

**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. 306-17-8203	12. HUB: N/A	13. Order Type: Service
	5. PCC	14. Vendor Identification No: ██████████	
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 \$524.00	8. REF DOC	
3. Destination of goods or service FOB Destination Receiving Hours: 7:30 AM - 4:00 PM Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	9. Service Period or Expected Delivery Date: 10/7/2016	16. Vendor Contact Info: Nathania Morehead Phone: (512) 475-2461 Fax: (512) 236-6178 Email: nathania.morehead@tfc.state.tx.us	
	10. Agency Contact: Pam Rodriguez Email: purchasing@tsl.texas.gov	Phone: (512) 463-3037 Fax: (512) 475-3393	
	11. TSLAC Project Contact: Tracy Lash Email: tlash@tsl.texas.gov	Phone: (512) 463-5460	

17. Description

TFC Services to hang seven large pictures in Rooms 227 & 228 and hang eight pictures in the 1st floor lobby. Work Order # 559599; Portal Request # 18908

Terry Craddock is assigned as the Project Coordinator for this Work Order. Terry's contact information is 512-463-2264 or terry.craddock@tfc.state.tx.us

For questions on the location setting of these pictures, please contact the TSLAC Project Contact in Box #11.

TSLAC Terms and Conditions with Invoicing Instructions have been attached. Vendor is not to exceed the total amount of the PO without prior approval and amendment to the PO by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09111	17	7338	7399	\$524.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Portal Request # 18908; Work Order # 559599; Request to hang large pictures in Learning Center & Lobby.	912-23	1	Lot(s)	\$524.00	\$524.00

INVOICE TO FOLLOW

Grand Total \$524.00

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

27. Division Tracking Number: ADM 17-050

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 9/27/2016	29. Vendor Signature Vendor provided email confirmation	Date 9/28/2016
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From: [Nathania Morehead](#)
To: [Purchasing](#)
Cc: [Daniel Shallue](#)
Subject: RE: TFC | 306-17-8203 | Work Order # 559599
Date: Wednesday, September 28, 2016 7:39:18 AM
Attachments: [image001.png](#)

Thank you; we will proceed with your project.

Best regards,
Nathania

From: Purchasing [mailto:Purchasing@tsl.texas.gov]
Sent: Tuesday, September 27, 2016 3:26 PM
To: Nathania Morehead <nathania.morehead@tfc.state.tx.us>
Cc: Daniel Shallue <dshallue@tsl.texas.gov>
Subject: TFC | 306-17-8203 | Work Order # 559599

Hello Ms. Morehead,

Attached you will find the Purchase Order and MLA for the services to hang our large pictures in Rooms 227 & 228 and our lobby. Please review the Purchase Order and contact me if you have any questions.

If the PO is satisfactory, please provide confirmation of the order by either:

1. Signing the Vendor Signature box on the PO, which can be returned either via email to purchasing@tsl.texas.gov or fax (512-475-3393).
2. Providing an email confirmation that the order has been submitted.

Confirmation is required before services are rendered. Please email if there is a conflict with the requested completion date.

Again, feel free to contact me if you have any questions or concerns with our order. Thank you for your assistance and have a great day!

Pam Rodriguez

*Senior Purchaser, CTPM
Administrative Services Division*



1201 Brazos Street, Austin, TX 78701
Phone: 512-463-3037 | Fax: 512-475-3393
Work Hours: 7:30am - 5:00pm
Email: prodriguez@tsl.texas.gov

Please note: Vendors may be required to provide their DUNS # and have current registration with SAM.

Beginning September 1, 2015, federal guidelines will require vendors to have a DUNS number and current registration in SAM. Both services are free of charge.

For more information about this new process, please visit our [FAQs webpage](#).

For current TSLAC bid opportunities, please visit our webpage: <https://www.tsl.texas.gov/agency/bid-opportunity.html> or visit the Electronic State Business Daily (ESBD) <http://esbd.cpa.state.tx.us/> and search by agency number: 306.

CONFIDENTIALITY NOTICE: This email message is intended only for the person or entity to which it is addressed and may contain CONFIDENTIAL and/or PRIVILEGED material. Any unauthorized review, use, disclosure or distribution is prohibited and may be punishable by law.

If you are not the intended recipient, please contact the sender and destroy all copies of the original message.

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

September 22, 2016

Jasper Winters
Library and Archives Commission
Lorenzo De Zavala Archives & Library Building
1201 Brazos Street
Austin, TX

Re: Hany seven large pictures in room 227/228. Hang eight pictures in 1st floor lobby.

Dear Jasper Winters,

Texas Facilities Commission's Minor Construction Department is in receipt of your Portal request 18908 as of September 19, 2016. Minor Construction is looking forward to working with you on your project. The estimated cost of the project will be **\$524.00**. See Attachment A.

Your Work Order Number for this project is 559599. 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.

Terry Craddock has been assigned as the Project Coordinator. Terry may be contacted by phone at 512-463-2264, by cell phone at 512-659-2593 or by e-mail at terry.craddock@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* ★ —————

**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. 559599 / Portal Request 18908 and TFC has reviewed the request and proposes a preliminary estimated budgetary amount of Five Hundred Twenty-Four and 00/100 Dollars (\$524.00).

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. 559599 / Portal Request 18908 is Five Hundred Twenty-Four and 00/100 Dollars (\$524.00); 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, September 22, 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: 9/23/16



John Raff

Date of Execution: 9.27.16

Cc
Tc
Rk
Cw
Nm

Please include PO # 306-17-8203 on your invoice for this project.

Thank you
Pam Rodriguez