



PURCHASE ORDER

PO Number:303-0-0850

Requisition Number:303-0-02001

Order Date: 5/20/2020

Released

**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

Texas School for the Blind and Visually Impaired
1100 W. 45th Street
Austin, TX 78756

Show numbers on all papers and packages

Referenced Source or Vendor

10436247216
VILLEDA BUILDING SERVICE, LLC
16804 Brewer Blackbird Drive
Pflugerville, TX 78660
Alai Villeda
Phone:512-944-8260, Fax:512-828-6833
VBSLLC@outlook.com

Clean/Sanitize 60 refrigerators throughout TSBVI campus
Reference attached quote.

Description
TFC Contact:
Ofelia Matamoros, (512) 492-2908

FEMA Additional Terms and Conditions apply

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
Building and Location: TSBVI	1	lot	\$1,800.00	5/20/2020	7/30/2020	\$1,800.00

Description: Clean/Sanitize 60 refrigerators throughout campus to include throwing out food in personal

containers and washing personal containers.

Work Order # 729572

Work Start Date: May 20, 2020

Work End Date: July 30, 2020

Oversight Responsibilities: Ofelia Matamoros / Pete Garcia

NIGP Class: 910

NIGP Item: 39

Object Class: 277

Reimbursement Type: Not Reimbursable

Notes: Funding: 0477

Justification: project needed due to COVID 19- staff and students did not return to campus.

TSBVI - 60 Refrigerators X 2 Hours per fridge X

\$15.00/hour-\$1,800.00

Clean/sanitize

Throw out food in personal containers

Wash personal containers

Grand Total \$1,800.00

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 Management
Phone	512-492-2908
Org Code	0477 - Coronavirus Response
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	729572

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: _____

Sastry, Archana - CTCM, CTPM, 5124632743

(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.

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