



# PURCHASE ORDER

**PO Number:303-0-0610**

*Requisition Number:303-0-01464*

**Order Date: 3/5/2020**

**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**

William P. Hobby Building  
333 Guadalupe St.  
Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

12009420964  
International Building Services  
PO Box 200506  
Austin, TX 78720-0506  
BJ Min  
Phone:512-833-8466, Fax:  
[yosan80@hotmail.com](mailto:yosan80@hotmail.com)

**Description**

WPH-Clean all windows (exterior cleaning only) of the William P. Hobby Building  
TFC Contact: Pete Garcia  
512-463-3566  
[pete.garcia@tfc.state.tx.us](mailto:pete.garcia@tfc.state.tx.us)

**Line Items**

<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total</b>
Building: WPH Location: WPH Description: Clean all windows (exterior cleaning only) of the William P. Hobby Building  Oversight Responsibilities: Pete Garcia 512-486-0498 Rick Sosa 737- 212-4086	1	job	\$11,500.00	3/2/2020	5/2/2020	\$11,500.00

**NIGP Class:** 910  
**NIGP Item:** 81  
**Object Class:** 266  
**Reimbursement Type:** Not Reimbursable  
**Notes:** Work Order #: 723382

**Grand Total \$11,500.00**

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.)

**Agency** TFC  
**Fiscal Year** 2020  
**Division** Facilities Management and Operations  
**Program** Property Services  
**Phone** 5124633566  
**Org Code** 0451 - Custodial - Austin Day  
**Type of Purchase/PCC Code** 'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00  
**Work Order Number** 723382

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: \_\_\_\_\_

Sacharnoski, Mary - CTPM, 5129360647

**(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.

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