# TEXAS A&M ENGINEERING EXTENSION SERVICE

# College Station, TX 77843-1477

# PURCHASE ORDER

GSC COPY

Order Date: 08/13/2018

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.

## INCLUDE P.O. NUMBER ON ALL CORRESPONDENCE AND PACKAGES

M990089

## Vendor:

16606343460

LIGHTHOUSE INTEGRATED SERVICES CORP

DBA LIGHTHOUSE

PO BOX 472

SAN SEBASTIAN, PR 00685

## Invoice To:

TX A&M ENGINEERING EXTEN SRVC
TEEX EMERGENCY SVCS TRNG INST

ACCOUNTS PAYABLE

PO BOX 40006

COLLEGE STATION TX 77842

## Ship To:

TX A&M ENGINEERING EXTEN SRVC
TEEX EMERGENCY SVCS TRNG INST

BRAYTON FIRE FIELD

1595 NUCLEAR SCIENCE RD

COLLEGE STATION TX 77843

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

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

## STATE REQ:

50000.00

## USER REF:

250000-1602

## NAICS CODE

541930

## SIZE STANDARD:

$ 7.5 MILLION IN AVG. ANNUAL RECEIPTS

## ORDERS WILL BE PLACED ON AN “AS NEEDED” BASIS BY THE END USER DEPARTMENT.

Texas A&M University is issuing this master agreement to provide translation services for Texas A&M Engineering Extension Service Emergency Services Training Institute (TEEX/ESTI) per the terms, conditions, and specifications listed on bid B990020.

## VENDOR CONTACT:

Rafael Morel

### Phone:

787-238-4502

### Fax:

888-613-6336

### Email:

rmorel@lighthouseonline.com

## TEEX CONTACT:

Lisa Heffer

### Phone:

979-862-3526

### Email: lisa.heffer@teex.tamu.edu

## Cancellation:

Texas A&M University reserves the right to cancel immediately due to non-performance. This agreement 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 University reserves the right to cancel with a thirty (30) day written notice.

Blanket agreement shall be from September 1, 2018 through August 31, 2019.

## Renewal:

Texas A&M University reserves the right to renew this agreement for an additional four (4) years, one (1) year at a time, if mutually agreeable to both parties, with all terms and conditions to be held firm through August 31, 2019.

If the renewal option is exercised, the vendor may increase the contract prices to reflect increase in the cost of providing product or services; however if there has been no increase in costs, the vendor is expected to hold pricing. Additionally, should there be any decrease in costs; the vendor is expected to pass those savings on to Texas A&M University.

* 1st Renewal Year 9/01/19 - 8/31/20: 5 %
* 2nd Renewal Year 9/01/20 - 8/31/21: 5 %
* 3rd Renewal Year 9/01/21 - 8/31/22: 10 %
* 4th Renewal Year 9/0 1/22 - 8/31/23: 10 %

Failure by vendor to insert escalation ceiling indicates an escalation percent not to exceed zero percent (0%). Escalation percent will be used in the bid evaluation for all optional renewals.

Quantities are estimated only and do not guarantee purchase. Delivery to be made at times and in quantities requested.

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&M University procurement services.

## INSURANCE:

The vendor shall be required to provide proof of insurance, per Attachment A, prior to beginning any work on the campus of Texas A&M University. Vendor shall be held strictly liable for any damages to Texas A&M University property occurring during installation.

The vendor shall not commence work until all of the insurance specified hereunder has been obtained and certificates of such insurance in force have been filed and accepted by Texas A&M University. Insurance c overage shall provide for a thirty (30) day notice of cancellation or material change to the policy coverage and/or limits and the certificate of insurance in force shall include a notice that the policy or policies do contain these provisions. Acceptance of insurance certificates by Texas A&M University shall not relieve or decrease the liability of the vendor unless otherwise specified, the vendor shall provide and maintain insurance until the work included in this bid invitation is completed and accepted by Texas A&M University.

The vendor is responsible for itself, its employees and equipment and shall carry the insurance requirements listed in Attachment A to cover all his liabilities until delivery and installation and final acceptance by department contact or their designee.

Services are to be provided within and outside the San Juan Metro Area.

The San Juan Metro Area shall be defined as a

30 mile radius around San Juan. Any place outside this 30 mile radius shall be considered outside the San Juan Metro Area

## Specification of services:

Provide real time translation of English-to Spanish and Spanish-to-English for multiple deliveries of the Department of Homeland Security (DHS) grant funded Weapons of Mass Destruction (WMD) Programs in Puerto Rico.

Interpreter services are needed for up to 24 c l asses during each fiscal year to support deliveries by the WMD Programs which include, but are not limited to, WMD Incident Management , Emergency Management Division (EMD), Emergency Medical Services (EMS), and WMD HazMat Operations programs.

Classes shall be for one (1) day (8 hours), two (2) days (16 hours), three (3) days (24 hours) or four (4) days (32 hours) in length.

## Service requirements:

1. Assist with coordination between TEEX WMD Programs and the State Administrative Agency (SAA) office, the host and/or training facility point of contact, when requested by the program.
2. Each course shall require the following personnel and equipment:
	1. Two (2) interpreters
	2. Fifty (50) wireless units or receivers
	3. One (1) booth for interpreters
	4. One (1) audio pick-up for booth only
	5. One (1 ) technician/operator
	6. One (1) sound system
	7. One (1) lavalier microphone
	8. Two (2) floor microphones
	9. Delivery, set-up, and pick-up of all
	10. personnel and equipment
3. Assist students in filling out registration forms and feedback forms, if needed.
4. The translator shall be fluent in Puerto Rican dialect
5. The translator shall be on site at the course and provide real time translations
6. Translations/transcription of student
7. written responses during the class delivery, if required
8. Translation/ transcription of student feedback forms. The translation shall be in writing and provided to the lead instructor of the course prior to his/her departure from Puerto Rico

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM | DESCRIPTION | QUANTITY | UOM | UNIT PRICE | EXTENDED PRICE |
|  | Interpreter services for one (1) day (8 hours) inside the San Juan Metro Area a s per the specifications above | 1 | DAY | 1,950.000 | 1,950.00 |
|  | Interpreter services for two (2) days (16 hours) inside the San Juan Metro Area as per the specifications above | 2 | DAY | 1,950.000 | 3,900.00 |
|  | Interpreter services for three (3) days (24 hours) inside the San Juan Metro Area as per the specifications above | 3 | DAY | 1,950.000 | 5,850.00 |
|  | Interpreter services for four (4) days (32 hours) inside the San Juan Metro Area as per the specifications above | 4 | DAY | 1,950.000 | 7,800.00 |
|  | Interpreter services for one (1) day (8 hours) outside the San Juan Metro Area as per the specifications above. | 1 | DAY | 2,100.000 | 2,100.00 |
|  | Interpreter services for two (2) days (16 hours) outside the San Juan Metro Area as per the specifications above. | 2 | DAY | 2,100.000 | 4,200.00 |
|  | Interpreter services for three (3) days (24 hour s) outside the San Juan Metro Area a s per the specifications above. | 3 | DAY | 2,100.000 | 6,300.00 |
|  | Interpreter services for four (4) day s (32 hours) outside the San Juan Metro Area as per the specifications above. | 4 | DAY | 2,100.000 | 8,400.00 |
|  | List additional charges for the following:* Hourly charge per interpreter $(blank)/hour
* Hourly charge per technician $(blank)/hour
* Charge for units/receivers $(blank)/hour

All vendor expenses are to be included in one flat fee per course for each of the anticipated WMD Courses.Note: Refer to page 8 of bid response. | 1 | LOT | 0.000 | 0.00 |
|  |  |  |  | TOTAL | 40,500.00 |

## THIS DOCUMENT is subject to any constitutional or statutory limitations upon Texas A&M University as an Agency of the State of Texas.

**OSHA STATEMENT**

Seller represents and warrants that all articles and services covered by this document meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91:596) and its regulations in effect or proposed as of the date of this document.

**CERTIFICATION OF NONSEGREGATED FACILITIES OF EQUAL EMPLOYMENT OPPORTUNITIES COMPLIANCE**

If this transaction exceeds $10,000 or if the seller anticipates or has a history of exceeding $10,000.00 in sales to Texas A&M University within any continuous twelve (12) month period, the acceptance of this document will signify their compliance with the provisions of SECTION 202 of EXECUTIVE ORDER No. 11246 pertaining to Equal Employment Opportunities effective September 24, 1965 and its amendment EXECUTIVE ORDER No. 11375 effective October 13, 1967 insofar as Section 202 is affected by changing the word "creed" to "religion" and by adding the word "sex". The signing will also serve as written affirmation of the following CERTIFICATION OF NONSEGREGATED FACILITIES. By the acceptance of this document, the bidder, offeror, applicant or subcontractor certifies that they do not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not permit their employees to perform their services at any location under their control, where segregated facilities are maintained. They certify further that they will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they will not permit their employees to perform their services at any location under their control where segregated facilities are maintained. The bidder, offeror, applicant or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification the term "segregated facilities" means any waiting room, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin, because of habit, local custom, or otherwise. They further agree that (except where they have obtained identical certifications from proposed subcontractors for specific time periods) they will obtain identical certifications from proposed subcontractor prior to the award of subcontracts exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, that they will retain such certifications in their files and that they will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods). NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION

OF NONSEGREGATED FACILITIES - A Certification of Nonsegregated Facilities must be submitted prior to the award of a subcontract exceeding $10,000.00 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually}. NOTE: The penalty for making false statements in offers is prescribed in 18 U/S.C. 1001.

**AFFIRMATIVE ACTION COMPLIANCE**

In addition to the above certification, if this transaction exceeds $50,000 the seller must have included as part of the bid a copy of their written Civil Rights "Affirmative Action Compliance Program". If a bidder is not required to have such a written program, they must have so stated on the bid form indicating the reason it is not required.

Paragraph 60.741.4 of Title 41 of Part 60-741 Affirmative Action Obligations of Contracts and Subcontracts for Handicapped Workers is incorporated by reference for all contracts of $3,500.00 or greater.

If any additional information is required regarding these requirements, please contact the Texas A&M University Purchasing Services department prior to the shipping date.

This purchase order agreement for goods and services incorporates by reference the equal employment opportunity clause provisions of Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; and all implementing regulations and relevant orders of the U.S. Secretary of Labor.

**PURCHASE OF EQUIPMENT WITH FEDERAL FUNDS**

1. Where appropriate, an analysis of lease and purchase alternatives shall be made by Procurement Services to determine the most economical and practical procurement utilizing Federal funds in excess of $5,000.
2. The University shall on request make available for the Federal awarding agency pre-award review and procurement documents, such as request for proposals or invitation for bids, independent cost estimates, etc. when any of the following conditions apply.
	1. A recipient's procurement procedures or operation fails to comply with the procurement standards in the Federal awarding agency's implementation of OMB's Circular A-110.
	2. The procurement is expected to exceed the small purchase threshold fixed at 41 U.S.C. 403(11) (currently $25,000) and is to be awarded without competition or only one bid or offer is received in response to a solicitation.
	3. The procurement, which is expected to exceed the small purchase threshold, specifies a "brand name" product.
	4. The proposed award over the small purchase threshold is to be awarded to other than the apparent low bidder under a sealed bid procurement.
	5. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the small purchase threshold.
3. All purchase orders awards shall contain the following provisions as applicable:
	1. Equal Employment Opportunity - All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity", as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity", and as supplemented by regulations at 41 CR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
	2. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) All contracts and subgrants in excess of $2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient
	3. shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.3. Davis-Bacon Act, as amended {40 U.S.C. 276a to a-7) When required by Federal program legislation Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
	4. Davis-Bacon Act, as amended {40 U.S.C.276a to a-7) When required by Federal program legislation all construction contracts awarded by the recipients and subrecipients of more than pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
	5. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333).Where applicable, all contracts awarded by recipients in excess of $2000 for construction contracts and in excess of $2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (20 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
	6. Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organization and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended. Contracts and subgrants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
	7. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

## Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

## VENDOR QUOTE:

EST03506

### PHONE:

817-642-7984

Purchase made by an Institution of Higher Education, Section 51.9335 Education Code.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| cc | FY | ACCOUNT NO. | DEPT.  | UNIT PRICE |
|  |  |  |  |  |

## DOCUMENT DATE:

08/02/2018

## DEPT. CONTACT:

LISA HEFFER

PHONE NO.:

979-862-3526

## PCC CD:

## TYPE FUND:

F TYPE ORDER: HIED

FOB:

DESTINATION FRT INCLUDED

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.

## Terms:

N 30

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY: 08/31/2019

This Order is not valid unless signed by the Purchasing Agent

**Signature inserted here.**

Purchasing Agent for

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