

Purchase Change Request



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

Order #
MU21TVSVC

FY 25	Buyer LL	Date 05/20/2024	Account VARIES	P.O. Date 08/01/2013	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 type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input 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 checked="" 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
		<p align="center">Change Order # 5</p> <p>To update contract MU21TVSVC all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders by issuing an emergency extension and increasing contract pricing.</p> <p>Effective Date(s): July 1, 2024 - June 30, 2025</p> <p>Renewals Remaining: 0</p> <p>Vendor Contact: Jeff Oppenheimer - joppenheimer@apogee.us 215-478-5095</p>		

Reason for Change: 1. Emergency Extension 2. To increase the contract pricing.	Previous Total	\$ Open-end
	Increase	\$ -
	Decrease	\$ -
	New Total	\$ Open-end

Chief Counsel

Approved: Michelle W. Steeler May 20, 2024
Authorized Signature Date

n/a

Attorney General **if** required Date



Office of Purchasing

Emergency Extension/Renewal Letter

April 24, 2024

Apogee Telecom, Inc
21750 Hardy Oak Blvd.
Suite 104 # 93612
San Antonio, TX 78258-4946

Re: Emergency Extension/Contract Renewal for MU21TVSVC

Hi,

The above referenced contract expires on June 30, 2024. There is a provision for an extension/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 an emergency extension/renewal of the contract **MU21TVSVC**, effective July 1, 2024, through June 30, 2025, under the same terms and conditions as the original contract including all approved change orders.

Please return the executed letter via email at your earliest convenience.

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

Sincerely,

Michelle Wheeler,
Director of Purchasing

I agree to extend the contract references above for an additional one (1) year period under the same terms and conditions as the original contract and all approved change orders

Yes No

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

DocuSigned by:

Mark Holt

CFO

4/29/2024

Signature

Date

AE5287D638F94E0...

APOGEE

April 22, 2024

Marshall University
One John Marshall Drive
Huntington, West Virginia

Apogee will provide a one (1) year contract extension until June 30, 2025.

Apogee will continue to provide the same programming services as we do today, for an annual rate of \$194,766.82 billed on July 1, 2024.

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

Certificate Of Completion

Envelope Id: 44D513C185AC4C7385C35BDFBCAC7071	Status: Completed
Subject: Complete with DocuSign: Marshall University University Renewal 4-24-24.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: 68.81.63.209

Record Tracking

Status: Original	Holder: Laura West	Location: DocuSign
4/26/2024 8:37:37 AM	lwest@apogee.us	

Signer Events

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

Signature

DocuSigned by:

 AE3287D638F94E0...
 Signature Adoption: Pre-selected Style
 Using IP Address: 98.163.223.147

Timestamp

Sent: 4/26/2024 8:39:34 AM
 Viewed: 4/29/2024 8:50:49 AM
 Signed: 4/29/2024 8:50:53 AM

Electronic Record and Signature Disclosure:
 Accepted: 4/29/2024 8:50:49 AM
 ID: 689c4f60-7ab2-477b-ba2a-38e2a564004a

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)

COPIED

Sent: 4/26/2024 8:39:34 AM
 Viewed: 4/26/2024 9:02:22 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	4/26/2024 8:39:34 AM
Certified Delivered	Security Checked	4/29/2024 8:50:49 AM
Signing Complete	Security Checked	4/29/2024 8:50:53 AM
Completed	Security Checked	4/29/2024 8:50:53 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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

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

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Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

General Info

Vendor/Customer : 000000223512	Restrict Use by Department : <input type="checkbox"/>
Legal Name : APOGEE TELECOM INC	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA : <input type="text"/>	Internal Account : <input type="checkbox"/>
Vendor Active Status : Active	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete	Third Party Vendor : <input type="checkbox"/>
Customer Active Status : Inactive	Third Party Customer : <input type="checkbox"/>
Customer Approval Status : Incomplete	Inventory Customer : <input type="checkbox"/>
Location Name : <input type="text"/>	Healthcare Provider : <input type="checkbox"/>
First Name : <input type="text"/>	Never Archive : <input type="checkbox"/>
Middle Name : <input type="text"/>	Restrict VSS Access : No
Last Name : <input type="text"/>	Discontinue - No New Business : <input type="checkbox"/>
Company Name : APOGEE TELECOM INC	Prevent MA Reference : <input type="checkbox"/>
Previous Name : <input type="text"/>	PunchOut Enabled : <input type="checkbox"/>
Previous Street : <input type="text"/>	Re-PunchOut Enabled : <input type="checkbox"/>
Previous City : <input type="text"/>	Electronic Order Enabled : <input type="checkbox"/>
Previous State/Province : <input type="text"/>	W-9 Received : <input type="checkbox"/>
Previous Country : <input type="text"/>	W-9 Received Date : <input type="text"/>
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date : <input type="text"/>
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 04/04/2006
	Active To : <input type="text"/>
	Last Usage Date : 05/03/2024
	Department : <input type="text"/>
	Unit : <input type="text"/>

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