

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <p style="text-align: center;"><b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b>    306</p> <p style="text-align: center;">Tax Exempt agency of the Texas State Government</p>	<b>4. Purchase Order No.</b> <p style="text-align: center;">306-16-8416</p>	<b>12. HUB:</b> <p style="text-align: center;">N/A</p>	<b>13. Order Type:</b> <p style="text-align: center;">Service</p>
<b>2. Agency Billing Address</b> <p style="text-align: center;">**ACCOUNTING DEPARTMENT**                  Texas State Library &amp; Archives Commission                  PO Box 12516                  Austin, TX 78711-2516                  Email invoices to: AP@tsl.texas.gov                  Phone: (512) 463-5473; Fax: (512) 475-0185</p>	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> 12017932505	
	<b>6. Current Document No.</b>  	<b>15. Vendor Address:</b>  Trinity Glass and Mirror  1310 North Main Street Liberty, TX 77575	
<b>3. Destination of goods or service</b> <p style="text-align: center;"><i>FOB Destination</i></p> <p style="text-align: center;"><i>Receiving Hours: 7:30 AM - 4:00 PM</i></p> Attn: Alana Inman Sam Houston Regional Library & Research Center 650 FM 1011 Liberty, TX 77575	<b>7. Document (order) amt</b> <p style="text-align: center;">\$550.00</p>	<b>16. Vendor Contact Info:</b>  Phone: (936) 336-3742                      Fax: Email: trinityglass64@gmail.com	
	<b>8. REF DOC</b>  	<b>9. Service Period or Expected Delivery Date:</b> <p style="text-align: center;">5/1/2016 - 8/31/2016</p>	
	<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> Alana Inman Email: ainman@tsl.texas.gov		Phone: (936) 336-8821	

**17. Description**

*Blanket order for glass replacement, maintenance or repair of the windows for the Sam Houston Regional Library and Research Center. Vendor will be contacted by the TSLAC Project Contact in Box #11 when services are needed. 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. Purchase Order 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	\$550.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Glass replacement, maintenance or repair on an as needed basis for the Sam Houston Center	910-30	1	Lot(s)	\$550.00	\$550.00

**INTERNAL REPAIR**

**Grand Total**                      \$550.00

**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 16-030

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> 4/29/2016	<b>29. Vendor Signature</b> 	<b>Date</b> 
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Texas State Library & Archives Commission  
Purchase Requisition & Blanket/Non-PR Form

RECEIVED

JUN 22 2015

PURCHASING

FY 2016

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

\*CFO Signature not required for blankets.

PO #: 16-8416  
Division Tracking #: ARIS 16-036  
Previous PO #: 306-15-8180  
Encumbrance # \_\_\_\_\_

Vendor : Trinity Glass & Mirror  
Address: 1310 N. Main Street  
City, State, Zip: Liberty, TX 77575-  
Phone: (936) 336-3742 Fax: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email: trinityglass64@gmail.com  
Vendor ID #: 12017932505  
DUNS: \_\_\_\_\_

Requested Delivery Date: \_\_\_\_\_

SAM Expiration Date: \_\_\_\_\_

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
FY16 Blanket - Glass Repair SHC	910-30	1.0	Lot(s)	\$550.00	\$550.00	52321	7506	7266

Subtotal: \$550.00  
Shipping & Handling: \$0.00  
**Grand Total \$550.00**

**Special Instructions:**

**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**

FY 2016

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

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 Phone: (936) 336-3742      Fax: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Vendor ID #: 12017932505  
 DUNS: \_\_\_\_\_  
 SAM Expiration Date: \_\_\_\_\_

Alana Inman  
 1. Requestor or Contract Manager Signature      always required  
 Alana Inman      (936) 336-8821

Alana Inman      6/8/2015  
 2. Purchasing Liaison Signature      Date

Chelsa      6-22-15  
 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**

NA  
 5. Director of IRT (if required)      Date

NA  
 6. Executive Signature (if required)      Date

Donna Boone      6/22/15  
 7. Chief Fiscal Officer (always required)\*      Date

P. Rodriguez, CFP      4/29/16  
 Ordered by      Date

5/11/2016 - 8/31/2016  
 Estimated Delivery Date

Received by      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: 5/15/2015

Vendor Change Approvals:      Please initial and date accordingly

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