



**TEXAS ENGINEERING EXTENSION SERVICE**  
*Emergency Services Training Institute*

25-103022

John B. Connally Building • 301 Tarrow • College Station, Texas 77840-7896  
 Phone (979) 846-7641 • Fax (979) 847-9304 • [www.teex.com](http://www.teex.com)

May 2, 2011

**LETTER OF AGREEMENT**

The Texas Engineering Extension Service/Emergency Services Training Institute (TEEX/ESTI) will provide Rescue Training in Ft. Bend County for:

Ft. Bend County Office of Emergency Management

Attn: Miles Tollison

307 Fort Street

Richmond, Texas 77469

Office: 281-238-3434

Cell: 281-202-9573

Email: [miles.tollison@gmail.com](mailto:miles.tollison@gmail.com)

**TRAINING OVERVIEW**

<b>Type of Training</b>	<b>Class Hrs</b>	<b>Training Dates</b>
Confined Space Certification	36	June 27-30, 2011
Rope Rescue Level 1 Certification	36	July 8-11, 2011
Trench Rescue Certification	40	August 7-10, 2011
Confined Space Certification	36	August 20-23, 2011
Confined Space Certification	36	September 6-9, 2011
Trench Rescue Certification	40	November 14-17, 2011

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

**COURSE FEES**

The fee to conduct the above Confined Space Training will be a Minimum Fixed Fee of \$17,630.00 per class for up to 24 students maximum. Over 24 will be an additional \$320.00 per student.

The fee to conduct the above Rope Rescue Level 1 Training will be a Minimum Fixed Fee of \$17,630.00 per class for up to 24 students maximum. Over 24 will be an additional \$320.00 per student.

The fee to conduct the above Trench Rescue Training will be a Minimum Fixed Fee of \$16,880.00 per class for up to 24 students maximum. Over 24 will be an additional \$320.00 per student.

**\*\*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. \*\***



TEEX CS39



Reviewed as of September 1, 2008

A Member of The Texas A&amp;M University System

6-13-11 copy received

## 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 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](http://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)

James Hyles  
ESTI, Rescue Training Manager  
Office: 979.845.6553


Email: james.hyles@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

  
R. L. Moore or Ron Peddy  
Interim Director or Associate Director  
Texas Engineering Extension Service  
Emergency Services Training Institute

Reviewed by  
ESTI Business Office

ACKNOWLEDGEMENT:

  
Signature

\_\_\_\_\_  
Name (Printed)  
Robert Hebert, County Judge

Approved by Commissioners Court on May 24, 2011  
Signed June 13, 2011

\_\_\_\_\_  
Date

