# STATE OF TEXAS
# PURCHASE ORDER

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| **1. Agency Name & No.**<br>**TEXAS STATE LIBRARY & ARCHIVES COMMISSION** 306<br>Tax Exempt agency of the Texas State Government | **4. Purchase Order No.**<br>306-16-8415 | **12. HUB:**<br>BL/M | **13. Order Type:**<br>Service |
| | **5. PCC** E | **14. Vendor Identification No:** [redacted] | |
| **2. Agency Billing Address**<br>**ACCOUNTING DEPARTMENT**<br>Texas State Library & Archives Commission<br>PO Box 12516<br>Austin, TX 78711-2516<br>Email invoices to: AP@tsl.texas.gov<br>Phone: (512) 463-5473; Fax: (512) 475-0185 | **6. Current Document No.**<br><br>**7. Document (order) amt**<br>$4,336.00 | **15. Vendor Address:**<br>Atascocita Air Conditioning & Heating Mechanical Contractor<br>3197 FM 160 N<br>Liberty, TX 77575 | |
| *VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE." | **8. REF DOC** | **16. Vendor Contact Info:**<br>Todd<br>**Phone:** (936) 258-2312 **Fax:**<br>**Email:** tmf@imsday.com | |
| **3. Destination of goods or service**<br>***FOB Destination***<br>***Receiving Hours: 7:30 AM - 4:00 PM***<br>Attn: Alana Inman<br>Sam Houston Regional Library & Research Center<br>650 FM 1011<br>Liberty, TX 77575 | **9. Service Period or Expected Delivery Date:**<br>4/28/2016 - 8/31/2016 | | |
| | **10. Agency Contact:** Pam Rodriguez<br>**Email:** prodriguez@tsl.texas.gov | **Phone:** (512) 463-3037<br>**Fax:** (512) 475-3393 | |
| | **11. TSLAC Project Contact:** Alana Inman<br>**Email:** ainman@tsl.texas.gov | **Phone:** (936) 336-8821 | |

**17. Description**

*Blanket for the service, maintenance, and repair of the air conditioning units. Service will include the performance of the maintenance checks on each of the eight (8) HVAC units at the Sam Houston Regional Library and Research Center. Maintenance checks should include, but is not limited to, a review of pressures, temperatures, refrigerant levels, and parts (such as coils, drains, belts, and motors). Vendor will be contacted when services are needed by the TSLAC Project Contact in Box #11. Payment of services is contingent on the satisfactory completion of the service requested by TSLAC Project Contact.*

*This purchase order is to be used on an as needed basis and may be used in part, in whole, or not at all as deemed necessary by the Texas State Library and Archives Commission. TSLAC Terms & Conditions and Invoicing Instructions are attached.* ***Vendor will also need to provide proof of liability insurance to Purchasing before service can begin.*** *Vendor should note that the annual total of the invoice amounts cannot exceed the total purchase order amount without prior approval from the Purchasing Department.*

*This contract is contingent upon the continued availability of appropriations and may be cancelled with no additional cost to the agency if appropriations become unavailable. If this contract is cancelled due to unavailability of appropriations, the agency will only pay for services that have already been rendered up to the date of cancellation.*

| 18. SFX | INDEX | AY | COBJ | AOBJ | AMOUNT | INVOICE NO. |
|---|---|---|---|---|---|---|
| 001 | 52321 | 16 | 7266 | 7506 | $4,336.00 | |

| 19. Line No | 20. Goods & Service | 21. NIGP Code | 22. Qty | 23. Units | 24. Unit Price | 25. Extended Amt |
|---|---|---|---|---|---|---|
| 1. | Blanket for mainteance, repair, and service for the HVAC units at the Sam Houston Regional Center. Amount not to EXCEED | 910-36 | 1 | Lot(s) | $4,336.00 | $4,336.00 |

**INTERNAL REPAIR** **Grand Total** $4,336.00

**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:** ARIS 16-001, ARIS 16-090

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 | 29. Vendor Signature | Date |
|---|---|---|---|
| P Rodriguez, CTP | 4/28/2016 | | |