



## PURCHASE ORDER

**PO Number:303-0-0811**

*Requisition Number:303-0-01900*

**Order Date: 5/7/2020**

**Ordered**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

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

### Delivery Location

DSHS Dr. Bob Glaze Laboratory  
1100 W. 49th Street  
Austin, TX 78756

**Show numbers on all papers and packages**

### Referenced Source or Vendor

15819508423  
American Facility Services  
1325 Union Hill Industrial Court, Suite A  
Apharetta, GA 30004  
Shawn Hall  
Phone:512-298-8458, Fax:770-475-7720  
Shall@amfacility.com

Fund temporary janitorial staff needed due to COVID-19.

Pricing per attached quote.

### Description

TFC Contact:  
Pete Garcia  
512-463-3566  
Pete.Garcia@tfc.state.tx.us

### Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Temp for Janitorial Services at the DBGL Building.	1	Mos	\$2,860.00	5/11/2020	6/12/2020	\$2,860.00
Health Services Laboratory #1 AFS Temporary Labor - 8 Hour Shift/5 Days Per Week @ \$16.50 Per Hour = \$16.50 x 8 = \$132 daily cost.						

\$132 daily cost x 5 days = \$660 Wkly cost  
 \$660 Wkly cost x 52 Wks in Yr = \$34,320 total  
 \$34,320 Yearly Divided 12 months = \$2,860 Monthly  
 cost

**NIGP Class:** 910

**NIGP Item:** 39

**Object Class:** 299

**Reimbursement Type:** HB3042

**Grand Total \$2,860.00**

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 Management and Operations
<b>Program</b>	Property Services
<b>Phone</b>	5124633566
<b>Org Code</b>	0415 - Custodial HB3042 - PO Activity
<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>	726758

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 - CTCD, 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.

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