



UNIVERSITY OF ARKANSAS

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Facilities Management

Government Avenue Warehouse Storage Agreement

I. This document constitutes a contractual agreement between the University of Arkansas Facilities Management Department Central Supply (CESU) and the “Renter” of storage space on this _____ day of _____, 20____. This agreement will conform to all conditions as set forth by CESU as indicated below.

Name of Renter _____ representing _____
(owner/authorized agent) (department/organization/etc.)

Internal Purchase Order (P.O.) # _____ accepted by _____
(CESU authorized agent)

II. ITEMS FOR STORAGE

A. Items to be stored in (GAW1) _____

total square feet occupied _____ @ \$ _____ square foot per month (sfm) = \$ _____ per month
_____ @ \$ _____ square foot per year (sfy) = \$ _____ per year

[Controlled access, off campus, partially conditioned, unmanned and alarmed for fire and security].

B. Items to be stored (OUTSIDE) _____

total square feet occupied _____ @ \$ _____ sfm = \$ _____ per month
_____ @ \$ _____ sfy = \$ _____ per year

[Controlled access, off campus, uncovered, fenced security and unmanned compound].

III. CONDITIONS FOR STORAGE

A. The Government Avenue Warehouse (GAW1) is a medium to long term warehouse facility best suited for bulk storage of material requiring storage times of 3 months or greater in duration. Storage costs will be “pro-rated” based on additions to, deletions from or total retrieval of stored materials for actual days stored for the month/year in which the activity takes place.

B. Storage is restricted to “Dry Goods Only”. Flammables, chemicals, hazardous materials or materials deemed to be inappropriate by warehouse management will NOT be accepted for storage.

C. Storage at this facility will require that a valid internal P.O. be provided in order for charges to be recorded properly on a FAMA Work Order Number (W.O.#). In the event that a University customer does not have an internal P.O., arrangements for Direct Billing must be initiated prior to storage of material. Monthly charges will be the standard method of payment with annual payments being an option if desired.

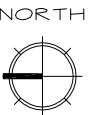
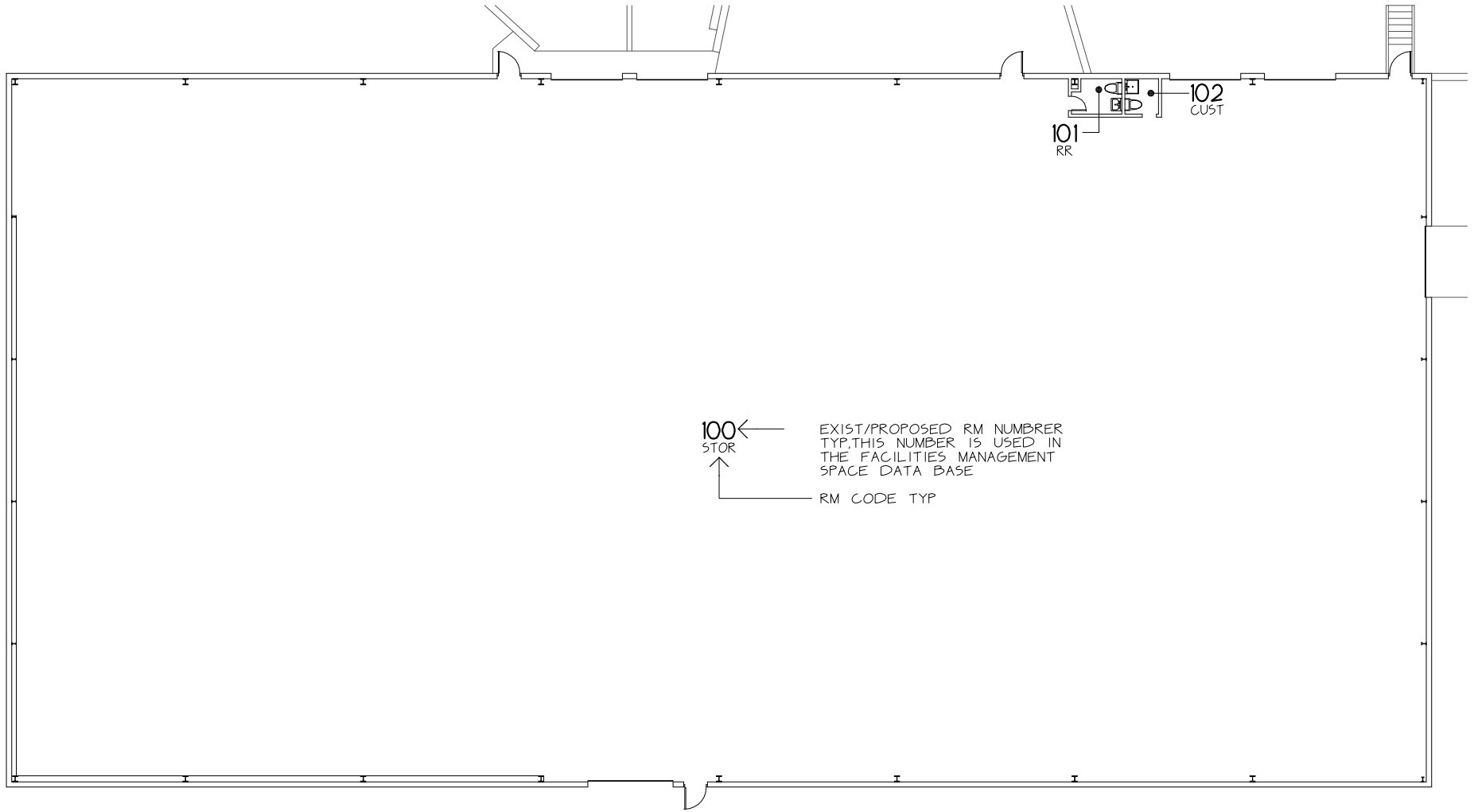
D. 24 hour notice is required to execute any element of this agreement by calling CESU at 5-3840. This 24 hour notice requirement includes but is not limited to receiving material for storage and access to previously stored material. When customer requirements for storing material is scheduled during normal operating hours (8:00am to 3:30pm) Monday thru Friday, CESU personnel labor is included in storage rate charge. If a customer schedules activity outside normal operating hours they will be charged current overtime labor rate of \$ _____/hr for actual travel time and on site time to accommodate their needs. The initial W.O.# used for storage charges will be utilized for any necessary labor charges.

E. Access to previously stored material will be restricted to a 24 hour notice and no more than 2 times in any given month during the storage period. If the customer requires more frequent visits, all additional visits will be charged at current labor rates of \$ _____/hr during normal operating hours or overtime rates as indicated above if requirements are for periods outside normal operating hours. Actual time for travel to and from the warehouse and on site time will be charged to initial W.O.# assigned for storage charges.

F. Pickup and / or delivery of material to be stored will be provided by the customer themselves, can be coordinated through the Facility Management Labor Shop (FAMA Service Center # 5-5050), use Admiral Moving & Storage under contract with the University or hire a private vendor.

G. If requests from the customer requires use of equipment beyond the equipment actually onsite, the customer will be charged for additional equipment requirements at current rental rates for actual time used or minimum rental rates per occurrence. An 8K pound capacity forklift will be the standard on site material handling machine, anything requiring more capacity to handle material safely will require prior notice from the customer in order for a timely receiving action to take place.

H. Facilities Management CESU will be held harmless for any damages sustained to stored material under this agreement beyond the current standard property insurance held by the University of Arkansas. (Currently \$100K deductible per event)



GOVERNMENT AVE WAREHOUSE #1