



## PURCHASE ORDER

**PO Number:303-0-0545**

*Requisition Number:303-0-01274*

**Order Date:** 2/11/2020

**Ordered**

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**

Brown-Heatly Building  
 4900 N. Lamar Blvd.  
 Room 3320  
 Austin, TX 78751

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

13717582012  
 CEC Facilities Group, LLC  
 14450 Trinity Blvd, Suite 250  
 Fort Worth, TX 76155  
 Travis Rowe  
 Phone:817-945-9593, Fax:817-354-4301  
[trowe@cecfg.com](mailto:trowe@cecfg.com)

Data center cleaning services for the Brown Heatly Building, Room 3320.

Pricing per attached quote.

**Description** TFC Contact:  
 Teionne Woods  
 512-463-4202  
[Teionne.Woods@tfc.state.tx.us](mailto:Teionne.Woods@tfc.state.tx.us)

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.

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
CEC Facilities Group to perform the following data center cleaning services for the Brown Heatly Building, Room 3320: Floor Vacuum; Rejuvenate Floor; Brush	1	Job	\$4,975.00	2/11/2020	8/31/2020	\$4,975.00

Vacuum; Spot Clean Equipment; Spot Floor; Damp Mop; Deep Clean; and Wipe Down Subfloor.

**NIGP Class:** 910

**NIGP Item:** 39

**Object Class:** 266

**Reimbursement Type:** Reimbursable

**Notes:** Funded by Project 1881

**Grand Total \$4,975.00**

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>	Facilities Design and Construction
<b>Program</b>	Minor Construction
<b>Phone</b>	5124634202
<b>Org Code</b>	1881 - DFPS BHB – Electrical Order of Magnitude, Data Rm, 3320
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<b>Work Order Number</b>	687256

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: \_\_\_\_\_

Goll, Heather, 5124630209

**(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 Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

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