

# Purchase Change Request



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

**Order #**  
MU21TVSVC

FY 23	Buyer MW	Date 6/30/2022	Account	P.O. Date 7/1/2020	Contract MU21TVSVC
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<b>Document</b> <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	<b>Document Action</b> <input type="checkbox"/> Cancellation <input 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. <b>Apogee Telecom, Inc.</b> 1905 Kramer Lane, Suite A100 Austin, TX 78755  Ph# 512-478-8858      Fax	Vendor Code <b>742995593</b>  FEIN#742995593	<b>BOG Unit Name &amp; Address</b> Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		<b>Change Order # <u>3</u></b>  Television Programming Distribution Services  To renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. Effective date of renewal July 1, 2022 through June 30, 2023. Renewal # 2 of 4 Renewals Remaining: (2) two (1) year periods.		

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

Approved: Michelle Wheeler 6/30/22  
 Authorized Signature Date

N/A  
 Attorney General if required Date



June 20, 2022

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 06/30/2022. 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, 2022 through June 30, 2023 under the same terms and conditions.

Please return the letter and the enclosures signed in the original to the noted below.

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

If you have any questions, please feel free to call me at 304-696-2598.

Sincerely,

Rebecca Maynard  
Purchasing Assistant III

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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:  
 6/24/2022  
Signature Date

Mark Holt  
Printed Name

CFO  
Title

Comments:

\_\_\_\_\_

# APOGEE

February 7, 2022

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, 2023. This is year two (2) 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 \$182,403.10 billed on July 1, 2022.

School of Medicine	\$7,296.12
Athletics	\$6,566.51
Freshman Housing	\$50,708.06
Housing of Res Life	\$117,832.41

Per the existing contract agreement Apogee will pass along programmer rate increase with 30 days' notice. Prices are valid for sixty days. 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: 6E7CD692C8AB497E98B6ACCFEE6027DB	Status: Completed
Subject: Please DocuSign: Marshall University Contract Renewal 6-20-22.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld 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
6/23/2022 12:16:12 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  
 Signed by link sent to mholt@apogee.us  
 Using IP Address: 72.177.82.206

**Timestamp**

Sent: 6/23/2022 12:18:08 PM  
 Viewed: 6/24/2022 8:54:36 AM  
 Signed: 6/24/2022 8:54:43 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)

**COPIED**

Sent: 6/24/2022 8:54:43 AM  
 Viewed: 6/24/2022 8:58:39 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	6/23/2022 12:18:08 PM
Certified Delivered	Security Checked	6/24/2022 8:54:36 AM
Signing Complete	Security Checked	6/24/2022 8:54:43 AM
Completed	Security Checked	6/24/2022 8:54:43 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

1 of 1 | [View All](#) Some of the values entered as Search Criteria for UI secured field ...

**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	

From 1 to 1 of 1    First Prev Next Last    [Attachments](#)

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

▼ **General Info**

<b>Vendor/Customer :</b> 000000223512	<b>Restrict Use by Department :</b>
<b>Legal Name :</b> APOGEE TELECOM INC	<b>Miscellaneous Account :</b>
<b>Alias/DBA :</b>	<b>Internal Account :</b>
<b>Vendor Active Status :</b> <input checked="" type="radio"/> Active	<b>Third Party Only :</b>
<b>Vendor Approval Status :</b> Complete	<b>Third Party Vendor :</b>
<b>Customer Active Status :</b> <input checked="" type="radio"/> Inactive	<b>Third Party Customer :</b>
<b>Customer Approval Status :</b> Incomplete	<b>Inventory Customer :</b>
<b>Location Name :</b>	<b>Healthcare Provider :</b>
<b>First Name :</b>	<b>Never Archive :</b>
<b>Middle Name :</b>	<b>Restrict VSS Access :</b> <input checked="" type="radio"/> No
<b>Last Name :</b>	<b>Discontinue - No New Business :</b>
<b>Company Name :</b> <input type="text" value="APOGEE TELECOM INC"/>	<b>Prevent MA Reference :</b>
<b>Previous Name :</b>	<b>PunchOut Enabled :</b>
<b>Previous Street :</b>	<b>Re-PunchOut Enabled :</b>
<b>Previous City :</b>	<b>Electronic Order Enabled :</b>
<b>Previous State/Province :</b>	<b>W-9 Received :</b>
<b>Previous Country :</b>	<b>W-9 Received Date :</b>
	<b>W-8 Received :</b>
	<b>W-8 Received Date :</b>
	<b>Accepts Credit Cards :</b>
	<b>Active From :</b> 04/04/2006
	<b>Active To :</b>
	<b>Last Usage Date :</b> 06/03/2022
	<b>Department :</b>
	<b>Unit :</b>

▼ **Headquarters**

<b>Headquarters Account :</b> Yes	<b>Web Address http:// :</b>
<b>Headquarters Account Code :</b> 000000223512	<b>Catalog DUNS :</b>
<b>Headquarters Account Legal Name :</b> APOGEE TELECOM INC	<b>Catalog Extended DUNS :</b>
<b>Franchise Account :</b>	<b>Catalog Unique Entity Identifier :</b>
	<b>Taxpayer ID Number :</b> *****5593
	<b>Taxpayer ID Number Type :</b> <input checked="" type="radio"/> EIN

▶ **Organization**

▶ **Disbursement Options**

\_\_\_\_\_

▶ Prenote/EFT \_\_\_\_\_

▶ Remittance Advice \_\_\_\_\_


▶ Vendor Terms \_\_\_\_\_

▶ Accounts Receivable \_\_\_\_\_

▶ eMALL \_\_\_\_\_

▶ Location Information \_\_\_\_\_

▶ Fee and Vendor Compliance Holds

Fee Exempt :		Tax Clearance :	
Registration Application Date :	12/22/2016 	Unemployment Insurance :	
Registration Effective Date :	12/22/2016	Worker's Compensation :	
Registration Expiration Date :	12/22/2017	Secretary of State Registration :	
Pre-Registration Code :		Federal Debarred :	

▶ Executive Compensation \_\_\_\_\_

▶ Additional Information \_\_\_\_\_

▶ Travel \_\_\_\_\_

▼ Change Management

Created By :	conversion	Last Modified By :	batch
	Conversion User		Batch User
Created On :	06/03/2014	Last Modified On :	12/22/2017
Last Approved By :	batch	Comments :	
	Batch User		
Last Approved On :	12/22/2017		
Date Registered :	06/03/2014		

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