

**STATE OF TEXAS
PURCHASE ORDER**

4/8/2016 Amendment to include Yoakum County with the CSR program materials order per PR 16-167 (Yoakum County). Please see attached.

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8222	12. HUB: N/A	13. Order Type: Service
	5. PCC K	14. Vendor Identification No: 13913110899-000	
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: Demco, Inc. DBA Upstart 4810 Forest Run Road Madison, WI 53704	
	7. Document (order) amt \$66,546.00		
3. Destination of goods or service FOB Destination Receiving Hours: 7:30 AM - 4:00 PM Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	8. REF DOC	16. Vendor Contact Info: Heidi Green Phone: (800) 356-1200 x2353 Fax: Email: heidig@demco.com	
	9. Service Period or Expected Delivery Date: 3/1/2016		
10. Agency Contact: Pam Rodriguez Phone: (512) 463-3037 Email: prodiguez@tsl.texas.gov Fax: (512) 475-3393		11. TSLAC Project Contact: Christine McNew Phone: (512) 463-4856 Email: cmcnew@tsl.texas.gov	

17. Description

2016 Collaborative Summer Reading Program (CSLP) pre-printed materials to be distributed to the Texas Libraries based on the order list emailed to the Vendor.

Materials are not available from any other source.

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	24312	16	7273	7210	\$66,546.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	2016 Collaborative Summer Reading Program materials for various libraries. Order form is attached.	715-10	1	Lot(s)	\$59,796.95	\$59,796.95
2.	Estimated Shipping and Handling	962-86	1	Lot(s)	\$6,682.25	\$6,682.25
3.	2016 Collaborative Summer Reading Program materials for Yoakum County	715-10	1	Lot(s)	\$59.30	\$59.30
4.	Estimated Shipping and Handling for Yoakum County	962-86	1	Lot(s)	\$7.50	\$7.50

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

INVOICE TO FOLLOW

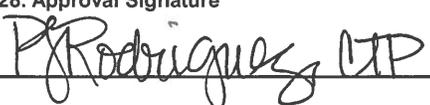
Grand Total \$66,546.00

26. Legal Cites: TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

27. Division Tracking Number: LDN 16-098

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 4/8/2016	29. Vendor Signature	Date
--	-------------------------	-----------------------------	-------------

2016 SHIPPING INFO: Order by: December 1, 2015, receive by: March 1, 2016
 Order by: January 1, 2016, receive by: April 1, 2016

Order by: March 1, 2016, receive by: May 1, 2016
 After March 1: Please call for estimated ship dates

Online Order Form



Downloadable Order Form



Item # Qty Buy

Quick Shop Ordering:

You can add items to your shopping cart by entering the item number and quantity, and then clicking on the Add button.

[Click Here for Quick Shop form](#)

Shopping Cart | Checkout

Item #	Name	Unit Price	Today's Price	Qty	Avail.	Total	Remove
K3W-1369848	On Your Mark, Get Set, READ EL Bookmarks 7" x 2-1/4" 200/Pkg	\$4.25	\$4.25	1	⊕	\$4.25	✕
K3W-1369849	On Your Mark, Get Set, READ EL Poster 23"H x 17"W	\$1.00	\$1.00	2	⊕	\$2.00	✕
K3W-1369859	On Your Mark English Bkms 2 Designs 7"x2-1/4" 200/Pkg	\$4.50	\$4.50	1	⊕	\$4.50	✕
K3W-1369860	On Your Mark Eng/Spnsh Bkms 2Dsgns 7"x2-1/4: 200/Pkg	\$4.50	\$4.50	1	⊕	\$4.50	✕
K3W-1369863	On Your Mark, Get Set, READ English Poster 23" x 17"	\$0.50	\$0.50	5	⊕	\$2.50	✕
K3W-1369864	On Your Mark, Get Set, READ English/Spanish Poster 23"x17"	\$0.50	\$0.50	1	⊕	\$0.50	✕
K3W-1369868	Get in the Game English Bkmk 7" x 2-1/4" 2 Designs 200/Pkg	\$4.50	\$4.50	1	⊕	\$4.50	✕
K3W-1369870	Get in the Game English Poster 17"H x 23"W	\$0.50	\$0.50	1	⊕	\$0.50	✕
K3W-1369872	Exercise Your Mind Bookmark 7" x 2-1/4" 200/Pkg	\$4.50	\$4.50	1	⊕	\$4.50	✕
K3W-1369873	Exercise Your Mind Poster 17"H x 23"W	\$1.00	\$1.00	1	⊕	\$1.00	✕
K3W-1370052	On Your Mark Reading Certificate 5-1/2x8-1/2 25/Pkg	\$1.25	\$1.25	6	⊕	\$7.50	✕
K3W-1370060	On Your Mark, Get Set-READ Small Poster 15-1/4"Hx11"W	\$0.35	\$0.35	2	⊕	\$0.70	✕
K3W-1370062	On Your Mark Book List Reading Record 8-1/2"x11 25/Pkg	\$2.00	\$2.00	10	⊕	\$20.00	✕
K3W-1370064	Get In the Game-READ Small Poster 15-1/4"H x 11"W	\$0.35	\$0.35	1	⊕	\$0.35	✕
K3W-1370066	On Your Mark, Get Set-READ EL Small Poster 15-1/4"Hx11"W	\$0.50	\$0.50	2	⊕	\$1.00	✕
K3W-1370069	Exercise Your Mind Small Poster 15-1/4"Hx11"W	\$0.50	\$0.50	2	⊕	\$1.00	✕
Zip Code: <input type="text"/> Calculate S/H						Order Total:	\$59.30
Please enter the U.S. zip code for contiguous 48 states. For shipping and handling charges to anywhere in the world, call 1-800-448-4887.							

Continue Shopping | Print Basket

[Update Quantity](#)

[Price Quote](#)

[CHECKOUT](#)

[What's This?](#)

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

**RECEIVED
APR 08 2016
PURCHASING**

Fiscal Year 2016

Purchase Requisition (PR) Blanket/Non-PR* AMENDMENT

*CFO Signature not required for blanket orders

Vendor Name: DEMCO DBA Upstart
 Address: 4810 Forest Run Road
 City, State, Zip: Madison, WI 53704
 Phone: 800.279.1586 Fax: 800.246.1329
 Contact Name: Amanda Block
 Email: amandab@demco.com
 Vendor ID#: _____
 DUNS: 006552483 SAM Expiration Date: 09/02/2016

If PR is a RUSH, must include requested delivery date

Requested Delivery Date: 4/7/16 - RUSH

Federal Funds Note: Grant Number: LS-00-15-0044-15 – FFY 2016 • CFDA: 45.310 – Grants to States• Institute of Museum and Library Services.

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
+ 2016 Collaborative Summer Reading Program (CSLP) pre-printed materials to be sent to: Yoakum County Library ATTN: Ann Benson 901 Ave E, Plains, TX 79355 (This order was not entered on the original order spreadsheet in November 2015 but library did receive an order confirmation for the supplies).	715-10	1	Lot	\$59.30	\$59.30	24312	7210	7273
+ Estimated Shipping and Handling	962-86	1	Lot	\$7.50	\$7.50	24312	7210	7291
Grand Total					\$66.80	<i>Don't forget to include S&H!</i>		

Special Instructions: Rose forwarded order list from Christine McNew on 04/07/2016. If you have any questions about this order please contact Christine at 463-4856.
 For training or outreach events: Please include or attach justification statement, login info, and/or registration form.

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

Christine McNew

1. Requestor or Contract Manager Signature (always required)

Christine McNew 3-4856

Type name & phone number of Requestor or Contract Manager

Rose Willrich 04/07/16

2. Purchasing Liaison Signature (always required) Date

Heidi Littered 4/7/16

3. Division Director Signature (always required) Date

4. If IT related, send PR to Accessibility Team.		
For Accessibility Team:		
ADA Compliant: (Circle One)	YES	NO

5. Director or IRT (for IT & CCTS requests) Date

6. Executive Signature (if required) Date

Donna Boone 4/7/16

7. Chief Fiscal Officer (always required)* Date

P. Rodriguez, CFP 4/9/2016

Ordered by Date

Until 4/31/2016

Estimated Delivery Date

Received by (Signature) Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev. 03/17/2016

Vendor Change Approvals:

Please initial and date accordingly

	1.		3.		5.		7.	
Purchasing Signature		Date						

**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. 306-16-8222	12. HUB: N/A	13. Order Type: Service
	5. PCC K	14. Vendor Identification No: 13913110899-000	
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: Demco, Inc. DBA Upstart 4810 Forest Run Road Madison, WI 53704	
	7. Document (order) amt \$66,479.20	16. Vendor Contact Info: Heidi Green Phone: (800) 356-1200 x2353 Fax: Email: heidig@demco.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: 3/1/2016	
	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov	Phone: (512) 463-3037 Fax: (512) 475-3393	
11. TSLAC Project Contact: Christine McNew Email: cmcnew@tsl.texas.gov	Phone: (512) 463-4856		

17. Description

2016 Collaborative Summer Reading Program (CSLP) pre-printed materials to be distributed to the Texas Libraries based on the order list emailed to the Vendor.

Materials are not available from any other source.

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	24312	16	7273	7210	\$66,479.20	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	2016 Collaborative Summer Reading Program materials for various libraries. Order form is attached.	715-10	1	Lot(s)	\$59,796.95	\$59,796.95
2.	Estimated Shipping and Handling	962-86	1	Lot(s)	\$6,682.25	\$6,682.25

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

INVOICE TO FOLLOW

Grand Total \$66,479.20

26. Legal Cites: TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

27. Division Tracking Number: LDN 16-098

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 11/24/2015	29. Vendor Signature	Date
---	---------------------------	-----------------------------	-------------

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

RECEIVED
NOV 18 2015
PURCHASING

Fiscal Year 2016

Purchase Requisition (PR) Blanket/Non-PR*

Blanket PO#: _____

*CFO Signature not required for blankets.

Vendor Name: Highsmith, LLC DBA Upstart - DEMCO

PO #: 16- 8222

Address: 4810 Forest Run Road

Division Tracking #: LDN 16-098

City, State, Zip: Madison, Wisconsin 53704

Previous PO #: _____

Phone: 800-356-1200 x2353 Fax: _____

Encumbrance Number: _____

Contact Name: Heidi Green

Requested Delivery Date: Dec 1, 2015

Email: heidig@demco.com

Vendor ID#: 13913110899.000

DUNS: 006552483

SAM Expiration Date: 09/02/2016

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
2016 Collaborative Summer Reading Program (CSLP) pre-printed materials to be distributed to the Texas Libraries based on the order list emailed to the Vendor.	715-10	1	LOT	\$59,796.95	\$59,796.95	24312	7210	7273
Shipping or Freight Charges	962-86	1	LOT	\$6,682.25	\$6,682.25	24312	7210	7286 7273

Orders delivered on 3/1/2016

Subtotal	\$66,479.20	
Shipping & Handling	\$0.00	<i>if applicable</i>
Grand Total	\$66,479.20	

JL

Grant Number: LS-00-15-0044-15 – FFY 2015 • CFDA: 45.310 – Grants to States • Institute of Museum and Library Services.
Special Instructions: Thea emailed Excel Order Spreadsheet to Purchasing on 11/17/2015.

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

** Statement is attached.*

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

Thea Blair
1. Requestor or Contract Manager Signature (always required)

Thea Blair 936-4449

Type name & phone number of Requestor or Contract Manager

Rosewill *11/17/15*
2. Purchasing Liaison Signature Date

Heidi Fittell *11/18/15*
3. Division Director Signature (always required) Date

March 1, 2016
Estimated Delivery Date

5. Director or IRT (if required) Date

4. If IT related, send PR to Accessibility Team.		
For Accessibility Team:		
ADA Compliant: (Circle One)	YES	NO

[Signature] *[Date]*
5. Director or IRT (if required) Date

Donna Osborne *11/18/15*
6. Executive Signature (if required) Date

Donna Osborne *11/18/15*
7. Chief Fiscal Officer (always required)* Date

PJ Rodriguez, CFP *11/24/15*
Ordered by Date

March 1, 2016
Estimated Delivery Date

Received by (Signature) Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.
Rev. 05/15/2015

Vendor Change Approvals: Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	Date			
	2. _____	4. _____	6. _____	

From: [Thea Blair](#)
To: [Purchasing](#)
Cc: [Rosemary Willrich](#); [Christine McNew](#)
Subject: RE: Request for PR for TSRP Materials Final Order | 306-16-8222
Date: Tuesday, November 24, 2015 8:13:29 AM
Attachments: [image001.png](#)

Hi Pam. Here you go – see if this will work for you:

Division Proprietary Statement: Vendor is the sole provider of licensed Collaborative Summer Library Program (CSLP) materials and incentives for libraries. Vendor must be used for all purchases of such materials on behalf of Texas libraries as part of our statewide membership in the CSLP.

Thea

From: Purchasing
Sent: Monday, November 23, 2015 5:37 PM
To: Rosemary Willrich; Christine McNew
Cc: Thea Blair
Subject: RE: Request for PR for TSRP Materials Final Order | 306-16-8222
Importance: High

Hi Ladies,

Sorry. I just realized one more thing. I didn't have a proprietary statement on this PR. Would either of you mind providing a statement that I can add to the file explaining why we have to use this vendor for these materials? Thanks!

Pam Rodriguez

Purchaser, CTP

Administrative Services Division

Phone: 512-463-3037 | Fax: 512-475-3393



Please note: Vendors may be required to provide their DUNS # and have current registration with SAM.

Beginning September 1, 2015, federal guidelines will require vendors to have a DUNS number and current registration in SAM. Both services are free of charge.

For more information about this new process, please visit our [FAQs webpage](#).

From: Purchasing
Sent: Monday, November 23, 2015 5:17 PM
To: Rosemary Willrich; Christine McNew
Cc: Thea Blair
Subject: RE: Request for PR for TSRP Materials Final Order

Hi Ladies,