays.

TERMS:

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 Chapter 20, title 122A, Revised Civil Statutes of Texas, 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.

AUTHORIZED SIGNATURE

Rev. 07/2009

PRAIRIE VIEW A & M UNIVERSITY

VENDOR

P.O. Box 519, Mail Stop 1311
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Item	Description	Quantity	UOM	Unit Price	Extended Price
1	MATERIAL & EQUIPMENT CHARGES	1	LOT	1,977.500	1,977.50
2	OFFICE MOVE 5/23/16-5/26/16 TO INCLUDE SUPERVISOR $1500.00, DRIVERS $2500.00, MOVERS $6250.00, INSTALLER $3750.00, TRANSPORTATION VAN $625.00, STRAIGHT TRUCK $2500.00, FUEL SURCHARGE $400.00	1	LOT	17,525.000	17,525.00
				TOTAL	19,502.50

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AUTHORIZED SIGNATURE

Rev. 07/2009

MAY 3 2016 AM 8:29

PRAIRIE VIEW A&M UNIVERSITY
A Member of the Texas A&M University System

MAY 3 2016 AM 8:29

Facility Services Work Order Request

Step 1 **COMPLETED BY DEPARTMENT**

Department: Athletics
Requestor: Ashley Robinson
Requestor Email:
Account Manager:
Acct # to Charge:

Date: 3-May-2016
Phone: (936) 261-9100

Building: New Stadium

Room:

Work Requested/Justification:

20167

Requesting to have all current employees personal items and university equipment moved from current location to the new stadium.
Per quote provided by Armstrong Relocation to provide labor and material to move all requested items.

Submit via email to SSC

Step 2 **TO BE COMPLETED BY SSC**

Work to be conducted by:

- ☑ Building Maintenance $ 19,502.50
- ☐ Custodial Services $ -
- ☐ Grounds Maintenance $ -
- ☐ Central Utilities $ -

Attach cost estimate/bids and return to requestor for approval and funding.

Work Class: Special Project/Request over $5000

SSC Reviewed

Labor	$ 19,502.50
Materials	$ -
SSC Support Fee	$ -
TOTAL	$ 19,502.50

Step 3 **TO BE COMPLETED BY SPACEMANAGEMENT/CAMPUS PLANNING**

Description of work is (Select one) ☐ In Scope ☒ Out of Scope

Signed:

Date: 05/03/2016

Step 4 **TO BE REVIEWED/APPROVED BY ACCOUNT MANAGER**

Certification: I have reviewed the work that has been requested as well as the associated cost. PLEASE SELECT ONE:

- ☐ I approve the work to be completed and certify that funds are available in the referenced account(s) to cover the requested work. (ROUTE TO PURCHASING)
- ☐ I do not wish to proceed with the work. (ROUTE TO SPACE MANAGEMENT/CAMPUS PLANNING)

Signed: Date:

Once all steps are complete the department will generate the appropriate purchasing document:

1. **L-Doc**: Original Work Order Request including vendor quote will be forwarded to Campus Planning and a copy to SSC Service Solutions so that work can begin. L-Doc#
2. **Purchase requisition**: Original Work Order Request including vendor quote(s) will be forwarded to Purchasing. Purchasing will process and provide purchase order (PO) number to the vendor, the department, and Campus Planning.
3. **For 3rd Party or Student Organizations: Receipt #**

PRAIRIE VIEW A&M UNIVERSITY

Commercial Relocation Proposal

ARMSTRONG RELOCATION & COMPANIES

Houston, Texas

PROPOSAL CERTIFICATION

ARMSTRONG RELOCATION
& COMPANIES

Address:	13855 Westfair East Drive Houston, TX 77041
Contact:	**Skip Wilson**
Position	HHG Sales
E-Mail:	swilson@goarmstrong.com
Telephone:	800-365-0103
Cell Phone:	281-638-1882
Websites:	www.armstronglocalmovers.com www.armstrongrelocation.com

Armstrong Relocation of Houston guarantees the information as outlined in the proposal as true and accruate to the best of our ability. We acknowledge the capability and commitment to provide services at, or in excess of, the minimum acceptable levels as defined in this document for the quoted price, excluding lawfully executed change orders. The terms and conditions as outlined in the proposal represent the entire agreement and are valid for a period of 90 days from the date below.

This response package was prepared by:

Name	Title
Skip Wilson	HHG Sales
Signature	**Date**
Skip Wilson	

CLIENT SATISFACTION GUARANTEE

"Armstrong Relocation has a long tradition for providing superior service, innovative products, and dedicated customer service. For over 57 years, Armstrong customers have rated our service excellent and we have earned several industry awards recognizaing our service as the best. It is my personal commitment to you that my company shall exceed your every expectation in both service and value. I strive to hire and train only the best people in the industry and ensure that each and every order placed with my company shall be valued, and serviced with respect and integrity."

Edward Gurney
President

ESTIMATED CHARGES

Armstrong Relocation provides this estimate based upon the Time and Materials estimated to perform this relocation. The final charges will be invoiced from the "actual services" provided during the relocation. The final invoice may vary from the estimated amount, if the scope of work or material requirements change during the relocation. The minimum billing is 5hrs (4hrs work + 1hr travel).

Material & Equipment Charges

Quan.	Description	Cost	Total
Equipment Rental			
380	Standard Crate (2 week rental)	$2.50	$950.00
127	Crate Dolly (2 week rental)	$2.50	$317.50
0	Computer Crate (weekly)	$12.50	$0.00
0	Purge Bin/Load	$85.00	$0.00
0	Shred Bin (96 gallon)	$85.00	$0.00
0	Art Cart	N/A	$0.00
2 sets	Walkboards	N/A	$0.00
10	Machine Carts	N/A	$0.00
5	Panel Carts	N/A	$0.00
100	Dollies	N/A	$0.00
10	Gondolas	N/A	$0.00
2	Desk Risers	N/A	$0.00
Wall/Floor Protection			
20	Wall Protection	N/A	$0.00
200'	Floor Protection	N/A	$0.00
Material Delivery & Pick-Up			
2	Delivery/Pick-Up	$150	$300.00

Quan.	Description	Cost/week	Total
Packing Materials			
0	Autofold	$2.25	$0.00
0	3.0 Ctn	$3.50	$0.00
0	4.5 Ctn	$3.50	$0.00
0	Dish Barrel	$7.50	$0.00
0	Mirror Ctn	$7.50	$0.00
15	Used Wardrobe Ctn	$0.00	$0.00
0	TV Ctn	$85.00	$0.00
0	Paper pad	$2.00	$0.00
0	Newsprint (lbs.)	$1.00	$0.00
0	Bubble Wrap	$50.00	$0.00
0	Packing Tape	$1.50	$0.00
0	Blue 3M Tape	$10.00	$0.00
60	Anti-S PC Bags	$1.00	$60.00
120	Anti-S Monitor Bags	$1.50	$180.00
4	Move Labels	$17.50	$70.00
4	Shrink Wrap	$25.00	$100.00
Total Material and Delivery Charges			**$1,977.50**

*Hours of work includes two hours of drive time

5/23/2016	Rate	Units	Hrs.	Item Cost
Supervisor	$30.00	1	10	$300.00
Driver	$25.00	2	10	$500.00
Mover	$25.00	5	10	$1,250.00
Installer	$25.00	3	10	$750.00
Transportation Van	$125.00	1		$125.00
Straight Truck	$25.00	2	10	$500.00
Fuel Surcharge	$40.00	2		$80.00
Move computers, ink board, desk, and cubicles - 8:00 AM		**Total Labor**		**$3,505.00**

5/24/2016	Rate	Units	Hrs.	Item Cost
Supervisor	$30.00	1	10	$300.00
Driver	$25.00	2	10	$500.00
Mover	$25.00	6	10	$1,500.00
Installer	$25.00	2	10	$500.00
Transportation Van	$125.00	1		$125.00
Straight Truck	$25.00	2	10	$500.00
Fuel Surcharge	$40.00	2		$80.00
Move personal items and baby dome - 8:00 AM		**Total Labor**		**$3,505.00**

5/25/2016	Rate	Units	Hrs.	Item Cost
Supervisor	$30.00	1	10	$300.00
Driver	$25.00	2	10	$500.00
Mover	$25.00	6	10	$1,500.00
Installer	$25.00	2	10	$500.00
Transportation Van	$125.00	1		$125.00
Straight Truck	$25.00	2	10	$500.00
Fuel Surcharge	$40.00	2		$80.00
Move Furniture to Surplus - 8:00 AM		**Total Labor**		**$3,505.00**

5/26/2016	Rate	Units	Hrs.	Item Cost
Supervisor	$30.00	1	10	$300.00
Driver	$25.00	2	10	$500.00
Mover	$25.00	6	10	$1,500.00
Installer	$25.00	2	10	$500.00
Transportation Van	$125.00	1		$125.00
Straight Truck	$25.00	2	10	$500.00
Fuel Surcharge	$40.00	2		$80.00
Health Center and Individual Distribution - 8:00 AM		**Total Labor**		**$3,505.00**

5/26/2016	Rate	Units	Hrs.	Item Cost
Supervisor	$30.00	1	10	$300.00
Driver	$25.00	2	10	$500.00
Mover	$25.00	6	10	$1,500.00
Installer	$25.00	2	10	$500.00
Transportation Van	$125.00	1		$125.00
Straight Truck	$25.00	2	10	$500.00
Fuel Surcharge	$40.00	2		$80.00
Miscellaneous Clean Up - 8:00 AM		Total Labor		$3,505.00

Peripheral Services				Item Cost
$ 20,000	Full Replacement Valuation @ $8.00 per $1000	$	160.00	Will Advise
		Total Peripheral Charges		

Total Estimated Charge Summary	
Material & Equipment Charges	$1,977.50
Office Move	$17,525.00
Peripheral Services	$0.00
Total Estimated Relocation Charges	**$19,502.50**

SCOPE OF WORK

All of the services that are Included, Excluded or Open regarding your relocation are shown below. The actual charges represent items in the "Included" column. Please examine the list carefully and work with your account manager to make sure that you understand the services. should you require services outside of the following "Scope of Work:, additional charges may apply.

Move Services	Included	Excluded	Open
Move Packets: Personalized Labels & Signage		X	
Basic Liability $ 0.30 per pound per article	X		
Building Protection – Origin & Destination	X		
Project Manager Led Employee Meeting		X	
Custom Equipment Rental	X		
Packing Materials	X		
Pre Move Preparation		X	
Packing & Unpacking Labor - Lateral Filing Cabinets	X		
Desk Return & Hutch Disconnect & Reconnect	X		
Metal Shelving Disconnect & Reconnect	X		
Office Relocation	X		
Post Move Smooth Set	X		
Pick-Up and/or Delivery - Additional Location	X		
Clean Room Relocation - Post Move Broom Sweep of Origin	X		
Peripheral Services	**Included**	**Excluded**	**Open**
Fuel Surcharge	X		
$20,000 Full Replacement Valuation @ $8.00 per $1000 of Coverage			X
PC Disconnect & Reconnect		X	
Printer Disconnect & Reconnect		X	
Electronic Asset Disposal		X	
Cubicle Disconect & Reconnect	X		
Crate Construction Per Cubic Foot		X	
Large Wall Board Disconnect & Reconnect		X	
Appliance Service @ Origin & Destination		X	
Special Commodities Transportation - Long haul		X	
Storage		X	
Warehouse Handling In & Out		X	
Decommission - Furniture		X	

ARMSTRONG RELOCATION
& COMPANIES

PROPOSAL AGREEMENT — Total Charges $ 19,502.50

Proposal includes packing materials, instructions, delivery and pick-up charges as detailed above. Any additional change orders boxes, labels, deliveries, etc. are additionally billable at the rates stated in the Basis of All Charges.

Acceptance of Proposal

Agreed and accepted on this date per terms and condition outlined in the Scope of Work, Basis of All Charges, Actual Charges, Terms Agreement stated below and Insurance Coverage (s) and Claim Procedures on the following page.

Printed: _____ **Signed:** _____ **Date:** _____

Declaration of Valuation (PLEASE INITIAL Option)

OPTION 1: Basic Liability $ 0.30 per pound per article — Initial _____

OPTION 2: Full Replacement Valuation @ $ 8.00 per $1000 of coverage — Initial: _____

Declared Value: _____ **Signed:** _____ **Date:** _____

> If neither Option 1 or Option 2 is chosen claims will be settled at $ 0.30 per pound per article

Terms Agreement

All projects under $2,500.00 must be pre-paid or paid at the time of service. We will accept a credit card, and the final charges will be applied upon completion of the work, OR we can take a company check at the completion of the job.

COD – Collect on Delivery

OPTION 1: Company Check / *Certified Check / Money Order* for Estimated Bid Amount must be provided to Project Manager at time of arrival to job site. — Initial: _____

OPTION 2: *Credit Card*: VISA _____ M/C _____Discover_____AMEX_____ — Initial: _____

Card Number: _____ **Expiration Date:** _____

Cardholder's Name: _____ **Address:** _____

Pre-Payment

OPTION 1: *100% Pre-Payment* **Payment Date:** _____ Initial: _____

OPTION 2: 50% Down, Balance due 7 days after project completion — Initial: _____

Pre-Pay	$9,751.25	due upon contract signing.	**Pre-Payment Date:** _____
Project	$9,751.25	due 7 days after project completion	**Payment Date:** _____

Remaining Balance – Change Orders, if applicable, due upon receipt of final invoice.

Invoice Information / Apply for Credit _____ check here

Company Name: **Contact Name:**

Address:

City: **State:** **Zip:**

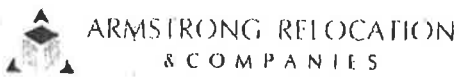
Phone: **Fax:**

Credit terms are all invoices are due upon receipt.

Terms Agreement Signature (Total Amount Due)

Please sign below indicating that you authorize Armstrong Relocation to provide moving services, and that you wish to pay with one of the three options provided.

Printed: **Signed:** **Date:**



Valuation Levels

Full-value protection (FVP) provides for protection of all Company-owned assets, up to the amount of coverage you declare. Depreciation is not a factor in determining the replacement value of the lost or damaged item. An additional charge of $8.00 per $1000.00 of coverage will apply for FVP coverage. The minimum declared value of your shipment must be at least $20,000 of coverage, and $10,000 for every $1000 of invoice. If no additional damage coverage is requested claims will be settled at $.30 per pound per article.

Loss & Damage TERMS AND CONDITIONS

1) Under no circumstances may the amount of a claim be withheld from any balance due.

2) Any item replaced under FVP option becomes the sole property of Armstrong Relocation.

3) All items submitted for claim settlement must be made available for inspection prior to claim resolution. All claims actions must be initiated within 30 days from the end of the job.

4) Property Damage must be documented on your delivery paperwork and reported within 24 hours of delivery.

5) Electronic items not functioning properly must show signs of exterior damage.

6) No items will be considered for replacement or reimbursement if Armstrong Relocation or its authorized representative(s) has repaired the item(s) prior to inspection.

7) Under no circumstances will claims be considered for employee-owned personal items moved by Armstrong Relocation.

8) All claims must be submitted on proper claim forms provided by Armstrong Relocation.

9) Armstrong Relocation will not be held liable for any damages to pressed board / particle board furniture during the process of disassembly, transportation or reassembly.

10) Final Invoice must be paid in full before any claim will be settled.

Signature: _____ **Date:** _____

Claims Procedure

1) To file a damage report, contact Jennifer Lyons at 281-664-2904 or email at jlyons@goarmstrong.com .

2) Jennifer Lyons will mail, email or fax a claim form for you to complete.

3) If appropriate, a repair firm will be assigned in order to perform an inspection prior to repairs and/or settlement.

Certificates of Insurance

Upon request, Armstrong Relocation will provide Certificates of Insurance outlining coverage amounts for automobile, general liability, and worker's compensation. Additional insurers may be named for no additional charge.

Change orders are documents that are signed when the terms of the original agreement are changed and additional charges are warranted. In the event something changes before or during the actual relocation that is outside the defined terms of this proposal, an Armstrong Job Supervisor will ask you to sign a change order. The change order will be completed with (a) the reason for the change order, (b) the applicable rates/charges, (c) the total amount of the change, and (d) his signature. Once you sign this properly executed change order, you are legally bound to pay the charges thereon. You will also receive a copy of the change order upon signing. Work cannot begin until this change order is executed.