This Master Order shall be effective as of September 01, 2019 and pertains to all goods and/or services covered by Texas A&M University AggieBuy Contract # C20201040. 

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 Attachment A, specifications, terms and conditions as stated in Invitation-to-Bid # PRI19108034, and any addenda thereto, are all made a part hereof and collectively evidence and constitute Texas A&M University AggieBuy Contract # C20201040.

2. Delivery Information:

   Texas A&M University  
   Attn: Shelley Wedemeier  
   Office of the Commandant  
   Military Science Bldg.  
   College Station, TX 77843-1227  
   979-458-1708

3. 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 AggieBuy 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 this Master Order shall be from September 01, 2019 through August 31, 2020. This Master Order may be renewed for up to four (4) additional year(s); one (1) year at a time; if mutually agreed to in writing by both parties.

5. Escalation:  
   9/1/20 – 8/31/21:  3%  
   9/1/21 – 8/31/22:  3%  
   9/1/22 – 8/31/23:  3%  
   9/1/23 – 8/31/24:  3%

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

7. 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.

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

Marla E. Young  
979-845-2139  
meyoung@tamu.edu

By:  
Purchasing Agent for  
Texas A&M University
Attachment A  
C20201040  
Brochure Mailings

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item &amp; Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extension</th>
<th>Delivery (Days)</th>
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</thead>
</table>

This is not an order. It is an informational copy only. Orders will be placed individually on an as needed basis.

Master agreement to provide Mailing Services for advertising campaign for the Office of the Commandant at Texas A&M University, College Station, TX for the period of September 1, 2019 through August 31, 2020.

Quantities are estimated only and do not guarantee purchase. 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.

Delivery to be made at times and in quantities as requested by the department.

Any unused quantities as of August 31, 2020 shall be considered cancelled.

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.

Vendor Contact:  Brandon Warlick  
Vendor Phone #:  979-821-2588  
Vendor Cell #:  979-218-4372  
Vendor Email:  bwarlick@xpedientmail.com

Renewal:

Texas A&M University reserves the right to renew the awarded agreement for an additional four (4) 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. Vendor shall quote a maximum percentage increase for each extension period as follows:
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<th>Unit Price</th>
<th>Extension</th>
<th>Delivery (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/1/20 – 8/31/21: 3%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>9/1/21 – 8/31/22: 3%</td>
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<tr>
<td></td>
<td>9/1/22 – 8/31/23: 3%</td>
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</tr>
<tr>
<td></td>
<td>9/1/23 – 8/31/24: 3%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Cancellation:**

Texas A&M University reserves the right to cancellation, without penalty, due to non-performance.

Any order 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.

Texas A&M reserves the right to cancellation by providing a thirty (30) day written notice.

**Scope of Request:**

The advertising campaign shall consist of two types of direct mailings to prospective cadets for the Texas A&M Corps of Cadets.

- Large Brochure
  - *Time for the Corps (8.2 x 11)
  - *Why the Corps (7 x 8.5)
- Small Brochure
  - *Spend the Night with the Corps (3.5 x 8.5)
  - *Spend the Day with the Corps (3.5 x 8.5)

The Large & Small Brochure will require the following:

- Read and Convert Files
- CASS Certification (Coding Accuracy Support System) – verification status of address list
- National Change of Address – Address standardization and Zip + 4
- Print personalized laser letter on letter head provided by Corps Recruiting
- Provide 9 x 12 envelopes. Will require printed labels with black ink. Return address & recipient address is to be printed by vendor on to mailing labels and applied to the envelope
- Hand match and insert letters, brochure
- Meter postage and seal envelopes
- Prepare postal documents

Actual postage is charged to the Corps Recruiting Office through metered mail. The vendor delivers the mailing to the College Station Post Office and TAMU is billed through our University Mail Service Account.
| Item # | Item & Description                                                                 | Qty  | Unit | Unit Price | Extension | Delivery (Days) |
|--------|------------------------------------------------------------------------------------|------|------|------------|-----------|----------------|}
|        | The USPS mail class is bulk mail rate.                                             |      |      |            |           |                |
|        | There will be approximately thirty (30) mailings.                                 |      |      |            |           |                |
|        | All brochures will be provided to the vendor already printed. Successful vendor   |      |      |            |           |                |
|        | will just need to insert letter, printed by successful vendor, on letterhead       |      |      |            |           |                |
|        | provided by TAMU.                                                                  |      |      |            |           |                |
|        | Overall process requires the successful vendor to process a quantity of 45,000     |      |      |            |           |                |
|        | large brochures (Time for the Corps – 40,000 & Why the Corps – 5,000) & 25,000    |      |      |            |           |                |
|        | small brochures (10,000 Spend the Night with the Corps & 15,000 – Spend the Day   |      |      |            |           |                |
|        | with the Corps).                                                                   |      |      |            |           |                |
| 1.     | Large Brochures                                                                    | 45000| EA   | 0.33       | 14,400.00 |                |
| 2.     | Small Brochures                                                                    | 6000 | EA   | 0.12       | 720.00    |                |
|        | TOTAL                                                                             |      |      |            |           | 15,120.00      |
June 5, 2019

TAMU Corps of Cadets
ATTN: Teresa Becka
Corps Recruiting Office | Office of the Commandant | Division of Student Affairs
1400 TAMU | College Station, TX 77843-1400

Scope of Request:

The advertising campaign shall consist of two types of direct mailings to prospective cadets for the Texas A&M Corps of Cadets.

- Large Brochure  o  Corps of Cadets (8.2 x 11)
- Small Brochure  o  Spend the Night with the Corps (3.5 x 8.5) and Miscellaneous mailings

The Large & Small Brochure will require the following:
- Read and Convert files
- CASS Certification (Coding Accuracy Support System) – verification status of address list
- National Change of Address – Address standardization and Zip + 4
- Print personalized laser letter on letter head provided by Corps Recruiting
- Provide 9 x 12 envelopes. Return address, recipient address & TAMU Permit is to be printed by vendor on to the envelope.
- Blind match and insert letters, brochure
- Seal envelopes
- Prepare postal documents

Actual postage is charged to the Corps Recruiting Office through applied Permit. The vendor delivers the mailing to the College Station Post Office and TAMU is billed through our University Mail Service Account.

The USPS mail class is bulk mail rate.
There will be approximately thirty (30) mailings.
All brochures will be provided to the vendor already printed. The vendor will just need to insert letter, printed by successful vendor, on letterhead provided by TAMU.
Overall process requires the vendor to process a quantity of 45,000 large and 6,000 small brochures.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty.</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Ext Price</th>
<th>Delivery (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Large Brochures</td>
<td>45000</td>
<td>EA</td>
<td>0.32</td>
<td>14400.00</td>
<td>7</td>
</tr>
<tr>
<td>2.</td>
<td>Small Brochures</td>
<td>6000</td>
<td>EA</td>
<td>0.12</td>
<td>720.00</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15120.00</td>
<td></td>
</tr>
</tbody>
</table>

Vendor Contact: Brandon Warlick
Vendor Phone #: 979-821-2588
Vendor Cell #: 979-238-6372
Vendor Email: bwarlick@xpeditemail.com

2115 W. Briargate Dr • Bryan, Texas 77802
www.xpeditemail.com
(979) 821-2588
Good morning Brandon –

I have attached the Master Contract for the brochure mailing for the Office of the Commandant.

This contract shall be valid from September 1, 2019 through August 31, 2020 with four (4) renewals, one (1) year at a time if both parties agree.

If you should have additional questions or if I can be of further assistance, please do not hesitate to contact me.

Thank you.

Marla E. Young
Buyer
Procurement Services
Texas A&M University
meyoung@tamu.edu

P.O. Box 30013 | College Station, TX 77843-3013
Tel. 979-845-2139 | Fax 979-862-3383
http://purchasing.tamu.edu

Sourcing for Success!

“People are often unreasonable and self-centered. Forgive them anyway.
If you are kind, people may accuse you of ulterior motives. Be kind anyway. If you are honest, people may cheat you. Be honest anyway.
If you find happiness, people may be jealous. Be happy anyway.
The good you do today may be forgotten tomorrow.
Do good. Give the world the best you have and it may never be enough. Give your best anyway.
For you see, in the end, it is between you and God. It was never between you and them anyway”

Mother Teresa of Calcutta
<table>
<thead>
<tr>
<th>Terms:</th>
<th>Net 30</th>
<th>Terms:</th>
<th>Terms:</th>
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<tbody>
<tr>
<td>FOB:</td>
<td>Dest</td>
<td>FOB:</td>
<td>FOB:</td>
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<tr>
<td>Delivery:</td>
<td>7 Days / ARO</td>
<td>Delivery:</td>
<td>Delivery:</td>
</tr>
<tr>
<td>Quoted By:</td>
<td>Brandon Warlick</td>
<td>Quoted By:</td>
<td>Quoted By:</td>
</tr>
<tr>
<td>ID#:</td>
<td></td>
<td>ID#:</td>
<td>ID#:</td>
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<tr>
<td>HUB:</td>
<td></td>
<td>HUB:</td>
<td>HUB:</td>
</tr>
</tbody>
</table>

1. 45,000 x $0.32 = $14,400.00
2. 6,000 x $0.12 = $720.00

Total: $15,120.00
**Detailed Bid Specifications**  
**Reference:** TAMU PR119108034  
**Mailing Services**

<table>
<thead>
<tr>
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<th>Delivery (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Texas A&amp;M University, Corps of Cadets Recruiting Office is seeking pricing at a Master Contract for the period of September 1, 2019 through August 31, 2020 for Mailing Services for advertising campaign as per the following specifications:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>Quantities are estimated only and do not guarantee purchase. 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.</td>
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<tr>
<td></td>
<td>Delivery to be made at times and in quantities as requested by the department.</td>
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<td></td>
<td>Any unused quantities as of August 31, 2020 shall be considered cancelled.</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|        | Vendor Contact: **Brandon Worlick**  
Vendor Phone #: **979-821-2588**  
Vendor Fax #: **-**  
Vendor Email: **bworldick@expedieml.com**  
Vendor Signature: **Brandon Worlick**  
Renewal: **-**  
Texas A&M University reserves the right to renew the awarded agreement for an additional four (4) years, one (1) year at a time, if mutually agreed upon by both parties with all terms and conditions remaining firm.  
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<td></td>
</tr>
<tr>
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<td>3 %</td>
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<td></td>
</tr>
<tr>
<td>9/1/23 – 8/31/24:</td>
<td>3 %</td>
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</tbody>
</table>

Please note: if bidder fails to indicate a maximum percentage increase, it will be assumed the percentage is zero (0%).

Cancellation:

Texas A&M University reserves the right to cancellation, without penalty, due to non-performance.

Upon award, any order 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.

Texas A&M reserves the right to cancellation by providing a thirty (30) day written notice.

Award Criteria:

The award shall be made based on the following "Best Value Criteria". Texas A&M reserves the right to consider the following and any other factor deemed necessary to evaluate the offer and determine the "Best Value" for the University.

- Vendor’s ability to meet the minimum specifications;
- Delivery requirement;
- Experience/past experience with vendor;
- The quality, availability and adaptability of equipment offered to required application.
- Quality of performance of previous services;
- The acquisition price.

Texas A&M University reserves the right to accept or reject any or all bids, to waive informalities and technicalities, to accept the offer considered the most advantageous to the University.

**************************************************************************

Attention Bidders

Texas A&M, Procurement Services is transitioning to an E-commerce system for all invitation for bids and purchase orders. We are asking all vendors to take a few moments and register as one of our vendors. This will allow you to respond to our bid
invitations electronically as well as view other bid opportunities. Please visit the following website to register: https://bids.scientechnic.com/apps/Router/PublicEvent?CustomerOrg=TAMU

If you have any questions in reference to registrations, please contact us at 979-845-2325.

All invitations for bid documents not submitted electronically via the AggieBid system will only be accepted via the following methods:

- Faxed to (979) 862-3383
- Express Mail (FedEx, UPS, etc.)
- US Postal Service
- Hand Delivered

At this time, no email responses are acceptable. If your response is received via email, your response may be disqualified. All invitations for bid documents not submitted electronically via the AggieBid system must be returned on our form.

As a bidder responding to this invitation upon submission of your response, regardless of the format of your submission, you and the entity you represent are agreeing to the terms and conditions presented here as well as the TAMU terms and conditions located at: http://purchasing.tamu.edu/media/123743/bidtamu.pdf

Physical Address:

Texas A&M University
Procurement Services
Agronomy Road
College Station TX 77843-1477
Fax - 979-862-3383

NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into our bid system and include your response on the electronic tabulation.
### Scope of Request:

Texas A&M University, Corps of Cadets Recruiting Office is seeking pricing for Mailing Services for advertising campaign as per the following specifications:

The advertising campaign shall consist of two types of direct mailings to prospective cadets for the Texas A&M Corps of Cadets:

- **Large Brochure**
  - *Time for the Corps (8.2 x 11)*
  - *Why the Corps (7 x 8.5)*

- **Small Brochure**
  - *Spend the Night with the Corps (3.5 x 8.5)*
  - *Spend the Day with the Corps (3.5 x 8.5)*

The Large & Small Brochure will require the following:

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- National Change of Address – Address standardization and Zip + 4
- Print personalized laser letter on letter head provided by Corps Recruiting
- Provide 9 x 12 envelopes. Will require printed labels with black ink. Return address & recipient address is to be printed by vendor on to mailing labels and applied to the envelope
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- Prepare postal documents

Actual postage is charged to the Corps Recruiting Office through metered mail. The vendor delivers the mailing to the College Station Post Office and TAMU is billed through our University Mail Service Account.

The USPS mail class is bulk mail rate.

There will be approximately thirty (30) mailings.

All brochures will be provided to the vendor already printed. Successful vendor will just need to insert letter, printed by successful vendor, on letterhead provided by TAMU.

Overall process requires the successful vendor to process a quantity of 43,000 large brochures (Time for the Corps – 40,000 & Why the Corps – 5,000) & 25,000 small brochures (10,000 Spend the Night with the Corps & 15,000 – Spend the Day with the Corps).
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<th>Delivery (Days)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Large Brochures</td>
<td>45,000</td>
<td>EA</td>
<td>0.32</td>
<td>144,450.00</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Small Brochures</td>
<td>6,000</td>
<td>EA</td>
<td>0.12</td>
<td>720.00</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15,170.00</td>
</tr>
</tbody>
</table>