



TEXAS ENGINEERING EXTENSION SERVICE
Emergency Services Training Institute

John B. Connally Building • 301 Tarrow • College Station, Texas 77840-7896
Phone (979) 845-7641 • Fax (979) 847-9304 • www.teex.com

Contract Number 25-102211

34D

August 3, 2010

LETTER OF AGREEMENT

The Texas Engineering Extension Service/Emergency Services Training Institute (TEEX/ESTI) will provide NFPA 1006 Rope Rescue Level 1 & NFPA 1006 Trench Rescue Level 1&2 ProBoard Certification Training for Fort Bend County Office of Emergency Management.

Miles Tollison
Fort Bend County Office of Emergency Management
Principal Regional Planning Coordinator
Miles.Tollison@co.fort-bend.tx.us
Office: 281-238-3434
Cell: 281-202-9573

TRAINING OVERVIEW

<u>Type of Training</u>	<u>Class Hrs</u>	<u>Training Dates</u>
NFPA 1006 Rope Rescue Level 1	36 hrs	9/1-12/31/10
NFPA 1006 Trench Rescue Level 1&2	40 hrs	9/1-12/31/10

(All training is subject to established student minimums and cancellation if minimums are not met.)

COURSE FEES

The fee to conduct the NFPA 1006 Rope Rescue Level 1 training will be a Minimum Fixed Fee of \$18,910.00 per class for up to 20 students per class. It has been requested that TEEX provide three (3) course deliveries.

The fee to conduct the NFPA 1006 Trench Rescue Level 1&2 training will be a Minimum Fixed Fee of \$17,730.00 per class for up to 20 students. It has been requested that TEEX provide one (1) course delivery.

****On all non-fixed fee base quotes, state sales tax will be assessed on all consumables used, except fuels. If your company is exempt from state sales tax please provide us with a state sales tax exemption form. Unless an exemption form is provided state sales tax will be assessed. ****

CLASS CANCELLATION

The scheduled class(s), detailed above, may be canceled within fifteen (15) or more calendar days prior to the start date of training without any penalty. The cancellation must be executed in writing, transmitted to the TEEX/ESTI Program Manager or designee via letter, fax, or email, and received no later than the fifteenth day. If this requirement is not met, customer agrees to pay TEEX/ESTI a fee of \$25 per student if the class is less than 40 hours in length. Late cancellations for classes 40 hours in length or greater will be charged a fee equal to 10% of the class tuition. All charges will be determined based upon the above



12-10-10 copy received

listed student minimums for the class. In the event of extenuating circumstances, such as natural disasters, the Program Manager will evaluate on a case by case and determine whether to waive the charges.

SAFETY

To help ensure the safety of our students, TEEX/ESTI has developed a TEEX/ESTI Student Safety Manual. The TEEX/ESTI Student Safety Manual can be viewed at www.teex.com/firesafety. The TEEX/ESTI Student Safety Manual contains the safety requirements students and guest instructors will be required to comply with during TEEX sponsored training activities, including the use and type of Personal Protective Equipment (PPE). It is the responsibility of the customer's safety officer to ensure all students and student PPE are in compliance with the TEEX Student Safety Manual prior to the start of training activities.

In accordance with the TEEX/ESTI Student Safety Manual, all PPE used during hands-on training exercises is required to meet all applicable NFPA standards. Prior to arriving for any TEEX/ESTI sponsored training, all student PPE shall be inspected by customer's safety officer to ensure all applicable NFPA standards are met. Spot checks of student PPE will be made by TEEX/ESTI personnel throughout the duration of the training activities. Any PPE not meeting the applicable standards will be rejected and must be replaced with compliant PPE before the student will be allowed to participate in any further hands-on training activities.

Upon signing this MOA/LOA, the customer representative acknowledges on behalf of the customer that it has received a copy of the TEEX/ESTI Student Safety Manual, and has reviewed the manual with its employees who will attend the training. Each employee will be required to represent that he/she will comply with all safety requirements in the TEEX/ESTI Student Safety Manual

ACCEPTANCE

Please provide the acknowledged Letter of Agreement with payment method indicated along with billing address if different from the address above, detailed below, no later than, (10) ten working days prior to the beginning of training, as detailed above.

PAYMENT METHOD: Please select one (check the box)

☐ **Direct Invoice** Total cost will be invoiced at the conclusion of the training described above, with payment being due and payable on or before 30 days from the date of the invoice. Please provide billing address if different than above.

☐ **Purchase Order** Please provide a copy of the Purchase Order detailing the billing address, number of students, date of training, total or estimated \$ dollar of training and Letter of Agreement number. The Texas Engineering Extension Service is an agency of the State of Texas and does not, by signing or accepting this contract, waive any rights, privileges or immunities available under Texas law. The terms and conditions of the Purchase Order are subject to and applicable to the exceptions noted in TEEX form CS-08, Addendum to Customers Contract Form, which is available upon request. Any execution of the Purchase Order is subject to the exceptions, even if execution of the purchase order is subsequent to the execution of the letter of agreement.

☐ **Credit Card** Please provide Exact Name (reflected on credit card), Credit Card number, Expiration date and the three (3) or four (4) digit CVV2 code, reflected on the back of the Credit Card. Please note that Credit Card will be charged when the total cost is determined. A copy of a receipt will be provided on each charge made.

☐ **Cash payment.** (Check, Wire, etc.) By sending your check, please be aware that you are authorizing TEEX to make a one-time electronic debit from your account at the financial

institution on your check. This electronic debit will be for the amount of your check; no additional amount will be added to the amount and all transactions will remain secure. Please contact the Financial Services department at 979-458-6906 to learn about other payment options if you prefer not having your check processed as an electronic debit. We value your business and appreciate your selecting TEEX for your training needs.

ESTI Point of Contact (POC)

Gordon Lohmeyer
ESTI Private Sector Program Director
Office: 979.458.4719

Email: gordon.lohmeyer@teexmail.tamu.edu

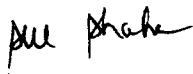
Division Address

Texas Engineering Extension Service
Emergency Services Training Institute
301 Tarrow
College Station, TX 77840-7896

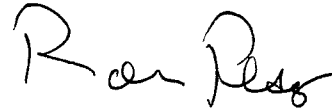
Please reference this Letter of Agreement on any correspondence.

Please sign, acknowledge and return by mail or fax (979) 847-9304. Execution constitutes an agreement of the terms and conditions detailed within this agreement. The person signing the acknowledgement warrants that he or she has the authority to bind the customer to the terms and conditions of this agreement.

Respectfully submitted,



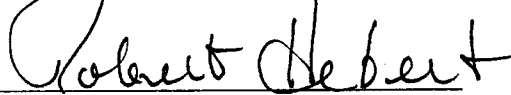
Sue Shahan
Deputy Director
Texas Engineering Extension Service



Les Bunte or Ron Peddy
Director or Associate Director
Texas Engineering Extension Service
Emergency Services Training Institute

Reviewed by
ESTI Business Office

ACKNOWLEDGEMENT: FORT BEND COUNTY



Signature

Robert Hebert

Name (Printed)

December 7, 2010

Date

Approved by Commissioners Court on October 26, 2010