This Master Order shall be effective as of **September 1, 2019** and pertains to all goods and/or services covered by Texas A&M University Aggie Buy Contract # **C20201216**

This document is **NOT** considered as an order to ship from. Individual orders and/or requests for services as a result of this Master Order shall be requested on an as needed basis.

1. **Vendor shall provide goods and/or services as designated on the detailed specifications page that follows, plus the terms and conditions as stated in Request for Proposal# RFP TEEX 19-0030, and any addenda thereto, are all made a part hereof and collectively evidence and constitute Texas A&M University Aggie Buy Contract # **C20201216****

2. **Delivery Information:**

   Texas A&M Engineering Extension Services Digital Printing Services
   Attn: Derek Seim; derek.seim@teex.tamu.edu
   3100 Riverside Parkway, Building 7240
   College Station, Texas 77803

3. **Payment:** Payment shall be made within thirty (30) days after acceptance of goods and/or services and receipt of invoice, whichever is later. Vendor shall submit one copy of an itemized invoice referencing the Aggie Buy Contract number and any departmental issued purchase order number. Owner will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice.

4. **Term:** The term of the Master Order shall be from **September 1, 2019 through August 31, 2021**. This master order may be renewed for an additional three (3) years, one (1) year at a time, if mutually agreed to in writing by both parties.

5. **Insurance:** Vendor shall provide the Texas A&M Purchasing Agent listed below certificates of insurance as required in the specifications prior to performing work on campus.

6. **Freight Terms:** **FOB Destination, Freight Prepaid and Allowed**

7. **Changes:** Any changes to the Master Order must be made in writing by the Texas A&M Purchasing Agent as listed below.

8. **Tax Exemption:** The State of Texas is exempt from all Federal Excise Taxes. Texas A&M University is exempt from state and municipal sales taxes under Texas Tax Code, Chapters 151 and 321, et. seq., for all purchases made for the exclusive use of Texas A&M.

9. The laws of the State of Texas shall govern this Master Order.

**Buyer Name: Cherise Toler**
**Phone:** 979-845-5887
**E-mail:** ctolef@tamu.edu

By: [Signature]
Purchasing Agent for Texas A&M University
This is not an order. It is an informational copy only. Orders will be placed individually on an as needed basis.

**PAR Requirements for Self –Performing Vendors**

The HUB Subcontracting Plan (HSP) submitted with the bid response shall become a provision of the purchase order. The vendor cannot change a subcontracting plan prior to its incorporation into the purchase order. TAC 20.14 (5). Per the Texas Administrative Code Chapter 20.14, Texas A&M requires the following:

- Vendors self-performing must submit a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR) to Texas A&M University on a monthly basis. The vendor will maintain business records documenting its compliance with the approved HSP and will submit a PAR to the Texas A&M Department of Procurement Services no later than the 5th calendar day of the month until the purchase order has been paid in full. TAC 20.14 (d). All PAR’s shall be sent via e-mail to the following address: hubprogram@tamu.edu. Payment requests submitted without the PAR will not be processed.
- Changes may not be made to the HSP without prior review and approval from the Texas A&M Department of Procurement Services. The vendor shall submit to the TAMU point of contact provided below a revised HSP if determined subcontracting will be necessary.

If the selected vendor subcontracts any of the work without complying with TAC 20.14 and without prior approval from the Texas A&M Department of Procurement Services, the vendor will be deemed to have breached the purchase order and be subject to any remedial actions provided by Texas Government Code, Chapter 2161, state law and TAC 20.14 (6). Texas A&M will report nonperformance relative to its purchase order to Texas Procurement and Support Services in accordance with TAC 20.105, Subchapter F relating to the Vendor Performance and Debarment Program.

**Texas A&M Point of Contact**

HUB Coordinator: Cindy Gillar  
Phone – 979-845-9010  
E-mail – c-gillar@tamu.edu

A copy of the PAR can also be found at the following link: [http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/](http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/)

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Blanket Order, Pool of Vendors for Offset Printing and Copying Services for the Texas A&M Engineering Extension Services (TEEX) Digital Printing Services Department in College Station, TX as per the terms and conditions of RFP TEEX #19-0030 for the period of September 1 2019 through August 31, 2021.

Successful vendors placed within the pool will have met the specifications of the bid request as set by Texas A&M/TEEX Digital Printing Services. The awarding of individual jobs will be based on the best value criteria and prices listed here-in and indicated through RFP TEEX 19-0030, and the ability of the vendor to meet specific delivery dates and/or specific needs. All invoices must reference prices as quoted herein.

Quantities listed are estimates only and in no way constitute a guarantee of purchase.

Any unused quantities as of August 31, 2021 shall be considered cancelled.

Texas A&M reserves the right to contact additional service providers if contracted vendor cannot provide needed service.

**RENEWAL:**

Texas A&M University reserves the right to renew the awarded agreement for an additional three (3) years, one (1) year at a time, if mutually agreed upon by both parties with all terms and conditions remaining firm. If renewal option is exercised, the vendor may increase the contract price to reflect increases in the cost of providing the product.

**CANCELLATION:**

Any order is subject to cancellation, without penalty either, in whole or in part, if funds are not appropriated.

Texas A&M reserves the right to immediate cancellation due to non-performance.
Texas A&M University reserves the right to cancellation with thirty (30) days written notice.

**PAYMENT:**
Shall be Net 30 after receipt of invoice and product and final acceptance has been made. Final acceptance is to be approved by the department contact or their designee.

**INSURANCE REQUIREMENTS:**
Vendor shall provide proof of insurance in the amounts listed on Attachment A. No services shall be rendered until insurance certificate has been received and approved.

Such insurance shall remain in force for the duration of the agreement. The successful vendor shall have the responsibility of updating the certificate of insurance with Procurement Services.

**ADDITIONAL VENDORS:**
Texas A&M University/Texas Engineering Extension Service does not guarantee that members of the pool will be utilized and reserves the right to go outside of the pool for services if the needs of the University cannot be met by the pool.

Texas A&M University/Texas Engineering Extension Services reserves the right to add additional vendors to the pool, once the pool has been established. Vendors will be required to provide a proposal response and be approved in order to be added to the pool.

**ADDITIONAL ITEMS:**
Texas A&M/TEEX reserves the right to add additional printing and/or copy services during the term of the agreement.

**SHIPPING/DELIVERY:**
Pricing to include delivery to all College Station components as specified. Pricing shall include delivery to the TEEX Digital Printing Services department, located at Building #7240 on the Texas A&M Riverside Campus. The physical address is 3100 Hwy 47, Building #7240 (Corner of B and 6th St.), Bryan, TX 77807. Most common delivery times will be between 8:00 a.m. to 5:00 p.m., Monday through Friday.

Some jobs will require that pieces be drop shipped to locations throughout Texas, the United States and internationally. Vendors to indicate which shipping service will potentially be used to drop ship items. Freight shall be F.O.B Destination pre-paid and add to the invoice. At the time order is placed an estimate for freight will be required.

Jobs must be packaged as indicated in the following information. If no packaging specifications are indicated, package according to normal standards. Boxes must be 17.5 x 11.25 x 10.75 with a 95-pound weight limit, or 8.75 x 11.25 x 11.25 with a 65# weight limit. Comparable packaging must be indicated by the vendor.

Vendor must deliver the exact quantity indicated on each respective order. Under-runs will not be accepted. Over-runs will be accepted, but will not be charged by the vendor unless prior approval is given by TEEX Digital Printing Services.

**PERFORMANCE AND PAYMENT BOND**
At this time, the performance and payment bond is not required. Texas A&M – TEEX reserves the right to request either bond if deemed necessary during the contract period as well as any extensions.

**SPECIFICATIONS:**

**RUSH JOBS:**
Successful vendor must have capabilities to occasionally respond to rush jobs at no additional cost to TEEX. The agency experiences approximately 7-10 offset printing jobs each month.

**PROOFS:**
High-resolution digital proofs (or equivalent) must be provided for offset printing jobs. For 4-color jobs, these high-resolution digital proofs (or equivalent) will be used in determining color accuracy prior to going to press and once the final product has been received. Bluelines may be required for jobs upon request. Vendor must account for the delivery of proofs when determining if it can meet the specified turnaround times.
CUSTOMER SERVICE REPRESENTATIVE
Successful vendor will provide TEEX with two (2) designated customer service representatives, with one serving as the primary contact. Customer service representatives should be available 24 hours per day, 7 days a week by cell phone and/or pager in order to accommodate rush jobs.

PAPER PRODUCTS, STOCK AND INK
Each printing service shall require paper products and supplies that shall be furnished by the proposer. For each type of service, TEEX will make the selection of paper/stock to be utilized and shall approve the paper/stock to be used. If a specific paper/stock is not requested, vendor must indicate which brand of paper/stock they intend to use in producing the work as specified.

Proposers must list the brands and type of paper/stock that they have available and/or have access to obtain. Line item listings of products are acceptable. Samples of the papers/inks offered for the services must be provided to TEEX by proposers selected to be in the pool of providers. Updates to the samples will be the responsibility of the vendor.

PROPRIETARY JOBS
The offset digital printing and copying jobs entailed in this Request for Proposal are proprietary in nature and may not be reproduced or distributed without the expressed, written consent of Texas A&M / TEEX Digital Printing Services.

QUALITY OF WORK
TEEX will be the sole judge of acceptable quality orders. If work falls below an acceptable standard, vendor will be notified and given an opportunity to correct problems. Failure to do so may result in cancellation.

CHANGES IN WORK
On occasion, TEEX may request a modification or change in the work. At the time of change in terms of quantity, inks, paper stock and/or finishing, proposer shall indicate the difference in price. All customer alteration charges must be approved by TEEX before a job can proceed. Outside of changes to the original job in terms of quantity, inks, paper stock and/or finishing, the proposer must provide a price schedule of potential customer alteration charges to include at least the output of new film and production of new plates for offset printing.

EXTENDING PRICING
Vendors are requested to extend all pricing, terms and conditions of the agreement to all Texas A&M University System components. These are attached as Appendix A.

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**Wide Format & Signage Services**

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<th>24”x36” PVC 3mm Board Posters, Solvent printed on vinyl, mounted, trimmed to size</th>
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<tbody>
<tr>
<td>Black</td>
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<thead>
<tr>
<th></th>
<th>13 oz. Banner (Single Sided) price per square foot with solvent ink</th>
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<td>Per sq. ft.</td>
<td>Minimum charge</td>
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<tr>
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<th>15 oz. Banner (Double Sided) price per square foot with solvent ink</th>
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<td>Per sq. ft.</td>
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<tr>
<th></th>
<th>Mesh Banner (Single Sided) price per square foot with solvent ink</th>
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<td>Per sq. ft.</td>
<td>Minimum charge</td>
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<tr>
<td>35</td>
<td>(35) Grommets – price per</td>
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<td>36</td>
<td>(36) Pole Pockets – price per</td>
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<td>37</td>
<td>(37) Hemming – price per</td>
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<td>38</td>
<td>(38) Wind Slits – price per</td>
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<tr>
<td>29</td>
<td>(29) Laminating (per square foot)</td>
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<td></td>
<td>Up to 24”</td>
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<td></td>
<td>25” – 53” – Gloss</td>
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<td>25” – 49” – Stain</td>
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<td></td>
<td>Dry Erase</td>
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<tr>
<td>30</td>
<td>(30) Trimming (per laminated Piece – depending on size)</td>
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<tr>
<td>31</td>
<td>(31) Mounting (Provided print for mounting)</td>
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<tr>
<td></td>
<td>¼” White Foam Core</td>
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<td>½” Black Foam Core</td>
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<tr>
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<td>½” Black Foam Core</td>
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<tr>
<td>32</td>
<td>(32) Wide Format Color</td>
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<td></td>
<td>Presentation bond (per sq. ft.)</td>
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<tr>
<td></td>
<td>Photo Gloss (per sq. ft.)</td>
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<tr>
<td></td>
<td>Canvas or Vinyl (per sq. ft.)</td>
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<td>33</td>
<td>(33) Engineering Copies – Bond</td>
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<td>18” x 24”</td>
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<td>24” x 36”</td>
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<td>30” x 42”</td>
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<td>(34) Vinyl or Clear Cover</td>
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<td>8.5”x11”</td>
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<td>(36) Hand Folding (per piece)</td>
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<td>Engineering Scans up to 36” wide</td>
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