

**TOUCHSTONE PROPERTY SERVICES, INC.**

**CONTRACT ACCEPTANCE AND AWARD**

**FOR**

**TP24-1810 SUPPLEMENTAL WORK ORDER SERVICES**

*Note: The vendor should complete the vendor authorized signatures as part of the solicitation response. If the vendor is awarded a contract, then the bottom portion of this form will be completed by TPS and sent to the vendor.*

**Vendor**

Full business legal name: \_\_\_\_\_

*(Note: Full business legal name should match the name registered with the Secretary of State or should be the owner's name followed by dba then the business name.)*

I acknowledge receipt of this form which will become the contract if I am awarded and the following exhibits which are incorporated herein.

<b>Attachment</b>	<b>Contractor's signature</b>
Attachment A: Statement of Work	
Attachment B: Fee Submission Form	
Attachment C: Small Purchase Contract Terms and Conditions with HUD 5370 (with Maintenance work)	
Attachment D: Section 3 Forms	
Addendum ___ Dated _____	
Addendum ___ Dated _____	
Addendum ___ Dated _____	

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the fees proposed. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and that the company is qualified and authorized to perform all services as set forth.

Further, by completing and submitting this form and the response, the undersigned is thereby agreeing to abide by all terms and conditions pertaining to this QSP as issued by TPS. Upon issuance of award to proposer, TPS is accepting Contractor's offer contained in the submittal. No other contractual documents will be necessary or accepted. The Contract commences upon TPS's signature and issuance of Award on this form. Pursuant to this Contract Acceptance and Award including attachments, and pursuant to all Documents submitted, the undersigned proposes to supply TPS with the services described herein for the fee(s) submitted pertaining to this QSP.

Date: \_\_\_\_\_

Company: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Print Name)

Term of Contract \_\_\_\_\_ to \_\_\_\_\_

Unless otherwise stated, this contract is good for a period of one year with an option to renew annually for an additional two years at TPS's sole discretion. However, the contract shall not exceed \$50,000.

\_\_\_\_\_  
Touchstone Property Services, Inc.

Date: \_\_\_\_\_