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.** 306-16-8524	**12. HUB:** BL/M	**13. Order Type:** Service
	5. PCC E	**14. Vendor Identification No:** [redacted]	
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.** **7. Document (order) amt** $1,403.00	**15. Vendor Address:** Atascocita Air Conditioning & Heating Mechanical Contractor 3197 FM 160 N 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** **9. Service Period or Expected Delivery Date:** 4/28/2016 - 8/31/2016	**16. Vendor Contact Info:** Todd Fontenot **Phone:** (936) 258-2312 **Fax:** **Email:** tmf@imsday.com	
3. Destination of goods or service ***FOB Destination*** ***Receiving Hours: 7:30 AM - 4:00 PM*** Attn: Alana Inman Sam Houston Regional Library & Research Center 650 FM 1011 Liberty, TX 77575	**10. Agency Contact:** Liz Kaska **Email:** lkaska@tsl.texas.gov		**Phone:** (512) 463-7989 **Fax:** 5124753393
	11. TSLAC Project Contact: Alana Inman **Email:** ainman@tsl.texas.gov		**Phone:** (936) 336-8821

17. Description

Service and repair of the air conditioning units at the Gillard-Duncan House. Vendor will need to diagnose problem for both air conditioning units. Service may include, but is not limited to: replacing circuit board, repairing leaks, adding freon, and replacing capacitor. The 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.

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 total of the invoice amounts cannot exceed the total purchase order amount without prior approval from the Purchasing Department.*

The total amount of this PO will be reimbursed by Atascocita Historical Society.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52321	16	7266	7599	$1,403.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Diagnose problem with both air conditioner units at the Gillard-Duncan House	910-36	1	Lot(s)	$178.00	$178.00
2.	Replace circuit board in the downstairs air conditioner unit at Gillard-Duncan House	910-36	1	Lot(s)	$400.00	$400.00
3.	Repair leak, add Freon, and replace capacitor in the upstairs air conditioner unit at the Gilliard-Duncan House	910-36	1	Lot(s)	$825.00	$825.00

INTERNAL REPAIR **Grand Total** $1,403.00

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 16-163

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
Liz Kaska	5-2-16	Todd M. Fontenot	5/3/16