



September 11, 2024

archSCAN, LLC  
Vivica Williams, President  
7172 Columbia Gateway Dr., Ste C  
Columbia, MD 21046  
[vivica.williams@archscan.com](mailto:vivica.williams@archscan.com)

Subject: PURCHASING COOPERATIVE OF AMERICA CONTRACT AWARD LETTER  
PCA OD-412-24 Document Management and Storage

Dear Ms. Williams,

Congratulations! The City of O'Donnell has awarded your company a contract for the above-referenced solicitation. Your contract number will be the same as the solicitation number: PCA OD-412-24. The contract number is to be on all Invoices for proper reporting.

You are responsible for keeping PCA up to date with your current contact information and for submitting monthly reports. For months with inactivity, complete the company/contact information and simply input 'No Activity'. We send out the Members list monthly, in response to your organization emailing the monthly report.

The contract is effective for the dates on the Contract Acceptance and Signatures Page and may be renewed up to four (4) additional years; unless notified otherwise, the renewal will be automatic. For any inquiries about your contract, please contact [pcamerica@pcamerica.org](mailto:pcamerica@pcamerica.org) & we will assist you!

We will contact you for an orientation meeting and for content for your vendor page on the PCA web site. PCA looks forward to working with you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Joseph Luera', written over a horizontal line.

Joseph Luera, Mayor Pro Tem  
City of O'Donnell

The award packet includes:

- Award Letter
- Signed Contract Acceptance and Signatures Page (exceptions, if any)
- Instructions for Monthly Report and Administrative Fee Tab 3
- Monthly Report Form & Instructions
- Welcome to PCA!

**FORM A**  
**OFFER ACCEPTANCE AND CONTRACT SIGNATURES FORM**

Complete and sign and upload.

**Offer by Vendor**

Vendor acknowledges and certifies that they have examined this solicitation, contract terms and conditions, scope and specifications, accompanying forms, etc. (the entire Contract) and hereby offers to furnish products and/or services in strict compliance with the entire Contract and Vendor's response.

- NO EXCEPTIONS.** Vendor assures Awarding Agency of compliance with the entire Contract and response with no further changes.
- WITH EXCEPTIONS.** Proposed changes to Contract Terms and Conditions. Present Vendor's proposed changes on FORM A-1 – Exceptions to Contract Terms and Conditions.
- NOTE: Freight & Delivery, if charged to customer, is not considered an exception.

Company Legal Name (on Contract): archSCAN, LLC

Address: 7172 Columbia Gateway Dr., Ste C

City/State/Zip: Columbia, MD 21046

Phone: (410) 553-6383 Email: vivica.williams@archscan.com

Printed Name, Title: Vivica Williams, President

Signature:  Date: 07/26/2024

\*\*\*\*\*VENDOR DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

Contract Number: PCA OD-412-24

**Contract Exceptions – PCA**

- None  All Rejected  Negotiated, Agreed To, and Attached

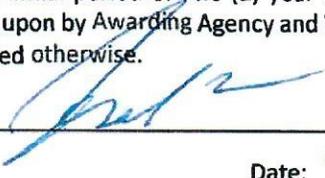
PCA Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Offer Acceptance by PCA Awarding Agency**

Term of Contract: 9/11/2024 to 9/10/2025

Unless otherwise stated, this Contract is for an initial period of one (1) year with an option to renew annually for an additional four (4) years if agreed upon by Awarding Agency and Vendor. Renewal shall be automatic on the anniversary date unless informed otherwise.

Awarding Agency Authorized Signature: 

Printed Name: Joseph Luera Date: 9/11/24

**PURCHASING COOPERATIVE OF AMERICA**  
**PCA OD-412-24 Document Management and Storage**

**31. PCA Administration Fee and Monthly Report**

**PCA Administrative Fee**

- PCA Administrative Fee (“Admin Fee”) for this solicitation/subsequent contract is found in SECTION 6-PRICING.
- Awarded Contractor shall honor and pay the Admin Fee for all sales that occur resulting from this Contract within **thirty (30) days** from the date Awarded Contractor receives payment from PCA Member, whether for progress payment, completion of work, or payment for delivered goods.
- In the event that Awarded Contractor’s PCA contract expires or is terminated, Awarded Contractor agrees to pay the Admin Fee for all projects extending beyond the expiration or termination date for those Purchase/Delivery/Job Orders received prior to expiration or termination.
- Pass-Through Costs that are subtracted from the gross contract/purchase order amount before calculating the Admin Fee include items such as specialty insurance, taxes, cost of bonds, and delivery costs.
- Awarded Contractor shall make the check payable to “Purchasing Cooperative of America” and send the check to ‘Purchasing Cooperative of America’, P.O. Box 604, Hico, TX 76457.
- Check may be mailed with the monthly report. Include the PCA contract number.
- Failure to pay the PCA Admin Fee in a timely manner may result in suspension or termination of this Contract.

**Monthly Report**

- Awarded Contractor shall provide PCA with a detailed monthly report and pro forma showing the total dollar volume of all sales under this Contract for the previous month in Microsoft Excel, in the format and with the information specified by PCA.
- Reports are due monthly by the 15th day of the following month.
- Awarded Contractor is responsible for collecting and compiling all sales under this Contract from all PCA Members and submitting one (1) consolidated monthly report.
- The monthly report shall include, at a minimum, the date of each PCA Member/customer P. O. with scheduled start and completion date, sale/project description, P. O. number, Member/customer name, city/town, and P. O. total dollar amount.
- Include an overview of pending projects (the “pro forma”) on the Monthly Report.
- Awarded Contractor (Vendor) shall submit a copy of PCA Member/customer Purchase Order and/or supplemental agreement as well as change orders made prior to project completion along with the mandatory monthly report.
- Reports shall be submitted to PCA at P.O. Box 604, Hico, Texas 76457, along with a check for Admin Fees made out to ‘Purchasing Cooperative of America’ or ‘PCA’ and electronically to [Reports@pcamerica.org](mailto:Reports@pcamerica.org). Reports should be emailed each month even if there is “No Activity”. If Awarded Contractor has more than one PCA contract, please submit separate monthly reports (and separate checks).
- Monthly Report form may be found at [www.pcamerica.org](http://www.pcamerica.org) on the Forms Tab.

- 32. Additional Fees and Reporting Information.** Some states and other government/non-profit agencies require an additional fee to use another state’s or agency’s contracts in their jurisdiction. If an additional fee is requested and Awarded Contractor agrees, Awarded Contractor shall submit copies of the purchase orders involved and pay the additional fee to PCA who will then pay the entity involved. Additional fees must be discussed with PCA prior to acceptance of additional fee charges.

If this Contract is adopted by another cooperative or entity, Awarded Contractor is still responsible for PCA fees based on the work performed for that entity, cooperative and/or that cooperative’s members. All such work shall be reported on the PCA Monthly Report and fees paid accordingly.

# MONTHLY REPORT

Please complete all fields.



Name-Awarded Contractor: \_\_\_\_\_  
 Contract Number: \_\_\_\_\_  
 Report Mo./Yr.: \_\_\_\_\_  
 ADMIN FEE: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 email: \_\_\_\_\_

## CURRENT PROJECT TOTALS:

#	PROJECT DESCRIPTION	MEMBER/CUSTOMER NAME	CITY STATE	** PURCHASE ORDER #	PROJECT DATES		P.O. AMOUNT	INVOICE AMOUNT	TOTAL EST. ADMIN FEE	FEE PER INVOICE	VENDOR CHECK TO PCA	
					START	END					DATE	AMOUNT
1.												
2.												
3.												
4.												
5.												
6.												
7.												

## PENDING/FUTURE PROJECTS:

#	PROJECT DESCRIPTION	MEMBER/CUSTOMER NAME	CITY STATE	ESTIMATED PROJECT TOTAL	EST. PROJECT DATES		NOTES	Would you like a confirmation of receipt of PCA fee payment?	
					START	END		Yes	No
1.									
2.									
3.									
4.									

Attach copies of POs/Invoices of current projects & put check in mail to PCA PO Box Address below & PDF Report&POs/Invoices to [pcamerica@pcamerica.org](mailto:pcamerica@pcamerica.org)

\*\* Attach copies of Purchase Order(s).  
 Please use additional pages as necessary.

Also located here: [www.pcamerica.org/forms](http://www.pcamerica.org/forms)

Send CHECKS to PCA, PO Box 604, Hico, TX 76457

Questions? Call 844-722-6374  
 Rev 2/23

INSTRUCTIONS FOR FILLING OUT PCA MONTHLY REPORTS

**MONTHLY REPORT**

**EXAMPLE REPORT**

Please complete all fields.



Name-Awarded Contractor: ABC Company  
 Contract Number: PCA X-XXX-XX  
 Report Mo/Yr: December 2019  
 ADMIN FEE # %

Contact Name: Alpha Beta  
 Phone Number: 111-222-3333  
 email: ABC@ABCCompanyABC

**CURRENT PROJECT TOTALS:**

#	PROJECT DESCRIPTION	MEMBER/CUSTOMER NAME	CITY STATE	PURCHASE ORDER #	PROJECT DATES		P.O. AMOUNT	INVOICE AMOUNT	TOTAL EST. ADMIN FEE	FEE PER INVOICE	VENDOR CHECK TO PCA	
					START	END					DATE	AMOUNT
1.	Walkway	School-Name ISD	Houston, TX	BD #1357	12/1/2019	12/30/2019	\$ 100,000	\$ 50,000	\$ 2,000.00	\$ 1,000.00	12/15/2020	\$ 1,000.00
	Progress payment for above project							\$ 5,000	\$ 100.00	\$ 100.00	COMPLETE	\$ 1,100.00
	Additional upgrade to walkway	School-Name ISD	Houston, TX	BD #1357 change order	12/18/2019	12/30/2019	\$ 5,000	\$ 5,000	\$ 100.00	\$ 100.00	COMPLETE	\$ 1,100.00
	Final Payment							\$ 50,000		\$ 1,000.00	12/30/2020	
2.	Stadium Lighting	Different School-Name ISD	Dallas, TX	#453EN	12/1/2019	12/15/2019	\$ 25,000	\$ 25,000	\$ 500.00	\$ 500.00	12/15/2020	\$ 500.00
3.	JOC Rehab-Annex	Municipality Name	Hidalgo, TX	#10022	2/12/2019	6/30/2019	\$ 250,000		\$ 5,000.00		COMPLETE	
4.												

**PENDING/FUTURE PROJECTS:**

#	PROJECT DESCRIPTION	MEMBER/CUSTOMER NAME	CITY STATE	ESTIMATED PROJECT TOTAL	EST. PROJECT DATES		NOTES	Would you like a confirmation of receipt of PCA fee payment?	
					START	END		Yes	No
1.	Renovation City Hall	El Paso, City of	El Paso, TX	\$ 11,000	8/1/2019	10/30/2019	waiting on PO		
2.									
3.									
4.									

\*\* Attach copies of Purchase Order(s). Please use additional pages as necessary

Also on <http://www.pcamerica.org/forms>

Send CHECKS to: PCA, PO Box 604, Hico, TX 76457

Questions? Call 844-722-6374

Rev 2/21

Fill in the CURRENT PROJECT section with active approved P.O.s. If None, report NO ACTIVITY.

Copies of purchase orders are supplemental to your contract and may be attached to the Monthly Report or sent to PCA separately. **ALL POs / Invoices should reference contract number.**

For purchase orders that have mobilization (project start-up) or progress payments, list these payments on separate lines and pay the PCA fee as instructed in the contract.

Add any P.O. changes, additional work or items that qualify to be added to the P.O. on additional lines. Send copy of P.O. extension to PCA.

Include DATE of check approval. PCA understands that accounting may take several more days to process a request for payment. Add COMPLETE if project or P.O. has been completed.

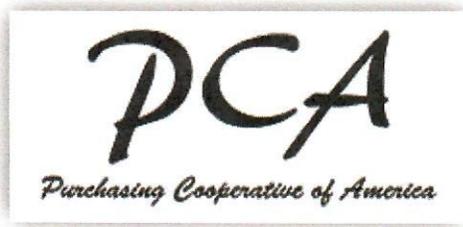
All Admin Fees shall be paid upon receipt of vendor payment.

Use the notes section to convey any important or informational items.

Pending or possible future projects or purchase orders shall be listed here. When approved and signed P.O. is received, move to the Current Project section.

If purchase order is not received or project is cancelled, remove from list. There is no reason to continue to report.

The Monthly Report Form is located: <https://www.pcamerica.org/forms> for download



## Welcome to PCA!

### Your Contract Number is: **PCA OD-412-24 Document Management and Storage**

When selling to a PCA Member/Customer please make sure they & your sales personnel know to put your contract number on the Purchase Orders/Invoices: PCA OD-412-24 & abbreviated name (if it fits) on the Purchase Orders & on your Invoices. **Make sure that you set up a system, with your sales personnel, to report sales to your company PCA Contract Admin**, so that they will have the information to send in the monthly report to PCA.

The contract number assists the PCA Member/Customer pass their audits & helps with your PCA contract reporting.

- The monthly report forms for reporting your PCA fees, are included in the contract, but can also be found at <http://www.pcamerica.org/forms> under the "AWARDED CONTRACTORS ONLY:" Section.
  - Include PO numbers on the report & a copy of the POs sent in with the report, if you have a copy.
  - Submit reports monthly, even if you have had no sales – put "No Activity" on the first line & any prospective customers listed in the area on the bottom.
- For payment of fees, please make check out to "Purchasing Cooperative of America" (not PCAmerica which is our website domain only).
- Reports are due by the 15th of the following month, 2 weeks after the month ends.
  - Ex. the June report is due by July 15<sup>th</sup>.
- For paying fees: If able, attach the monthly report to the check. Larger companies are sometimes unable, since they usually have a checking dept. or do direct deposit, so we need some kind of assistance in matching amounts to the reports. In the memo or notation area on the check or direct deposit notice, please state what monthly report(s) the check goes with & if you have multiple contracts with us, list which amount goes to which contract.