

**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. 306-16-8487	12. HUB: N/A	13. Order Type: Service
	5. PCC	14. Vendor Identification No: 33033033037	
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. DT-9	15. Vendor Address: Texas Facilities Commission PO Box 13047 Austin, TX 787113047	
	7. Document (order) amt \$6,840.00	16. Vendor Contact Info: Phone: (512) 463-8170 Fax: Email: christina.cheatham@tfc.state.tx.us	
3. Destination of goods or service FOB Destination Receiving Hours: 7:30 AM - 4:00 PM Attn: Michael Shea State Records Center 4400 Shoal Creek Blvd Loading Dock #1 Austin, TX 78756	8. REF DOC	9. Service Period or Expected Delivery Date: 5/4/2016	
	10. Agency Contact: Liz Kaska Email: lkaska@tsl.texas.gov		Phone: (512) 463-7989 Fax: 5124753393
	11. TSLAC Project Contact: Michael Shea Email: mshea@tsl.texas.gov		Phone: (512) 475-5151
	*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."		

17. Description

Maintenance Letter Agreement for Portal Request # 18149 and Work Order # 532996. TFC Contract #: 532996

Plumbing Work for Processor: Water Heater, Mixing Valve, Flex Pipe and Filter
 Work to be done at this location:
 State Records Center, 4400 Shoal Creek Blvd., Austin, TX 78756

Michael Shea is the Project Coordinator for this Work Order.
 Phone: 512-475-5151
 Email: mshea@tsl.texas.gov

Work date to be determined by TFC.

Please include the Purchase Order Number on your invoice.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66207	16	7266	7399	\$6,840.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Plumbing work for processor at SRC: Water Heater, Mixing Valve, Flex Pipe & Filter TFC Contract: 532996	914-68	1	Lot(s)	\$6,840.00	\$6,840.00

INVOICE TO FOLLOW

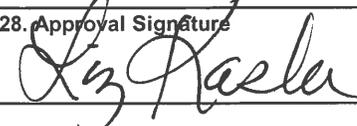
Grand Total \$6,840.00

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

27. Division Tracking Number: SLRM 16-087

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 4-20-16	29. Vendor Signature	Date
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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

March 28, 2016

Michael Shea
Library and Archives Commission
State Records Center Building
4400 Shoal Creek Blvd
Austin, TX

Re: Add water mixing valve to existing plumbing for film machine.

Dear Michael Shea,

Texas Facilities Commission's Minor Construction Department is in receipt of your Portal request 18149 as of March 9, 2016. Minor Construction is looking forward to working with you on your project. The estimated cost of the project will be **\$6,840.00**. See Attachment A.

Your Work Order Number for this project is 532996. 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.

Adam Busch has been assigned as the Project Coordinator. Adam may be contacted by phone at 512-463-3414, by cell phone at 512-769-0431 or by e-mail at adam.busch@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

Texas Facilities Commission

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

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

Work Order: # 532996
Portal Request: # 18149
Building: SRC

Attachment A
Minor Construction

Estimate/Scope
3/28/2016

Description	Qty	Item	Price	Amount
Misc. Materials	0	@	\$50.00	\$0.00
Electrical Materials				\$300.00
Total for Materials				\$300.00
Plumbing Contractor				\$3,300.00
				\$0.00
Total for Contractors				\$3,300.00
TFC Carpenter	0	Hr. @	\$63.00	\$0.00
TFC Electrician	16	Hr. @	\$63.00	\$1,008.00
TFC Controls	4	Hr. @	\$63.00	\$252.00
TFC Painter	0	Hr. @	\$63.00	\$0.00
Total for in house labor				\$1,260.00
Sub-subtotal				\$4,860.00
Project Coordination	16	Hr. @	\$63.00	\$1,008.00
Construction Contingency				\$972.00
Design Contingency				\$0.00
Subtotal				\$6,840.00
20% Accessible Route Corrections				\$0.00
Grand Total				\$6,840.00

Scope per drawing dated :

Add water mixing valve to existing plumbing for film machine. Includes electrical for new water heater. All work during regular business hours.
 Includes burn permit.

OK
 RK
 3-28-16

**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. 532996 / Portal Request 18149 and TFC has reviewed the request and proposes a preliminary estimated budgetary amount of Six Thousand Eight Hundred Forty and 00/100 Dollars (\$6,840.00).

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. 532996 / Portal Request 18149 is Six Thousand Eight Hundred Forty and 00/100 Dollars (\$6,840.00); 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, March 28, 2016. 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).

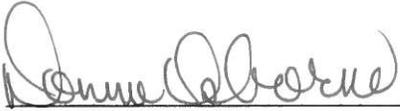
3. Expenses will be based on the actual costs of the work for the Project. In addition, if the scope of work changes upon agreement by TFC and Library and Archives Commission, the estimated budget amount may change. An Interagency Transaction Voucher or Invoice (ITV) for the completed services will be 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, 84th 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, 84th 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: 4/1/16



John Raff
Date of Execution: 3/29/16

- Cc
- Ab
- Rk
- Cw
- Nm

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

FY 2016

RECEIVED

APR 04 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PURCHASING

PO #: 306-16-8487
Division Tracking #: SLRM 16-087
Previous PO #: _____
Encumbrance # _____

Vendor : Texas Facilities Commission
Address: 1711 San Jacinto
City, State, Zip: Austin, TX 78701-1416
Phone: (512) 463-8170 Fax: _____
Contact: Christina Cheatham
Email: christina.cheatham@tfc.state.tx.us
Vendor ID #: 33033033037
DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
TFC Contract No.: 532996 Attached Plumbing work for processor at SRC: water heater, mixing valve, flex pipe and filter.	914-68	1.0	Lot(s)	\$6,840.00	\$6,840.00	66207	7699	7266
Subtotal:					\$6,840.00			
Shipping & Handling:					\$0.00	if applicable		
Grand Total					\$6,840.00			

Special Instructions: TFC Contract No.: 532996 Attached
Plumbing work for processor at SRC: water heater, mixing valve, flex pipe and filter

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

TFC - signed contract attached des

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

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 306-16-8487
 Division Tracking #: SLRM 16-087
 Previous PO #: _____
 Encumbrance #: _____

Requested Delivery Date: _____

Vendor : Texas Facilities Commission
 Address: 1711 San Jacinto
 City, State, Zip: Austin, TX 78701-1416
 Phone: (512) 463-8170 Fax: _____
 Contact: Christina Cheatham
 Email: christina.cheatham@tfc.state.tx.us
 Vendor ID #: 33033033037

DUNS: _____

SAM Expiration Date: _____

B. Deutsch
 1. Requestor or Contract Manager Signature always required
Beverly Deutsch (512) 463-7610

B. Deutsch 4/1/2016
 2. Purchasing Liaison Signature Date

C. K. 4/1/16
 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 of IRT (if required) Date

D. Osborne 4/1/16
 6. Executive Signature (if required) Date

D. Osborne 4/1/16
 7. Chief Fiscal Officer (always required)* Date

Liz Kaelin 4-20-16
 Ordered by Date

TO BE DET. by TFC
 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. _____