

**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. 306-16-8147	12. HUB: N/A	13. Order Type: Service
	5. PCC H	14. Vendor Identification No: [REDACTED]	
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.	15. Vendor Address: CITIBank Austin Chair and Table Rental 1515 Dungan Lane, Suite 200C Austin, TX 78754	
	7. Document (order) amt \$730.50	16. Vendor Contact Info: Javier M. Ortiz Phone: (512) 567-8852 Fax: Email: service@austinchairandtable rental.com	
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: 10/18/2015	
	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov	Phone: (512) 463-3037 Fax: (512) 475-3393	
11. TSLAC Project Contact: Tracy Lash Email: tlash@tsl.texas.gov		Phone: (512) 463-5460	

17. Description

PROCUREMENT CARD PURCHASE

Rental of the following materials and equipment for the Center for the Book Kickoff Event to be held on October 18, 2015.

Delivery and setup will be scheduled for October 18, 2015 at 8:00am. Tent will be set up on the sidewalk in front of the De Zavala Building front porch. Pick up and tear down will be scheduled for October 18, 2015 at 2:30pm.

50% payment is required to secure the equipment requested. Please see rental policies and conditions which are attached for more details.

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSL Purchasing Department. Purchase Order Terms & Conditions and Invoicing Instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09151	16	7406	7399	\$730.50	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Rental of 20'x30' Tent	981-72	1	Lot(s)	\$380.00	\$380.00
2.	Rental of Barrels	981-72	10	Each	\$10.00	\$100.00
3.	Rental of Barrel Covers	981-72	10	Each	\$2.50	\$25.00
4.	Fee for After Hours Delivery, Set Up, and Pickup	962-46	1	Each	\$175.00	\$175.00
5.	Fee for Damage Waiver and Protection	953-52	1	Each	\$50.50	\$50.50

PRE-PAYMENT REQUIRED

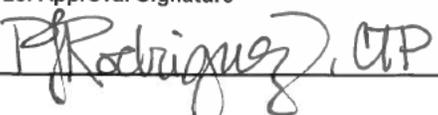
Grand Total \$730.50

26. Legal Cites:

27. Division Tracking Number: EXEC-16-025

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 10/8/2015	29. Vendor Signature	Date
---	--------------------------	-----------------------------	-------------

Austin Chair & Table Rental

RENTAL POLICIES & CONDITIONS

Reservations

We require 50% of the rental down in order to secure the equipment requested. If the 50% down payment is not given we will consider your request as a rental quote only, not as a reservation and nothing will be secured for you. The remaining balance is due when possession of the equipment is taken. Once the reservation has been made and the deposit paid, you have 2 weeks prior to the event to make a cancellation for a full deposit refund. If the reservation was made with the event being less than two weeks away and you cancel, we will not refund the 50% deposit. We do not reschedule or refund the deposit due to weather. Increasing the rental is acceptable but taking items off is not. Most of the equipment is based on a one day rental. We charge for all time out including Saturday, Sunday and Holidays. A charge will be added for items requiring cleaning upon return.

Delivery & Pickup

We deliver our equipment to a central location and pick up the equipment at the same spot. We deliver our equipment within 50 feet from our truck. If we have to deliver the equipment further out or if we have to take the equipment to a different level, there will be an extra charge. Please ask for a quote. We don't set up the equipment unless arrangements have been made at the time the reservation was made. We do charge for set up and break down. The fee is based on the amount of the equipment that you rent.

If equipment is wet because of rain or a sprinkler system there will be an additional charge of 25% of the rental amount. To avoid extra charges please cover our equipment to keep it dry. (Water really damages our equipment).

If you request to have the equipment picked up after hours once your event is over, it can be done but there will be an extra charge of \$175.00 regardless of the time. Pickup after 6:00 pm Monday-Friday and after 3:00 pm on Saturday will be considered after hours pick up. Sunday delivery is available for a minimum fee of \$175.00 with a Monday pick up. If you also need the equipment picked up on Sunday we will charge the after hours pick up fee of \$175.00 in addition and can pick up regardless of the time.

Tents, staging and dance floors require special installation and must be disassembled only by our staff. There will be an additional fee if customer breaks down tents, staging or dance floors. Tents with barrels require an extra fee of \$10 per barrel. We don't provide the water.

The electrical equipment that we rent (fans, port a coolers, etc) DOES NOT come with an extension cord. If you need one or more please make arrangements at the time of the reservation. The extensions cords rent for \$5.00 each.

Responsibility

We double count each order to avoid mistakes and we ask you to count the equipment upon taking possession since you are accepting the count on the contract and will be charged for any missing items upon return. We charge for any damage to our equipment such as breaking a chair, burning a table, or any other damage that is not regular wear. We also charge for any damage to our linens. We hand out our linens ironed on a hanger ready to be used. You don't have to wash the linens upon return but please make sure linens are not returned burned, torn, or with candle wax. Do not place linens in plastic bags. Please use provided linen bags. Do not place linens in bags if they are not completely dry. Moisture will create mildew and the linen will be considered damaged. We hand out our equipment in good rentable condition. You will have to pay for anything that is returned and is not rentable. If linen bags are not returned there will be a \$35 replacement charge per bag.

Dishware

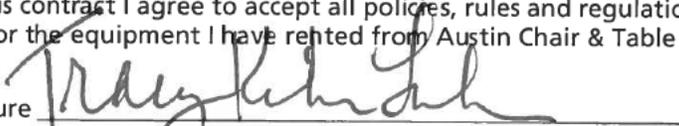
All dishware needs to be rinsed so that no food residue remains prior to return. We charge a dishware cleaning deposit of of \$.15 per glass, \$.20 per plate and \$.10 per piece for flatware. The deposit for large pieces like platters and chafing dishes is \$5.00 per piece. If the returned dishware is rinsed enough to not require special cleaning, the deposit will be returned.

DAMAGE WAIVER

The Damage Waiver is a non-refundable, 10% charge that relieves customer of liability for accidental damage to the rented item(s) and for loss due to fire, collision, windstorm, upset and riot. Waiver does not cover loss due to theft, burglary, misuse, or abuse or any other loss due to failure to care for the rental item(s) while under contract. The Damage Waiver does not cover loss or negligence. Candle wax on linens is not covered under the Damage Waiver. The Damage Waiver is a courtesy extended to our clients to keep costs low. Its purpose is to protect you from incurring extra charges due to unforeseen or unexpected damage to our equipment. Broken or damaged items must be returned.

I fully understand the rules and regulations of renting with Austin Chair & Table Rental.
By signing this contract I agree to accept all policies, rules and regulations and will be fully responsible for the equipment I have rented from Austin Chair & Table Rental.

Client Signature



Date

10-8-15

Printed Client Name

Tracy Kuhn Lash



Austin Chair & Table Rental

CREDIT CARD AUTHORIZATION FORM

Card Number:..... *unable to provide on form*

Cardholder name:..... *please call to process*

Business:.....

Personal:.....

Expiration Date:.....

3 Digit Security Code:.....

Card Billing Address:..... *P.O. Box 12516*

City, State, Zip Code:..... *Austin, TX 78711*

Invoice Amount:..... *\$ 730.50 total / 365.25 deposit.*

Authorized Signature:.....

Present Date:..... VISA MC DIS AMEX DISC

**STATE OF TEXAS
PURCHASE ORDER**

10/16/2015 Amended to updated payment type (PCC) since the card failed to charge twice. Please see note below. *

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8147	12. HUB: N/A	13. Order Type: Service
	5. PCC E	14. Vendor Identification No: [REDACTED]	
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.	15. Vendor Address: Austin Chair and Table Rental 1515 Dungan Lane, Suite 200C Austin, TX 78754	
	7. Document (order) amt \$730.50	16. Vendor Contact Info: Javier M. Ortiz Phone: (512) 567-8852 Fax: Email: service@austinchairandtablerental.com	
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: 10/18/2015	
	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	11. TSLAC Project Contact: Tracy Lash Email: tlash@tsl.texas.gov		Phone: (512) 463-5460

17. Description

Rental of the following materials and equipment for the Center for the Book Kickoff Event to be held on October 18, 2015.

Delivery and setup will be scheduled for October 18, 2015 at 8:00am. Tent will be set up on the sidewalk in front of the De Zavala Building front porch. Pick up and tear down will be scheduled for October 18, 2015 at 2:30pm.

*ACCOUNTING NOTE: Please send warrant for full amount after event. 50% down payment has been waived and vendor requested that we send a check for the full amount since the agency credit card failed to charge on two separate occasions.

Please see rental policies and conditions which are attached for more details.

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSL Purchasing Department. Purchase Order Terms & Conditions and Invoicing Instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09151	16	7406	7399	\$730.50	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Rental of 20'x30' Tent	981-72	1	Lot(s)	\$380.00	\$380.00
2.	Rental of Barrels	981-72	10	Each	\$10.00	\$100.00
3.	Rental of Barrel Covers	981-72	10	Each	\$2.50	\$25.00
4.	Fee for After Hours Delivery, Set Up, and Pickup	962-46	1	Each	\$175.00	\$175.00
5.	Fee for Damage Waiver and Protection	953-52	1	Each	\$50.50	\$50.50

PRE-PAYMENT REQUIRED

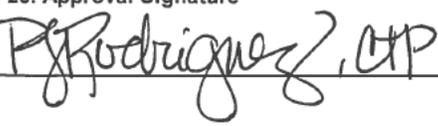
Grand Total \$730.50

26. Legal Cites:

27. Division Tracking Number: EXEC-16-025

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 10/16/2015	29. Vendor Signature	Date
---	---------------------------	-----------------------------	-------------

