

Purchase Change Request



Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Order #
MU21TVSVC

FY 24	Buyer MD	Date 6/30/2023	Account	P.O. Date 7/1/2020	Contract MU21TVSVC
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Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	Document Action <input type="checkbox"/> Cancellation <input checked="" type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Apogee Telecom, Inc. 1905 Kramer Lane, Suite A100 Austin, TX 78755	Vendor Code 742995593	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 512-478-8858	Fax	FEIN#742995593

Item#	Quantity	Description of Change	Unit Price	Extended Price
		Change Order # 4 Television Programming Distribution Services To renew and increase the pricing of the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. Effective date of renewal July 1, 2023 through June 30, 2024 Renewal # 3 of 4 Renewals Remaining: (1) one, one-year periods.		

Reason for Change: Contract Renewal	Previous Total	\$ OPEN-END
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ OPEN-END

Approved: Michelle W. Peeler 07/01/2023
 Authorized Signature Date

N/A Date
 Attorney General **if** required



June 7, 2023

Apogee Telecom, Inc
Attention: Legal Department
21750 Hardy Oak Blvd
Ste 104#93612
San Antonio, TX 78258 -4946

Re: Contract Renewal for MU21TVSVC

To Whom It May Concern,

The above referenced contract expires 06/30/2023. There is a provision for renewal upon written mutual agreement of the parties.

Please annotate on the bottom of this letter, with your signature and date, if you agree to extend contract **MU21TVSVC** effective July 1, 2023 through June 30, 2024 under the same terms and conditions.

If you have any questions, please feel free to contact me at delong16@marshall.edu.

Misty DiSilvio
Sincerely,

Misty DiSilvio
Contract Specialist

I agree to extend the current contract #MU21TVSVC an additional one (1) year period under the same terms and conditions.

Yes No

Yes, subject to the following changes indicated below or in the attached letter.

DocuSigned by:
Mark Holt 6/13/2023
Signature 100338E42A... Date

Mark Holt
Printed Name

CFO
Title

Comments: _____

APOGEE

April 13, 2023

Eric Himes,
Marshall University
One John Marshall Drive
Huntington, West Virginia

Hi Eric,

Apogee will provide a one (1) year contract extension until June 30, 2024. This is year three (3) of the three (3) one-year renewal options.

Apogee will continue to provide the same programming services as we do today, for an annual rate of \$189,094.42 billed on July 1, 2023.

Housing of Residence Life	\$122,156.86
Freshman Housing	\$52,569.05
School of Medicine	\$7,561.01
Athletics	\$6,807.50

Prices do not include any applicable taxes.

This proposal is confidential between the University and Apogee.

If you have any questions regarding this proposal, please contact me at 215-478-5095. If you would like to proceed, please let me know and we will provide an Amendment to the Agreement.

Sincerely,

Jeff Oppenheimer,

MU Client Services Manager

Increase reviewed by:



Certificate Of Completion

Envelope Id: 692932B0974545F988DBA516511DB29A	Status: Completed
Subject: Complete with DocuSign: Marshall University Contract Renewal 6-7-23.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Laura West
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1905 A Kramer Ln
	Austin, TX 78758
	lwest@apogee.us
	IP Address: 71.230.201.6


Record Tracking

Status: Original	Holder: Laura West	Location: DocuSign
6/7/2023 2:28:59 PM	lwest@apogee.us	

Signer Events

Mark Holt
 mholt@apogee.us
 CFO
 Apogee Telecom, Inc.
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 503E2100338E42A...
 Signature Adoption: Pre-selected Style
 Using IP Address: 66.112.245.242

Timestamp

Sent: 6/7/2023 2:30:02 PM
 Viewed: 6/13/2023 6:36:38 AM
 Signed: 6/13/2023 6:36:48 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Jeff Oppenheimer
 joppenheimer@apogee.us
 Security Level: Email, Account Authentication (None)



Sent: 6/13/2023 6:36:49 AM
 Viewed: 6/13/2023 8:18:16 AM

Electronic Record and Signature Disclosure:
 Accepted: 2/15/2021 10:57:09 AM
 ID: 9effe8be-1d13-4f47-9194-52de4246db3b

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	6/7/2023 2:30:02 PM
Certified Delivered	Security Checked	6/13/2023 6:36:38 AM
Signing Complete	Security Checked	6/13/2023 6:36:48 AM
Completed	Security Checked	6/13/2023 6:36:49 AM

Payment Events

Status

Timestamps

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Apogee (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Apogee:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jwalker@apogee.us

To advise Apogee of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jwalker@apogee.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Apogee

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jwalker@apogee.us and in the body of such request you must state your email address, full name, mailing address, and telephone number.

To withdraw your consent with Apogee

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to jwalker@apogee.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Apogee as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Apogee during the course of your relationship with Apogee.

Vendor/Customer









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Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000223512	APOGEE TELECOM INC		Active	Inactive	

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General Info

<p>Vendor/Customer : 000000223512</p> <p>Legal Name : APOGEE TELECOM INC</p> <p>Alias/DBA : <input type="text"/></p> <p>Vendor Active Status : Active <input type="button" value="v"/></p> <p>Vendor Approval Status : Complete</p> <p>Customer Active Status : Inactive <input type="button" value="v"/></p> <p>Customer Approval Status : Incomplete</p> <p>Location Name : <input type="text"/></p> <p>First Name : <input type="text"/></p> <p>Middle Name : <input type="text"/></p> <p>Last Name : <input type="text"/></p> <p>Company Name : APOGEE TELECOM INC</p> <p>Previous Name : <input type="text"/></p> <p>Previous Street : <input type="text"/></p> <p>Previous City : <input type="text"/></p> <p>Previous State/Province : <input type="text"/> </p> <p>Previous Country : <input type="text"/> </p>	<p>Restrict Use by Department : <input type="checkbox"/></p> <p>Miscellaneous Account : <input type="checkbox"/></p> <p>Internal Account : <input type="checkbox"/></p> <p>Third Party Only : <input type="checkbox"/></p> <p>Third Party Vendor : <input type="checkbox"/></p> <p>Third Party Customer : <input type="checkbox"/></p> <p>Inventory Customer : <input type="checkbox"/></p> <p>Healthcare Provider : <input type="checkbox"/></p> <p>Never Archive : <input type="checkbox"/></p> <p>Restrict VSS Access : No <input type="button" value="v"/></p> <p>Discontinue - No New Business : <input type="checkbox"/></p> <p>Prevent MA Reference : <input type="checkbox"/></p> <p>PunchOut Enabled : <input type="checkbox"/></p> <p>Re-PunchOut Enabled : <input type="checkbox"/></p> <p>Electronic Order Enabled : <input type="checkbox"/></p> <p>W-9 Received : <input type="checkbox"/></p> <p>W-9 Received Date : <input type="text"/> </p> <p>W-8 Received : <input type="checkbox"/></p> <p>W-8 Received Date : <input type="text"/> </p> <p>Accepts Credit Cards : <input type="checkbox"/></p> <p>Active From : 04/04/2006 </p> <p>Active To : <input type="text"/> </p> <p>Last Usage Date : 08/05/2022</p> <p>Department : <input type="text"/> </p> <p>Unit : <input type="text"/> </p>
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▶ **Fee and Vendor Compliance Holds**

Fee Exempt :	<input type="checkbox"/>	Tax Clearance :	<input type="checkbox"/>
Registration Application Date :	12/22/2016 	Unemployment Insurance :	<input type="checkbox"/>
Registration Effective Date :	12/22/2016	Worker's Compensation :	<input type="checkbox"/>
Registration Expiration Date :	12/22/2017	Secretary of State Registration :	<input type="checkbox"/>
Pre-Registration Code :	<input type="text"/>	Federal Debarred :	<input type="checkbox"/>

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