

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION 306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8204	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b>	<b>14. Vendor Identification No:</b> ██████████	
<b>2. Agency Billing Address</b> **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	<b>6. Current Document No.</b> DT-9	<b>15. Vendor Address:</b> Texas Facilities Commission PO Box 13047 Austin, TX 787113047	
	<b>7. Document (order) amt</b> \$136.00	<b>16. Vendor Contact Info:</b> Nathania Morehead Phone: (512) 475-2461 Fax: (512) 236-6178 Email: nathania.morehead@tfc.state.tx.us	
	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 12/31/2015	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>10. Agency Contact:</b> Pam Rodriguez Email: prodriguez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	<b>11. TSLAC Project Contact:</b> Jasper Winters Email: jwinters@tsl.texas.gov		Phone: (512) 463-8162

**17. Description**

Maintenance Letter Agreement for Portal Request # 17564 and Work Order # 514224. Installation of a 4'x4' white board in Room G019. White board and desired location of installation will be provided by TSLAC.

Terry Craddock is the Project Coordinator for this Work Order.

Phone: (512) 463-2264

Cell: (512) 659-2593

Email: terry.craddock@tfc.state.tx.us

Installation date will be determined by TFC.

Please include the Purchase Order Number on your invoice. Thank you!

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	08111	16	7266	7399	\$136.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	MLA for installation of white board in Room G019 Portal Request #17564; Work Order # 514224	914-84	1	Lot(s)	\$136.00	\$136.00

**INTERNAL PO ONLY**

**Grand Total \$136.00**

**26. Legal Cites:** Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

**27. Division Tracking Number:** IRT 16-020

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.

<b>28. Approval Signature</b> 	<b>Date</b> 11/10/2015	<b>29. Vendor Signature</b>	<b>Date</b>
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**Chair**  
Robert Thomas

**Commissioners**  
William D. Darby  
Patti Jones  
Mike Novak  
Jack W. Perry  
Betty Reinbeck



**Executive Director**  
Harvey Hilderbran

*Mailing address:*  
P. O. Box 13047  
Austin, TX 78711-3047  
(512) 463-3446  
[www.tfc.state.tx.us](http://www.tfc.state.tx.us)

October 29, 2015

Jasper Winters  
Library and Archives Commission  
Lorenzo De Zavala Archives & Library Building  
1201 Brazos  
Austin, TX

Re: Install one 4'x4' white board in room G019.

Dear Jasper Winters,

Texas Facilities Commission's Minor Construction Department is in receipt of your Portal request 17564 as of October 16, 2015. Minor Construction is looking forward to working with you on your project. The estimated cost of the project will be **\$136.00**. See Attachment A.

Your Work Order Number for this project is 514224. We have an experienced team that will be devoted to providing you with a quality result. Following is information about the Minor Construction team member who will be working with you.

Terry Craddock has been assigned as the Project Coordinator. Terry may be contacted by phone at 512-463-2264, by cell phone at 512-659-2593 or by e-mail at [terry.craddock@tfc.state.tx.us](mailto:terry.craddock@tfc.state.tx.us).

We've included a Maintenance Letter Agreement (MLA) for review and signature.

I trust the above information provides you with the contacts you may need when making any inquiries during this project. Please feel free to contact me directly as I am always interested in hearing from you and knowing about the quality of our work and performance. Upon review and approval, please have the original signed and return signed original to my attention at the address listed below.

Texas Facilities Commission  
Attn: Nathania Morehead  
Minor Construction – Room 140  
1711 San Jacinto Boulevard  
Austin, Texas 78701

Sincerely,  
Nathania Morehead  
Minor Construction  
Tel: (512) 475-2461 & Fax: 512-236-6178  
Cell: (512) 851-7563  
E-mail: [nathania.morehead@tfc.state.tx.us](mailto:nathania.morehead@tfc.state.tx.us)

**Texas Facilities Commission**

Physical address: 1711 San Jacinto Blvd, Austin, Texas 78701

★ Planning and administering facilities in service to the State of Texas ★

**MAINTENANCE LETTER AGREEMENT  
BETWEEN  
THE TEXAS FACILITIES COMMISSION  
AND THE  
LIBRARY AND ARCHIVES COMMISSION (306)**

WHEREAS, both the Texas Facilities Commission (TFC) is the State agency with a primary responsibility for maintenance and repair of State buildings, grounds, and property; and

WHEREAS, the Library and Archives Commission (TSL) has requested the TFC provide an estimate for a proposed project through Work Order No. 514224 and TFC has reviewed the request and proposes a preliminary estimated budgetary amount of One Hundred Thirty-Six and 00/100 Dollars (\$136.00).

NOW, THEREFORE, pursuant to the Interagency Cooperation Act, Chapter 771, Texas Government Code, and in consideration of the mutual agreements contained herein, the parties agree as follows:

The proposed amount of the project requested under Work Order No. 514224 is One Hundred Thirty-Six and 00/100 Dollars (\$136.00); and is as further described on the detailed budget attached hereto and incorporated herein as Attachment A. The proposed amount is based on information provided to TFC by TSL and shall remain valid for a period of thirty (30) days from the date of Texas Facilities Commission's letter, October 29, 2015. Failure to approve this work order estimate within thirty (30) days shall render this estimated budget amount null and void, and will result in the work order being closed.

2. If the work order estimate provided above is under Fifty Thousand and No/100 Dollars (\$50,000.00), then this letter agreement may serve as the agreement between the parties, upon execution by Texas Facilities Commission, to move forward with the project. If the estimate provided is over Fifty Thousand and No/100 Dollars (\$50,000.00), then execution of an interagency cooperation contract between the parties shall be required; however, Library and Archives Commission may request the issuance of an interagency cooperation contract for work proposed under Fifty Thousand and No/100 Dollars (\$50,000.00).

3. Expenses will be based on the actual costs of the work for the Project. In addition, if the scope of work changes upon agreement by TFC and Library and Archives Commission, the estimated budget amount may change. An Interagency Transaction Voucher or Invoice (ITV) for the completed services will be prepared by TFC and Library and Archives Commission shall reimburse TFC within thirty (30) days from receipt of ITV or invoice.

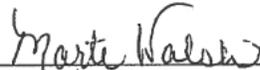
4. Pursuant to Rider 16 entitled *Capital Construction on Behalf of State Agencies* for the Texas Facilities Commission found in HB 1, 84<sup>th</sup> R.S., Art. I, any capital items related to construction of buildings and facilities including minor construction projects greater than \$100,000 performed by TFC on behalf of other state agencies do not apply to TFC for the purpose of the capital budget rider limitations specified in HB 1, 84<sup>th</sup> Leg., R.S., Art. IX, Sec. 14.03. By signing this letter agreement and the associated interagency contract, Library and Archives Commission certifies it has the requisite capital budget authority to fund the services to be provided by TFC.

This letter agreement shall be effective upon execution by TFC, and it shall continue in effect until completion of the Project. If the work proposed is over Fifty Thousand and No/100 Dollars (\$50,000.00), an interagency cooperation contract between the parties shall be drafted by TFC and submitted to Library and Archives Commission for execution.

LIBRARY AND ARCHIVES COMMISSION

TEXAS FACILITIES COMMISSION

  
\_\_\_\_\_  
Donna Osborne  
Date of Execution: 11/2/15

  
\_\_\_\_\_  
Marti Walsh  
Date of Execution: 10.29.15

Cc  
Tc  
Rk  
Cw  
Nm

Please include PO # 306-16-8204 on your invoice.

Thank you!  
Pam

**Attachment A  
Minor Construction**

**Work Order: # 514224  
Portal Request: # 17564  
Building: ARC**

**Estimate/Scope  
10/28/2015**

Description	Qty	Item	Price	Amount
Paint	0	Gallons	\$35.00	\$0.00
Joint Compound	0	Ea.	\$12.00	\$0.00
Monitor Wall Mount	0	Ea.	\$112.00	\$0.00
R 11 16" x 96" unfaced batt insulation	0	Ea.	\$56.00	\$0.00
Ceiling Tiles	0	Ea.	\$6.00	\$0.00
3/0 x 8/5 Door	0	Ea.		
4" Rubber Base	0	Ea.	\$4.00	\$0.00
Misc. Materials				\$10.00
Cylindrical lever lock set	0	Ea.	\$140.00	
Electrical Materials				\$0.00
<b>Total for Materials</b>				<b>\$10.00</b>
HVAC				\$0.00
AV Fire Controls				\$0.00
<b>Total for Contractors</b>				<b>\$0.00</b>
TFC Carpenter	1	Hr. @	\$63.00	\$63.00
TFC Electrician	0	Hr. @	\$63.00	\$0.00
TFC Controls	0	Hr. @	\$63.00	\$0.00
TFC Painter	0	Hr. @	\$63.00	\$0.00
<b>Total for in house labor</b>				<b>\$63.00</b>
<b>Sub-subtotal</b>				<b>\$73.00</b>
Project Management	1	Hr. @	\$63.00	\$63.00
Construction Contingency				\$0.00
Design Contingency				\$0.00
<b>Subtotal</b>				<b>\$136.00</b>
20% Accessible Route Corrections				\$0.00
<b>Total</b>				<b>\$136.00</b>
1% Capital Project Fee				\$0.00
<b>Grand Total</b>				<b>\$136.00</b>

OK  
RK  
10-29-15

**Scope per drawing dated :**  
Install one 4'x4' white board in room G019.  
White board provided by customer.  
White board wall location per customer request.