

Administrative Services

2147-TAMU
College Station, TX 77843-2147
Tel. 979-845-0839| Fax. 979-458-1217|agrillifeas.tamu.edu



ATTACHMENT A

Event Date: Tuesday, April 30, 2019
Event Location: Brazos County Exposition Complex, Bryan, Texas
Event Proposal: #E39427

Event Contact: Jennifer Houston (979) 845-4955
Menu Selections from Event Proposal #E39427 were chosen by Jennifer Houston prior to event.

Description:

Delivery: 3:00 p.m., Start: 5:30 p.m., Serving: 6:45 p.m., End: 9:30 p.m.

Menu

Hors D'oeuvres served butler style – **Quantity of 200 guests**
Choice of One (1) from each category

Dinner Buffet – Quantity of 360 guests

- Salad – Plated and Pre-set in Towers - Choice of Two (2) options
- Entrees – Choice of One (1) Chicken Entrée
- Carving Station – Choice of One (1) Carved Item
- Starch – Choice of Two (2) Starches
- Vegetable – Choice of Two (2) Vegetables

Dinner Rolls and Butter
Ice Tea and Water offered at the table

Dessert in wine glasses Preset – as listed in Event Proposal #E39427

Includes Equipment and Other Services

- China, Flatware, Water Goblets
- Cake Cutting Service (includes plates and forks)
- Buffet Décor & Linen

Staffing

Sixteen (16) Attendants from 3:00 p.m. until 10:00 p.m.
(Additional hours if warranted will be charged at \$25 per hour per attendant)

Catering Delivery Charge of \$75.00

TERMS OF PURCHASE:

Vendor's acceptance of this purchase order is subject to the Agency's terms and conditions contained within, as allowed by the laws of the State of Texas. Said terms and conditions are the official terms and conditions of this purchase. These supersede any other terms and conditions issued by the vendor.

PAYMENT TERMS:

Net 30 days after services are rendered or receipt of correct invoice, whichever is later.

DELIVERY:

F.O.B. Destination

INSURANCE:

The vendor is required to carry insurance naming the Texas A&M University System Board of Regents for and on behalf of the Texas A&M University System, the Texas A&M University System, and Texas A&M AgriLife as additional insureds for the duration of the contract. Renewed, revised, or new certificates of insurance shall be sent to the Texas A&M AgriLife Purchasing Office via email to agpurchasing@ag.tamu.edu or fax to 979-458-1217. Not carrying the required insurance could lead to cancellation of this agreement by the Agency.

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL:

By executing this Agreement, the vendor certifies it does not and will not, during the performance of this contract, boycott Israel. The vendor acknowledges this Agreement may be terminated if this certification is inaccurate.

CERTIFICATION REGARDING BUSINESS WITH CERTAIN COUNTRIES AND ORGANIZATIONS:

Pursuant to Subchapter F, Chapter 2252, Texas Government Code, the vendor certifies it is not engaged in business with Iran, Sudan, or a foreign terrorist organization. The vendor acknowledges this Agreement may be terminated if this certification is inaccurate.

CONFLICT OF INTEREST:

By executing this Agreement, the vendor and each person signing on behalf of the vendor certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of the Texas A&M System or the A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by the A&M System, has direct or indirect financial interest in the award of this Agreement, or in the services to which this Agreement relates, or in any of the profits, real or potential, thereof.

PUBLIC INFORMATION:

- a) The vendor acknowledges that the Agency is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law.
 - b) Upon the Agency's written request, the vendor will provide specified public information exchanged or created under this Agreement that is not otherwise excepted from disclosure under Chapter 552, Texas Government Code, to the Agency in a non-proprietary format acceptable to the Agency. As used in this provision, "public information" has the meaning assigned Section 552.002, Texas Government Code, but only includes information to which the Agency has a right of access.
 - c) The vendor acknowledges that the Agency is required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), Texas Government Code.
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