

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8590	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b>	<b>14. Vendor Identification No:</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span>	
<b>2. Agency Billing Address</b> **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	<b>6. Current Document No.</b> DT-9	<b>15. Vendor Address:</b> Texas Facilities Commission PO Box 13047 Austin, TX 787113047	
	<b>7. Document (order) amt</b> \$29,547.45	<b>16. Vendor Contact Info:</b> Nathania Morehead <b>Phone:</b> (512) 475-2461 <b>Fax:</b> (512) 236-6178 <b>Email:</b> nathania.morehead@tfc.state.tx.us	
<b>3. Destination of goods or service</b> <b>FOB Destination</b> <b>Receiving Hours: 7:30 AM - 4:00 PM</b> Attn: Michael Shea State Records Center 4400 Shoal Creek Blvd Loading Dock #1 Austin, TX 78756	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 8/31/2016	
	<b>10. Agency Contact:</b> Pam Rodriguez <b>Email:</b> prodriguez@tsl.texas.gov	<b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393	
	<b>11. TSLAC Project Contact:</b> Michael Shea <b>Email:</b> mshea@tsl.texas.gov	<b>Phone:</b> (512) 475-5151	
	<b>*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."</b>		

**17. Description**

Maintenance Letter Agreement for Portal Request # 18054 and Work Order # 532170. Minor Construction for the State Records Center. Please refer to attachment documents from TFC for more details.

Terry Craddock is the Project Coordinator for this Work Order.  
 Phone: (512) 463-2264  
 Cell: (512) 659-2593  
 Email: terry.craddock@tfc.state.tx.us

Installation date will be determined by TFC. Installation should be completed no later than August 31, 2016. **Please include the Purchase Order Number on your invoice.** Thank you!

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66119	16	7266	7699	\$29,547.45	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Installation of access control and video intercom from State Records Center to existing entry gate pedestal Work Order # 532170	914-38	1	Lot(s)	\$29,547.45	\$29,547.45

**INVOICE TO FOLLOW**

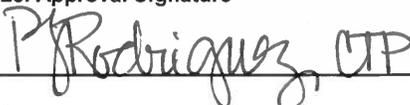
**Grand Total**      \$29,547.45

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

**27. Division Tracking Number:** SLRM 16-102

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> 6/6/2016	<b>29. Vendor Signature</b>	<b>Date</b>
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**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. 532170 / Portal Request 18054 and TFC has reviewed the request and proposes a preliminary estimated budgetary amount of Twenty-Nine Thousand Five Hundred Forty-Seven and 45/100 Dollars (\$29,547.45).

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. 532170 / Portal Request 18054 is Twenty-Nine Thousand Five Hundred Forty-Seven and 45/100 Dollars (\$29,547.45); and is as further described on the detailed budget attached hereto and incorporated herein as Attachment C. 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, May 6, 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, 84<sup>th</sup> 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, 84<sup>th</sup> 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: 6.1.16



John Raff  
Date of Execution: 5.6.16

- Cc
- Tw
- Rk
- Cw
- Nm

Portal Request: # 18054  
 Work Order: # 532170  
 Building: SRC

**ATTACHMENT C**  
**Prepared by T.F.C.**  
**Minor Construction**

**Estimate/Scope**  
**Date:05/06/16**

Material Description	Quantities	Item	Price	Amount
<b>Sub Total for Materials</b>				<b>\$0.00</b>
<b>Contractor</b>				<b>\$20,377.55</b>
<b>Contractor</b>				<b>\$0.00</b>
<b>Sub Total for Contractors</b>				<b>\$20,377.55</b>
<b>TFC Carpenter</b>	0	Hr. @	\$63.00	<b>\$0.00</b>
<b>TFC Electrician</b>	0	Hr. @	\$63.00	<b>\$0.00</b>
<b>TFC Painter</b>	0	Hr. @	\$63.00	<b>\$0.00</b>
<b>Sub Total for In-House Labor</b>				<b>\$0.00</b>
<b>Sub Total</b>				<b>\$20,377.55</b>
<b>Project Management</b>				<b>\$4,075.51</b>
<b>Contingency</b>				<b>\$5,094.39</b>
<b>Design Contingency</b>				<b>\$0.00</b>
<b>Total</b>				<b>\$29,547.45</b>
<b>20% Accessible Route Corrections</b>				<b>\$0.00</b>
<b>Grand Total</b>				<b>\$29,547.45</b>

**Scope of Work:**

Contractor will provide and install Access Control and Video Intercom from building out to existing entry gate pedestal. Electrical contractor will provide the following equipment and Furnish & installation of three (3) dedicated 20a circuits, one (1) each for entry gate, exit gate and pole light, including saw cutting of asphalt pavement. Haul off spoils, Jumping Jack back fill, 2" Asphalt hot mix & compact roller. Furnish & installation of one (1) 3/4" conduit w/pull line from Building to entry & exit gates for communications.

Note: TFC nor its contractors will not warranty gates, motors or any existing equipment. Contractor will install intercom provided by owner.

OK  
 RK  
 5-6-16