

**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. 306-17-8059	12. HUB: N/A	13. Order Type: Service
	5. PCC	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. DT-9	15. Vendor Address: TIBH Industries 1011 East 53 1/2 Street Austin, TX 78751	
	7. Document (order) amt \$7,711.50	16. Vendor Contact Info: Melinda May Phone: (936) 462-9881 Fax: Email: mmay@tibh.org	
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	8. REF DOC	10. Agency Contact: Liz Kaska Phone: (512) 463-7989 Email: lkaska@tsl.texas.gov Fax: 5124753393	
	9. Service Period or Expected Delivery Date: 9/1/2016 - 11/30/2016	11. TSLAC Project Contact: Alana Inman Phone: (936) 336-8821 Email: ainman@tsl.texas.gov	
	*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

FY 2017 Mowing Services for Sam Houston Regional Library & Research Center in Liberty, TX.
 Period: September 1, 2016 through November 30, 2016
 Service Specifications:

- Light Mowing - twice per month around the property's six buildings, sidewalks, and parking, includes weed eating/edging
- Heavy Duty Mowing - once per month of the extended grounds. Estimated area is approximately 25 acres.
- TSLAC Project Manager for these services is located in box 11 of this Purchase Order. Upon execution of this PO, Vendor must contact TSLAC Project Manager and set up a service schedule during regular business hours Monday through Saturday. Any changes in the service schedule must be pre-approved by TSLAC Project Manager. Acceptable forms of notification are via email or phone call followed up with an email. A copy of the approved service schedule must be submitted to the TSLAC Purchasing Department via email.
- Vendor must also provide a copy of the **Liability Insurance no later than 5 days** after the execution of this Purchase Order.

Email Quote is attached. Vendor has indicated they will use on average 5 scag Mowers (Turf Tiger/Cheeta) with 61" deck velocity/commerical grade.

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department. TSLAC terms and conditions with invoicing instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52321	17	7271	7599	\$7,711.50	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Light mowing/weed eating/edging (2 mowings per month) Sept, Oct, Nov	988-36	6	Each	\$424.00	\$2,544.00
2.	Heavy Duty Mowing for extended grounds (1 per month) Sept, Oct, Nov	988-36	3	Each	\$1,722.50	\$5,167.50

INVOICE TO FOLLOW

Grand Total \$7,711.50

26. Legal Cites: Preference for Products of Persons with Mental Retardation or Physical Disabilities [TIBH] as defined by the Texas Government Code 2155.441

27. Division Tracking Number: ARIS 17-008

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 8-23-16	29. Vendor Signature Vendor has provided email confirmation	Date 8/26/2016
---	------------------------	---	--------------------------