



## PURCHASE ORDER

**PO Number:303-0-0005**

*Requisition Number:303-0-00016*

**Order Date:** 7/23/2019

**Released**

MAIL INVOICE TO AGENCY BELOW

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

OR

email to: [accountspayable@tfc.state.tx.us](mailto:accountspayable@tfc.state.tx.us)

**Delivery Location**

Central Services Bldg  
1711 San Jacinto Blvd.  
Rm. 176  
Back North Dock  
Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

1741976051101  
WorkQuest - Austin Task, Inc. (ATI)  
1011 E. 53rd 1/2 St  
Austin, TX 78751  
Roxy VanLoo  
Phone:(512) 451-8145, Fax:  
[rvanloo@tibh.org](mailto:rvanloo@tibh.org) and [texas@austintask.com](mailto:texas@austintask.com)

**Description** FY 2020 Blanket Purchase Order - Document & Electronic Waste Destruction Services

Period of Service: 09/01/2019 through 08/31/2019.

CPA Managed Term Contract 962-M9

Pricing according to attached Austin Task Houston Price Sheet, Updated 06/14/2019.

Agency Contact:  
Records Management, (512) 463-8551

Payment Contact:  
Accounts Payable, (512) 463-3019

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

§ 2155.441. PREFERENCE FOR PRODUCTS OF PERSONS WITH MENTAL RETARDATION OR PHYSICAL DISABILITIES.

(a) The products of workshops, organizations, or corporations whose primary purpose is training and employing individuals having mental retardation or a physical disability shall be given preference if they meet state specifications regarding quantity, quality, delivery, life cycle costs, and price.

(b) The workshops, organizations, or corporations shall test the products to the extent necessary to ensure quality in accordance with Section 2155.069 and may enter into contracts with a private or public entity to assist with testing.

(c) The commission is not required to purchase products under this section that do not meet formal state specifications developed by the commission or meet commercial specifications approved by the commission.

#### Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Secure Document Destruction Services - Paper and Non-paper Documents						
Location Pick-Up/Drop Off: Central Services Bldg., Rm. 176 Back North Dock 1711 San Jacinto Blvd. Austin, TX 78701	12	Months	\$50.00	9/1/2019	8/31/2020	\$600.00
<b>NIGP Class:</b> 962 <b>NIGP Item:</b> 27 <b>Object Class:</b> 526 <b>Reimbursement Type:</b> Not Reimbursable <b>Notes:</b> To include e-waste from the IT Dept.						
<b>Grand Total</b>						<b>\$600.00</b>

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512) 463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2020
<b>Division</b>	Legal
<b>Program</b>	Records Management
<b>Phone</b>	5124638551
<b>Org Code</b>	0206 - Records Management
<b>Type of Purchase/PCC Code</b>	' ' Exempt with Specific Legal Cite
<b>Work Order Number</b>	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Moran, David - CTCD, CTCM, 5124631879

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Chapter20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this number order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas

[\(Show Terms And Conditions...\)](#)