

# TEXAS A&M ENGINEERING EXTENSION SERVICE

VENDOR

College Station, TX 77843-1477

Order Date:  
09/04/2017

## PURCHASE ORDER

Page: 01

INCLUDE P.O. NUMBER ON ALL  
CORRESPONDENCE AND PACKAGES

M890180

VENDOR GUARANTEES MERCHANDISE  
DELIVERED ON THIS ORDER WILL MEET  
OR EXCEED SPECIFICATIONS IN THE BID  
INVITATION.

ALL TERMS AND CONDITIONS SET  
FORTH IN THE BID INVITATION BECOME  
A PART OF THIS ORDER.

### Invoice To:

TX A&M ENGINEERING EXTEN SRVC  
TEEX FINANCIAL SERVICES  
PO BOX 40006  
COLLEGE STATION TX 77842-4006

### Vendor:

18304384891  
JOY PROMOTIONS INC  
8787 N STEMMONS FWY #220  
DALLAS, TX 75247

### Ship To:

TX A&M ENGINEERING EXTEN SRVC  
TEEX FINANCIAL SERVICES  
200 TECHNOLOGY WAY  
STE 2009  
8000 TAMU  
COLLEGE STATION TX 77845-8000

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE  
APPROVED BY THE TEXAS A&M DEPARTMENT OF PROCUREMENT SERVICES **PRIOR**  
TO SHIPPING.

PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED  
PAYMENT WILL BE DELAYED.

ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
MEY	<p>USER REF: 440000-0056</p> <p>THIS IS NOT AN ORDER. IT IS AN INFORMATIONAL COPY ONLY. ORDERS WILL BE PLACED INDIVIDUALLY ON AN AS NEEDED BASIS.</p> <p>BLANKET ORDER FOR ITEMS AS LISTED BELOW FOR THE PERIOD FROM SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2018. QUANTITIES ARE ESTIMATED ONLY AND DO NOT GUARANTEE PURCHASE. DELIVERY TO BE MADE AT TIMES AND IN QUANTITIES REQUESTED. UPON AWARD, ORDERS WILL BE PLACED ON AN AS NEEDED BASIS. ALL INVOICES MUST REFLECT PRICE(S) QUOTED AND MUST REFLECT THE PURCHASE ORDER NUMBER ISSUED BY TEXAS A&amp;M UNIVERSITY, PROCUREMENT SERVICES.</p> <p>ANY UNUSED QUANTITIES AS OF AUGUST 31, 2018 SHALL BE CONSIDERED CANCELLED.</p> <p>PRICES SHALL REMAIN FIRM THROUGH TIME FRAME LISTED ABOVE. SHOW UNIT PRICE ON EACH ITEM, AS QUANTITIES MAY BE INCREASED OR DECREASED, WITHIN REASONABLE LIMITS. IN CASE OF ERRORS IN PRICE EXTENSION, UNIT PRICE SHALL GOVERN.</p> <p>VENDOR NAME: DONNA G. CLEMONS</p> <p>VENDOR PHONE: 214-358-3099</p> <p>VENDOR FAX: 214-358-2699</p> <p>VENDOR EMAIL: DONNA@JOYPROMOTIONSINC.COM</p>				

FOB: DESTINATION FRT PREPAID AND ADD

Terms:

N 30

Texas A&M University cannot accept collect freight shipments.

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions or cancellations permitted without prior approval of the Texas A&M Department of Procurement Services.

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.

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST  
BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY:

This Order is not valid unless signed by the Purchasing Agent.

  
Purchasing Agent for  
TEXAS A&M ENGINEERING EXTENSION SERVICE  
Phone: 979-845-4570

# TEXAS A&M ENGINEERING EXTENSION SERVICE

VENDOR

College Station, TX 77843-1477

Order Date:  
09/04/2017

## PURCHASE ORDER

Page: 02

INCLUDE P.O. NUMBER ON ALL  
CORRESPONDENCE AND PACKAGES

M890180

VENDOR GUARANTEES MERCHANDISE  
DELIVERED ON THIS ORDER WILL MEET  
OR EXCEED SPECIFICATIONS IN THE BID  
INVITATION.

ALL TERMS AND CONDITIONS SET  
FORTH IN THE BID INVITATION BECOME  
A PART OF THIS ORDER.

### Invoice To:

TX A&M ENGINEERING EXTEN SRVC  
TEEX FINANCIAL SERVICES  
PO BOX 40006  
COLLEGE STATION TX 77842-4006

### Vendor:

18304384891  
JOY PROMOTIONS INC  
8787 N STEMMONS FWY #220  
DALLAS, TX 75247

### Ship To:

TX A&M ENGINEERING EXTEN SRVC  
TEEX FINANCIAL SERVICES  
200 TECHNOLOGY WAY  
STE 2009  
8000 TAMU  
COLLEGE STATION TX 77845-8000

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE  
APPROVED BY THE TEXAS A&M DEPARTMENT OF PROCUREMENT SERVICES **PRIOR**  
TO SHIPPING.

PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED  
PAYMENT WILL BE DELAYED.

ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
MEY	<p>RENEWAL:</p> <p>TEXAS A&amp;M UNIVERSITY RESERVES THE RIGHT TO RENEW THE AWARDED AGREEMENT FOR AN ADDITIONAL ONE (1) YEARS, ONE (1) YEAR AT A TIME, IF MUTUALLY AGREED UPON BY BOTH PARTIES WITH ALL TERMS AND CONDITIONS REMAINING FIRM.</p> <p>IF RENEWAL OPTION IS EXERCISED, THE VENDOR MAY INCREASE THE CONTRACT PRICE TO REFLECT INCREASES IN THE COST OF PROVIDING THE PRODUCT. VENDOR SHALL QUOTE THE MAXIMUM PERCENTAGE INCREASE FOR EACH EXTENSION PERIOD AS FOLLOWS:</p> <p>9/1/15 - 8/31/16: .01 % 9/1/16 - 8/31/17: .02 % 9/1/17 - 8/31/18: .03 % 9/1/18 - 8/31/19: .05 %</p> <p>CANCELLATION:</p> <p>TEXAS A&amp;M UNIVERSITY RESERVES THE RIGHT TO CANCELLATION, WITHOUT PENALTY, DUE TO NON-PERFORMANCE.</p> <p>ANY ORDER IS SUBJECT TO CANCELLATION, WITHOUT PENALTY, EITHER IN WHOLE OR IN PART, IF FUNDS ARE NOT APPROPRIATED.</p> <p>TEXAS A&amp;M UNIVERSITY RESERVES THE RIGHT TO CANCELLATION WITH THIRTY (30) DAYS WRITTEN NOTICE.</p> <p>ADDITIONAL INFORMATION:</p>				

FOB: DESTINATION FRT PREPAID AND ADD

Terms:

N 30

Texas A&M University cannot accept collect freight shipments.

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions or cancellations permitted without prior approval of the Texas A&M Department of Procurement Services.

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.

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST  
BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY:

This Order is not valid unless signed by the Purchasing Agent.



Purchasing Agent for  
TEXAS A&M ENGINEERING EXTENSION SERVICE  
Phone: 979-845-4570



# TEXAS A&M ENGINEERING EXTENSION SERVICE

VENDOR

College Station, TX 77843-1477

Order Date:  
09/04/2017

## PURCHASE ORDER

Page: 03

INCLUDE P.O. NUMBER ON ALL  
CORRESPONDENCE AND PACKAGES

M890180

VENDOR GUARANTEES MERCHANDISE  
DELIVERED ON THIS ORDER WILL MEET  
OR EXCEED SPECIFICATIONS IN THE BID  
INVITATION.

ALL TERMS AND CONDITIONS SET  
FORTH IN THE BID INVITATION BECOME  
A PART OF THIS ORDER.

### Invoice To:

TX A&M ENGINEERING EXTEN SRVC  
TEEX FINANCIAL SERVICES  
PO BOX 40006  
COLLEGE STATION TX 77842-4006

### Ship To:

TX A&M ENGINEERING EXTEN SRVC  
TEEX FINANCIAL SERVICES  
200 TECHNOLOGY WAY  
STE 2009  
8000 TAMU  
COLLEGE STATION TX 77845-8000

### Vendor:

18304384891  
JOY PROMOTIONS INC  
8787 N STEMMONS FWY #220  
DALLAS, TX 75247

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE  
APPROVED BY THE TEXAS A&M DEPARTMENT OF PROCUREMENT SERVICES **PRIOR**  
TO SHIPPING.

PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED  
PAYMENT WILL BE DELAYED.

ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	<p>ORDERS WILL BE PLACED UP TO 10,000 INCREMENTS AS FUNDS ARE AVAILABLE ON A QUARTERLY BASIS.</p> <p>INITIAL ORDER WILL BE PLACED UPON AWARD OF AGREEMENT.</p> <p>PREFERENCE IS TO HAVE UNITS SHIPPED IN GROUPS OF 25 BUT PLEASE INDICATE ANY COST SAVINGS IF PACKAGED IN A GROUP OF DIFFERENT AMOUNTS, i.e. GROUPS OF 50; 75; 100 OR MORE.</p> <p>RETRACTABLE PEN/HIGHLIGHTER IN ONE. PRODUCT NUMBER: 55551 GEMINI PEN HIGHLIGHTER COMBO</p> <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> <li>- MECHANISM: PLUNGER-ACTION PEN AND TWO-PIECE HIGHLIGHTER</li> <li>- PRODUCT SIZE: 6-1/8"L x 7/16"DIAMETER</li> <li>- PEN BODY COVER/COLOR: SILVER</li> <li>- YELLOW HIGHLIGHTER</li> <li>- PEN INK: MEDIUM POINT BLACK</li> <li>- IMPRINTED: BACK SIDE OF BARREL; APPROX- IMATELY 1-1/2"W x 1/2"H.</li> <li>- IMPRINT COLOR: ONE COLOR</li> <li>- IMPRINT FONT SIZE: 6 POINT</li> <li>- MINIMUM LINE WEIGHT: .75</li> </ul> <p>DEPARTMENT WILL FURNISH ARTWORK FOR THE IMPRINT LOGO.</p> <p>PLEASE INDICATE ORDER QUANTITY MINIMUM HERE-IN: 10,000</p>	50,000	EA	0.510	25,500.00

MEY

FOB: DESTINATION FRT PREPAID AND ADD

Terms:

N 30

Texas A&M University cannot accept collect freight shipments.

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions or cancellations permitted without prior approval of the Texas A&M Department of Procurement Services.

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.

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST  
BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY:

This Order is not valid unless signed by the Purchasing Agent.



Purchasing Agent for  
TEXAS A&M ENGINEERING EXTENSION SERVICE  
Phone: 979-845-4570

# TEXAS A&M ENGINEERING EXTENSION SERVICE

VENDOR

College Station, TX 77843-1477

Order Date:  
09/04/2017

## PURCHASE ORDER

Page: 04

INCLUDE P.O. NUMBER ON ALL  
CORRESPONDENCE AND PACKAGES

M890180

VENDOR GUARANTEES MERCHANDISE  
DELIVERED ON THIS ORDER WILL MEET  
OR EXCEED SPECIFICATIONS IN THE BID  
INVITATION.

ALL TERMS AND CONDITIONS SET  
FORTH IN THE BID INVITATION BECOME  
A PART OF THIS ORDER.

### Vendor:

18304384891  
JOY PROMOTIONS INC  
8787 N STEMMONS FWY #220  
DALLAS, TX 75247

### Invoice To:

TX A&M ENGINEERING EXTEN SRVC  
TEEX FINANCIAL SERVICES  
PO BOX 40006  
COLLEGE STATION TX 77842-4006

### Ship To:

TX A&M ENGINEERING EXTEN SRVC  
TEEX FINANCIAL SERVICES  
200 TECHNOLOGY WAY  
STE 2009  
8000 TAMU  
COLLEGE STATION TX 77845-8000

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE  
APPROVED BY THE TEXAS A&M DEPARTMENT OF PROCUREMENT SERVICES **PRIOR**  
TO SHIPPING.

PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED  
PAYMENT WILL BE DELAYED.

ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
				TOTAL	25,500.00
	VENDOR REF: DONNA CLEMONS PHONE: 214-358-3099				
MEY					

FOB: DESTINATION FRT PREPAID AND ADD

Terms:

N 30

Texas A&M University cannot accept collect freight shipments.

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions or cancellations permitted without prior approval of the Texas A&M Department of Procurement Services.

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.

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST  
BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY:

This Order is not valid unless signed by the Purchasing Agent.



Purchasing Agent for  
TEXAS A&M ENGINEERING EXTENSION SERVICE  
Phone: 979-845-4570



## Texas A&M Engineering Extension Service

### SUPPLIER INFORMATION FORM (must be completed annually)

**Supplier Diversity Program:** TEEX is committed to developing mutually advantageous business relationships with diverse suppliers. We seek the best-valued, highest quality products and services by encouraging competition among all suppliers equally. Diversity brings strength, flexibility and innovation to our supply base, and our efforts benefit our customers and the communities in which we live and work.

Once this form is on file, the dollars that TEEX spends with your business can be included in our Supplier Diversity Program. Also, your company information will then be included on the Supplier Diversity Resource Lists that are distributed to all TEEX buyers. Please complete all applicable information.

Contact Terri Sager at [terri.sager@teex.tamu.edu](mailto:terri.sager@teex.tamu.edu) or 979-458-6849 with questions. Thank you!

**Company Name (and DBA if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/St/Zip** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Web site:** \_\_\_\_\_ **Ph #:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_ **DUNS#:** \_\_\_\_\_

Type of Ownership: ☐ Proprietorship ☐ Corporation ☐ Subsidiary ☐ Affiliation  
☐ Partnership ☐ Division ☐ Franchise ☐ Foreign  
☐ Non-Profit Organization ☐ Other: \_\_\_\_\_

**For the type of products/services that your organization supplies to TEEX, please provide the North American Industrial Code(s) (NAICS)\* applicable and circle the corresponding Small (S) or Large (L) Business for each with authorized signature.**

Please note: Federal regulations exclude wholesale and retail NAICS codes (begin with 42, 44 or 45) from program goals, so, if your business falls under one of these codes, regulations instruct you to choose a corresponding manufacturing code beginning with 31, 32 or 33 that best describes the product or service that you supply to TEEX. All other categories and codes are fine to use.

NAICS Code \_\_\_\_\_ ➡ Circle Business Size: (S) or (L) ➡ Authorized Signature \_\_\_\_\_

NAICS Code \_\_\_\_\_ ➡ Circle Business Size: (S) or (L) ➡ Authorized Signature \_\_\_\_\_

NAICS Code \_\_\_\_\_ ➡ Circle Business Size: (S) or (L) ➡ Authorized Signature \_\_\_\_\_

NAICS / Size Standards Tool: <http://www.sba.gov/tools/size-standards-tool?ms=fp>

**Very Important! PLEASE CHECK ALL CATEGORIES BELOW THAT APPLY TO YOUR BUSINESS:**

- \_\_\_\_\_ Disadvantaged Business
- \_\_\_\_\_ 8(a) Certified by SBA: Cert. Expiration Date: \_\_\_\_\_
- \_\_\_\_\_ Certified by SBA as a HUBZone Small Business
- \_\_\_\_\_ Certified by the State of Texas as a Texas HUB
- \_\_\_\_\_ Woman Owned
- \_\_\_\_\_ Veteran Owned
- \_\_\_\_\_ Service Disabled Veteran Owned
- \_\_\_\_\_ Minority Business Enterprise (MBE)
- \_\_\_\_\_ Woman Business Enterprise (WBE)
- \_\_\_\_\_ Historically Black College/University (HBCU) or Minority Institution (MI)
- \_\_\_\_\_ Alaskan Native Corporation (ANC)
- \_\_\_\_\_ Indian Tribe
- \_\_\_\_\_ Other: Specify \_\_\_\_\_

You may wish to review the definitions for the above categories in the Federal Acquisition Regulation (FAR) 19.7 or 52.219-8. If you have difficulty ascertaining your size status, please refer to SBA's website at [www.sba.gov/size](http://www.sba.gov/size) or contact your local Small Business office.

Under 15 U.S.C. 645 (d), any person who misrepresents its size status shall (1) be punished by a fine, imprisonment, or both; 2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

\* NAICS codes ( <http://www.census.gov/eos/www/naics/> ) are needed for the **Summary Subcontract Report** breakout report that the prime contractor is required to submit to the Government annually pursuant to the Federal Acquisition Regulation (FAR) clause at 52.219-9(I)(2)(iii).

\_\_\_\_\_  
(Signature of a Company Officer)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Please return to: [terri.sager@teex.tamu.edu](mailto:terri.sager@teex.tamu.edu) Or fax to: 979-458-6838

Or mail to: 200 Technology Way, College Station, TX 77845 Attn: Terri Sager



# Texas A&M Engineering Extension Service

## SUPPLIER INFORMATION FORM (SIF) for Requisitions/POs

The information supplied on this form is for the TEEX Federal Supplier Diversity Program goals only.

The North American Industry Classification System (NAICS) is for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The SBA (Small Business Administration) uses NAICS as a basis for its size standards which represent the largest size that a business or supplier may be to remain classified as a small business concern.

For more information please go to the NAICS/Size Standards Tool at: <http://www.sba.gov/tools/size-standards-tool?ms=fp>

This section is to be completed by the buyer

Requisition/PO #: \_\_\_\_\_

NAICS Code: \_\_\_\_\_ (assigned by buyer) (cannot begin with 42, 44, or 45)

Size Standard: \_\_\_\_\_ (for assigned NAICS Code)

(This is the largest size that a business (including its subsidiaries and affiliates) may be to remain classified as a small business)

Name (to which funds will be payable): \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

According to the Size Standard above, please indicate your business size: Small \_\_\_\_\_ Large \_\_\_\_\_

Also, please check all categories below that apply:

\_\_\_\_\_ Small Disadvantaged Business Supplier

\_\_\_\_\_ Woman Owned Supplier

\_\_\_\_\_ Veteran Owned Supplier

\_\_\_\_\_ Service Disabled Veteran Owned Supplier

\_\_\_\_\_ Certified by SBA as a HUBZone Small Business

\_\_\_\_\_ Historically Black College/University (HBCU) or Minority Institution (MI)

\_\_\_\_\_ Alaskan Native Corporation (ANC)

\_\_\_\_\_ Indian Tribe

\_\_\_\_\_ Other: Specify \_\_\_\_\_

You may wish to review the definitions for the above categories in the Federal Acquisition Regulation (FAR) 19.7 or 52.219-8. If you have difficulty ascertaining your size status, please refer to SBA's website at [www.sba.gov/size](http://www.sba.gov/size) or contact your local Small Business office.

Under 15 U.S.C. 645 (d), any person who misrepresents its size status shall (1) be punished by a fine, imprisonment, or both; 2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Please contact Terri Sager at [terri.sager@teex.tamu.edu](mailto:terri.sager@teex.tamu.edu) or 979-458-6849 with questions. Thank you!

\_\_\_\_\_  
(Signature of Company Owner/Officer)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Please return this form with your bid response. Fax #: 979-845-3800