



791 Purchasing Cooperative Contract Award

June 10, 2021

Curtis Stout
Contact: Ron Smith
Address: 2400 Cantrel Road
Suite 100
Little Rock, AR 72202
Phone: (501) 372-2555
Email: rcsmith@chstout.com
RE: 791 Awarded Contract – RFP #2021-03-003 Building and Facility Trade Equipment and Maintenance Services

Contract Number – 2021003003b

CONTRACT AWARD

Congratulations! This award is for a cooperative purchasing agreement award solicitation. The 791 Purchasing Cooperative (791 Coop) on behalf of Central Texas Council of Governments with authority to award by the Executive Director as delegated by the Board of Directors has awarded an Agreement to Curtis Stout. This Agreement will be in effect from 06/02/2021 through 05/31/2024. There is one (1) automatic contract renewal two (2) year term optional extensions though 5/31/2026.

ADMINISTRATIVE CONSIDERATIONS

Award of annual contract in compliance with the bid laws of the State of Texas are recommended.

RECOMMENDATIONS

791 Coop recommends the following contract be awarded based on the Request for Proposal (RFP) process:

791 Awarded Contract # RFP #2021-03-003 Building and Facility Trade Equipment and Maintenance Services to Curtis Stout.

Action Required

- Approve
- Disapprove

DocuSigned by:

6/14/2021

Jim Reed
Signature
CTCOG Executive Director

Date



CONTRACT ADDITIONS or UPDATES

Only goods and services awarded can be sold through this Agreement. If you need to change pricing pursuant to the RFP terms and conditions or add products that are considered components of the awarded category, email the request for products and services, pricing with discount offered, to 791 Coop at admin@791coop.org. All pricing must comply with the pricing structure proposed in the original proposal.

RESELLERS or DEALERS

As an Awarded Agreement Holder, you may list Resellers or Dealers to your Agreement. The Awarded Vendor Agreement Holder is responsible for reporting all Reseller Sales to 791 Coop. Resellers are only allowed to sell the items included on the Awarded Vendor's Agreement. If you need to add Resellers/Dealers to your Agreement, please contact the 791Coop office at admin@791coop.org. You may also give your Resellers/Dealers the document outlining the correct purchase process they need to follow

REPORTING OF SALES

791 Coop Sales **MUST** be reported each **MONTH**. Certain information is **REQUIRED** with the submission check, and can be sent along with the check or in an email to our Accounting Team at admin@791coop.org. A sales reporting template is available, to request the current reporting template or for questions regarding reporting of sales, contact the Accounting Team at admin@791coop.org. As a part of the 791 Coop accounting procedures, we will not send out a statements and all vendors are required to self-report.

PROCESSING PURCHASE ORDERS

Awarded Vendors **MUST** direct 791 Coop members to email all PO's to admin@791coop.org. The 791 Coop office will validate purchase orders and forward to you, as the Awarded Vendor for processing. The Member will receive an email confirmation of the PO approval and a link to print a letter of authorization for their files. If you have been notified by 791 Coop, you may be eligible for an "Automated Agreement" which means you have an e-commerce site and take internet orders. Automated vendors must sign extra documentation accepting responsibility for sending sales to 791 Coop for all collected 791 Coop Sales.

VENDOR WEB PAGE REVIEW VENDOR LOGO

To have your company logo displayed on the vendor page, please email the logo to 791 Coop at admin@791coop.org

Format: (JPG – 350 x 350 Pixels – White or Transparent Background Color – Your logo does not have to be square; it has to fit on a 350 x 350 square space)

Visit www.791coop.org for details on this Awarded Vendor