

**STATE OF TEXAS
PURCHASE ORDER**

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8128	12. HUB: N/A	13. Order Type: Service
	5. PCC	14. Vendor Identification No: ██████████	
2. Agency Billing Address **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	6. Current Document No. DT-9	15. Vendor Address: UT Printing Services - Document Solutions PO Box 7727 Austin, TX 787137727	
	7. Document (order) amt \$2,483.98	16. Vendor Contact Info: Juliana Gutierrez Phone: (512) 471-5464 Fax: (512) 471-1876 Email: julianag@austin.utexas.edu	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	8. REF DOC	9. Service Period or Expected Delivery Date: 10/15/2015	
	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov	11. TSLAC Project Contact: Suzanne Holman Email: sholman@tsl.texas.gov	
		Phone: (512) 463-3037 Fax: (512) 475-3393	Phone: (512) 463-5447

17. Description

Printing Services of TexShare Cards and Brochures. Specifications are per Portal Request # 1646140923.

Vendor is not to exceed the total amounts on the PO, without prior approval and amendment to this PO by the TSL Purchasing Department.

LSTA Terms & Conditions and Invoicing Instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17112	16	7218	7104	\$2,483.98	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	TexShare Brochures, Qty: 30,000 Shrinkwrapped into bundles of 100	966-58	1	Lot(s)	\$1,741.36	\$1,741.36
2.	TexShare Cards, Qty: 40,000, Shrinkwrapped into bundles of 100	966-58	1	Lot(s)	\$742.62	\$742.62

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

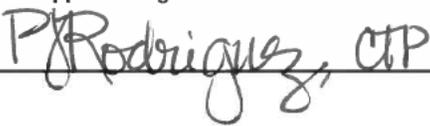
Grand Total \$2,483.98

26. Legal Cites: Texas Government Code, Title 7, Chapter 771 - The Interagency Cooperation Act

27. Division Tracking Number: LDN 16-052

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency. If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

28. Approval Signature 	Date 10/11/2015	29. Vendor Signature	Date
---	---------------------------	-----------------------------	-------------



Printing Services
471-5464
Document Solutions
www.utexas.edu/documentsolutions

September 30, 2015

Estimate: 22944

Pam Rodriguez
State-Library & Archives Commission
1201 Brazos, Dock Area/G-007

E-Mail: ~~invoices.accounting@tsl.state.tx.us~~
AP@tsl.texas.gov

UT Printing Services is pleased to submit the following quote as requested, based on the specifications provided:

Description:

J# 1033190910 - TexShare Brochure:

9"x4", CMYK/same, With bleeds,
Shrink wrap in 100's, Carton pack.

Stock: 100# White Cougar Super Smooth Cover

We understand that you will be providing:

Compatible File

Quantity	30,000
-----------------	---------------

Price	1,741.36
-------	----------

Additional comments: If you have any questions or need additional information, please feel free to call. Thank you for the opportunity to serve you. Please note that above pricing is valid for 30 days!

Juliana Gutierrez

DH



Printing Services

471-5464

Document Solutions

www.utexas.edu/documentolutions

September 30, 2015

Estimate: 22943

Pam Rodriguez
State-Library & Archives Commission
1201 Brazos
Dock Is On San Jacinto.

Phone: 463-8162

UT Printing Services is pleased to submit the following quote as requested, based on the specifications provided:

Description:

J# 1033190910 - TexShare Card:

8.5"x11" 10up sheets, pms541+pms032/1pms, No bleeds,
6 Horizontal perfs & 3 Vertical perfs,
Shrink wrap in 100's, Carton pack

Stock: 90# White Springhill Index

Quantity - 4000 Sheets = 40,000 Cards

We understand that you will be providing:

Compatible File

Quantity	4,000
-----------------	--------------

Price	742.62
-------	--------

Additional comments: If you have any questions or need additional information, please feel free to call. Thank you for the opportunity to serve you. Please note that above pricing is valid for 30 days!

Juliana Gutierrez

DH

Print Job Request Form (for print jobs over \$1000)
Must be filled out and submitted with a PR

Name:	Rose Willrich	Phone Number:	512-463-5465
Quote Needed by Date:	09/09/2015 9/30/2015	Time Needed by:	8:00 AM
Need print job completed by:	10/15/2015	Project File Ready by:	9/23/2015
Job Name/Form #:	TexShare Card Brochures (2015)		

Type of Job (check all that apply)									
Booklet		Single Sheet	X	Envelope		Bindery		Mail/Fulfillment	

Proof Requested (check)					
Soft Proof	X	Hard proof: Color		Hard proof: Imposition	

Single Sheet

Quantity	30,000
----------	---------------

Please provide the quantity you wish to have printed above and note any additional quotes on different quantities you would also like to receive below.

Stock	100# Cougar Super Smooth	Flat Size	9" X 4"
Stock Color	White	Finished Size	9" X 4"
Inks	CMYK		
Bleeds (Yes or No)	Yes - Full	Varnish (None, Gloss, Satin, Matte, Aqueous, UV)	None

Print Job Request Form (for print jobs over \$1000)
Must be filled out and submitted with a PR

Additional Single Sheet Information
Shrink wrapped – 100 sheets per.

Bindery Operations (Check all that apply)

Trimming		Drilling		Folding	
Foil Stamping		Scoring		Wire-O	
Perforating		Plastic Coil		Page Numbering	
GBC		Saddle Stitching		Perfect Binding	
Corner Stitching		Book Stitching (Top)		Die Cutting	
Chip Board		Paper Banding (Qty)		Shrink Wrap (Qty)	100
Padding (Qty per pad)		Tape Binding (Qty)			

Delivery Method

Note: If the requesting agency does not specify a delivery method, the print shop will utilize the least expensive means available to deliver the job.

Pick up		USPS		Agency		PSI	
State Mail Office		Drop Shipment		Other (please specify)	Austin delivery. If the winning bidder is in Austin but does not offer free delivery, we can pick the order up. Otherwise, please ship using the least expensive method.		

Mailing/Fulfillment Services Information



TexShare

The TexShare CARD... Imagine a Library as Big as Texas!

The TexShare CARD is a statewide library card that lets you borrow books and other physical materials from more than 500 libraries across the state!

For complete information, see:
www.tsl.texas.gov/texshare/card

To take advantage of
the **TexShare CARD**
program, just follow
these simple steps:

- Request a TexShare CARD from the circulation desk at your library. There may be a waiting period.
- Visit www.tsl.texas.gov/findalibrary to discover libraries near you that participate in the TexShare CARD program and to read their specific lending policies.
- When you visit another library with your TexShare CARD, activate your borrowing privileges at the circulation desk. You may be required to show photo ID.
- Check out your selected books or other physical materials.
- Return the materials to the lending library by the due date. Libraries will assess fees for late, lost, or damaged materials.

TexShare Card	
A Texas Library Resource Sharing Program www.tsl.texas.gov/texshare/card	
Name _____	
Issuing Institution / Library _____	
Borrower Type _____	Authorized by _____
Borrower ID Number _____	Expiration Date _____

Please note that the TexShare CARD does not provide access to electronic resources. Ask the reference librarian at your local library for instructions on accessing the TexShare Databases.



**Print Job Request Form (for print jobs over \$1000)
Must be filled out and submitted with a PR**

Name:	Rose Willrich	Phone Number:	512-463-5465
Quote Needed by Date:	09/09/2015 9/30/2015	Time Needed by:	8:00 AM
Need print job completed by:	10/15/2015	Project File Ready by:	9/23/2015
Job Name/Form #:	TexShare Cards (2015)		

Type of Job (check all that apply)									
Booklet	<input type="checkbox"/>	Single Sheet	<input checked="" type="checkbox"/>	Envelope	<input type="checkbox"/>	Bindery	<input type="checkbox"/>	Mail/Fulfillment	<input type="checkbox"/>

Proof Requested (check)					
Soft Proof	<input checked="" type="checkbox"/>	Hard proof: Color	<input type="checkbox"/>	Hard proof: Imposition	<input type="checkbox"/>

Single Sheet

Quantity	40,000
----------	---------------

Please provide the quantity you wish to have printed above and note any additional quotes on different quantities you would also like to receive below.

--

Stock	Index Card Stock	Flat Size	8 ½" X 11"
Stock Color	White	Finished Size	8 ½" X 11"
Inks	PMS 541C (blue) PMS 032C (red)		
Bleeds (Yes or No)	No (Ink) Yes (Perforations)	Varnish (None, Gloss, Satin, Matte, Aqueous, UV)	None

Print Job Request Form (for print jobs over \$1000)

Must be filled out and submitted with a PR

Additional Single Sheet Information
40,000 sheets with 10 cards per sheet perforated (perfs indicated on file). Shrink wrapped – 100 sheets. Perforations bleed off the page.

Bindery Operations (Check all that apply)

Trimming		Drilling		Folding	
Foil Stamping		Scoring		Wire-O	
Perforating	X	Plastic Coil		Page Numbering	
GBC		Saddle Stitching		Perfect Binding	
Corner Stitching		Book Stitching (Top)		Die Cutting	
Chip Board		Paper Banding (Qty)		Shrink Wrap (Qty)	100
Padding (Qty per pad)		Tape Binding (Qty)			

Delivery Method

Note: If the requesting agency does not specify a delivery method, the print shop will utilize the least expensive means available to deliver the job.

Pick up		USPS		Agency		PSI	
State Mail Office		Drop Shipment		Other (please specify)	Austin delivery. If the winning bidder is in Austin but does not offer free delivery, we can pick the order up. Otherwise, please ship using the least expensive method.		

Mailing/Fulfillment Services Information

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

TexShare Card

A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name	
Issuing Institution / Library	
Borrower Type	Authorized by
Borrower ID Number	Expiration Date

