

August 11, 2020

Mr. Bob Lubecker
Williamson County
3101 SE Inner Loop
Georgetown, TX 78626

Re: 20142 – Williamson County Courtroom Seating
26th District Court, 425th District Court, County Court at Law #4, Jury Rooms
VIA TIPS Contract: #180305

Dear Bob:

PROJECT DESCRIPTION

Facilities Resource, Inc. is pleased to respond to your request for a fee proposal for furniture and services for the Williamson County Courthouse located in Williamson County, Texas.

SCOPE OF WORK

FRI will provide furniture and services as outlined below.

3 - Courtrooms (26th District Court, 425th District Court, County Court At Law #4) and related jury rooms: chair fabric is to be Mayer-Durango-Sapphire-DU-004

- **(51) Courtroom Chairs** **\$33,342.27**
 - **6901-67C-80A VIA Carmel Mid-Back, Black Poly “C” Arm**
Mid Back, Quick Advanced synchro control, Black Polyurethane Arm,
Standard black base, standard floor casters
Fabric: Mayer – Durango Sapphire
- **(42) Deliberation Room Chairs** **\$26,747.70**
 - **5501-11C-2A Linate Mid-Back, Black Poly “C” Arm**
Mid Back, Single position knee-tilt control for single shell chairs,
Black Polyurethane Arm, Standard black base, standard floor casters
Fabric: Mayer – Durango Sapphire
- **(3) Bailiff Task Stools** **\$ 1,756.86**
 - **1801-3C-11XDR-39A VIA Brisbane, Low-Back, Roll Back Arms**
Low Back with standard A seat, Roll Back Arm. Standard black base,
standard floor casters, Upholstered backshell, #6 Arm Cap
Fabric: Mayer – Durango Sapphire

1 - Courtroom (County Court At Law #2) and related jury room fabric to be Mayer-Durango-Black-DU-006

- **(17) Courtroom Chairs** **\$11,114.09**
 - **6901-67C-80A VIA Carmel Mid-Back, Black Poly “C” Arm**
Mid Back, Quick Advanced synchro control, Black Polyurethane Arm,
Standard black base, standard floor casters
Fabric: Mayer – Durango Black
- **(14) Deliberation Room Chairs** **\$ 8,915.90**
 - **5501-11C-2A Linate Mid-Back, Black Poly “C” Arm**
Mid Back, Single position knee-tilt control for single shell chairs,
Black Polyurethane Arm, Standard black base, standard floor casters
Fabric: Mayer – Durango Black
- **(1) Bailiff Task Stools** **\$ 585.62**
 - **1801-3C-11XDR-39A VIA Brisbane, Low-Back, Roll Back Arms**
Low Back with standard A seat, Roll Back Arm. Standard black base,
standard floor casters, Upholstered backshell, #6 Arm Cap
Fabric: Mayer – Durango Black



- **Total for FRI Services** **\$ 4,608.00**
Receipt, Delivery and Installation. Installation to be completed during regular business hours

➤ Subtotal:	\$87,070.44
➤ State of Texas Sales Tax	\$ N/A
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➤ Total for Furniture	\$87,070.44

**Tax Exempt Certificate is required, If Tax Exempt Certificate is not provided Sales Tax will be added to invoice*
***Optional Services Are Not Included in the Above Total*

PO To Be Addressed to:
VIA, Inc.
c/o Facilities Resource, Inc.
205 Vista Boulevard
Sparks, Nevada 89434

PO to be Sent To: tipspo@tips-usa.com

TIPS Contract Number Must Appear on all Purchase Orders: #200301

****OPTIONAL**

- | | |
|------------------------------------------------------------------------------------------------|-------------------|
| - Removal of Existing (128) Chairs and Delivery to Williamson County Facilities Storage | \$2,560.00 |
| • Removal of Product to be Completed During Regular Business Hours | |
| - Removal and Off-Site Disposal of Existing (128) Chairs | \$3,840.00 |
| • Removal of Product to be Completed During Regular Business Hours | |

If this proposal is acceptable, please indicate by signing below and returning to me. This fee proposal is valid for 60 days from the date of this letter. We appreciate the opportunity to work with you and anticipate a successful project. If there is any further information we can provide, please contact me.

Agreed:

Williamson County

Date: _____



TERMS AND CONDITIONS

1. The Buyer's signature on a Facilities Resource, Inc. proposal or the issuance of a purchase order from the Buyer to Facilities Resource, Inc. constitutes acceptance and a binding purchase agreement for services. On all orders over \$1,000.00 a hard copy PO is requested.
2. Changes requested by Buyer subsequent to manufacturer acknowledgement are subject to Facilities Resource, Inc.'s ability to conform and upon factory approval. All such requests shall be delivered to Facilities Resource, Inc. in writing and accepted by Facilities Resource, Inc. in writing. Resulting additional charges shall be paid by the Buyer.
3. The Buyer agrees to submit to Facilities Resource, Inc. any credit information requested in order to properly approve any order. Facilities Resource, Inc. also reserves the right to refuse any order for placement until all additional credit information or guarantee for payment is obtained from Buyer, if requested. Prior to placement of order a 50% deposit is required for all orders over \$1,000.00. All custom products, C.O.M., or C.O.L. require payment in full with the order and are non-cancelable. Facilities Resource, Inc. will bill 40% upon shipment of furniture due upon receipt of the invoice. Facilities Resource, Inc. will bill 10% upon completion of the project due upon receipt of the invoice.
4. The Buyer warrants that the credit application and other financial statement submitted to Facilities Resource, Inc. are true and correct.
5. In the event construction delays or other causes not within Facilities Resource, Inc.'s control force postponement of the delivery and/or installation, the merchandise can be stored at a rate of \$24.00 per GMA pallet until installation will take place. The Buyer shall pay any demurrage charges incurred.
6. Client must hold property insurance for replacement value on merchandise stored in Facilities Resource, Inc. warehouse. FRI will not be responsible for damage due to fire, flood or any other uncontrolled circumstance, for client owned property stored in its warehouse and does not hold insurance for such.
7. Claims for damage in transit will be processed by Facilities Resource, Inc. and damaged merchandise shall be repaired or replaced to the reasonable satisfaction of the Buyer.
8. Wherein product deliveries and labor at site are affected by stairs and no other means (elevator or mechanical lift) of moving products is available, an additional fee will be applied.
9. Storage of product for up to (2) weeks is included in the proposal cost. Storage fees commence the date the product is received.
10. Additional Storage will be calculated on a weekly basis and charged on a change order until the product leaves the warehouse. Any storage change order out-standing more than (15) calendar days will cause a hold on the product release.
11. Delivery and installation will be made during Facilities Resource, Inc. regular business hours and according to the service schedule provided to the Buyer. Regular business hours are Monday – Friday, 7:00am – 5:00pm. Buyer will be billed for any additional labor costs resulting from overtime work performed at the Buyer's request. If the space provided is inadequate or requires excessive sorting or storage costs, Buyer shall reimburse Facilities Resource, Inc. for the cost of same. If the space provided is inconveniently located or on a floor different from the installation site, Buyer shall reimburse Facilities Resource, Inc. for the extra costs of transporting merchandise to and from storage. If the merchandise must be moved due to activity of other trades or other reasons, Buyer shall reimburse Facilities Resource, Inc. for the cost of same.
12. Facilities Resource, Inc. shall not be responsible for manufacturer's inability to meet their estimated ship dates. Estimated ship dates are for manufacturers time allowances only and do not include any time allowance for actual shipping and delivery of merchandise.
13. Buyer must keep the job site free and clear of debris before and during the installation. Hoisting or elevator service and adequate facilities for off-loading, staging, moving, and handling of merchandise must be provided by the Buyer and without charge to Facilities Resource, Inc. The Buyer is also responsible for securing all necessary building permits and licenses.
14. After arrival of the merchandise at the site, any loss or damage by weather, trades working at the site, or otherwise, shall be the responsibility of the Buyer.
15. Merchandise will be invoiced upon shipment from the manufacturer. Buyer agrees to pay each invoice within the earlier of fifteen (15) days of invoice date or within fifteen (15) days after designated installation date. Merchandise not available for delivery or ready for delivery will be backordered. Buyer agrees not to withhold payment on any invoice because of partial delivery of entire order. Payment terms are Net 15 days from invoice date. Facilities Resource, Inc. may invoice Buyer percentage of contract, on a weekly basis, until completion. Facilities Resource, Inc. will charge interest at the rate of 1.5%/monthly (or the maximum rate permitted by law) on all past due amounts. Interest invoices will be processed and mailed monthly.
16. Any controversy or claim arising out of or relating to this Contract or any breach thereof shall be settled in accordance with the Rules of the American Arbitration Association and judgment upon the award may be entered in any court having jurisdiction thereof.
17. In the event of default under this agreement, the prevailing party shall be allowed to recover attorney fees in accordance with the determination of the court.
18. In no event shall either party be liable for any special indirect, consequential, incidental damages including, without limitation, damages for loss of business profits, business interruptions or loss of information, even if the other Party has been advised of the possibility of such damages.



19. Facilities Resource, Inc. will provide certificate of insurance acceptable to buyer and insurance that it maintains adequate workers compensation, general liability & property coverage at all times. If a waiver is requested as part of the insurance requirements, a \$350.00 fee per waiver will be charged.
20. Unless otherwise specified, all furniture is warranted by Facilities Resource, Inc. to be free from defects in materials and workmanship for the period of time each manufacturer provides on its product from date of delivery. Facilities Resource, Inc. will repair, adjust, or take corrective action on any problem free of charge within 30 days of purchase or manufacturers earliest notification. Manufacturer's warranties will apply with any charges for labor at the prevailing rates. It is expressly agreed that this warranty is in place and in lieu of all warranties of fitness and merchantability. All used or rental return merchandise is sold on an "AS IS" basis.
21. It shall be understood and agreed that during the term of this agreement and for a period of 12 (twelve) months, thereafter, the Buyer will not directly nor indirectly recruit and/or hire any employee of Facilities Resource, Inc., unless mutually agreed upon between Officers of the Buyer and Facilities Resource, Inc.
22. All additional costs listed above shall include a 25% administrative fee.
23. Facilities Resource, Inc. will assess a 3.5% convenience fee on all credit card transactions.
24. The above is the entire agreement between the Buyer and Facilities Resource, Inc. It may not be changed without mutual written authorization. These terms apply to the initial order and any subsequent orders.

I have read and understand all of the terms and conditions contained herein.

Agreed:

Signature

Date