PURCHASE ORDER

PO Number:303-0-0946
Requisition Number:303-0-02229

Order Date: 7/8/2020
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

Other
Texas Facilities Commission
Surplus Property Program
2826 North Beach Street
Fort Worth, Tx 76111
Show numbers on all papers and packages

Referenced Source or Vendor

17430851307
V-QUEST OFFICE MACHINES & SUPPLIES LTD
4159 E STATE HIGHWAY 29 STE A
GEORGETOWN, TX 786263810
Michelle Sandoval
Phone:512-763-8800, Fax:512-763-8803
michelle.sandoval@v-questtx.com

Description

Various Office Supplies

Pricing as per attached quote

TFC Contact:
Margaret Cason, (817) 831-6767

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
HEWCE250A - HP 504A (CE250A) Original Toner Cartridge **NIGP Class:** 207 **NIGP Item:** 72 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable	1	Ea	$115.47	7/8/2020	8/31/2020	$115.47
HEWCE251A - HP 504A (CE251A) Original Toner Cartridge - Cyan **NIGP Class:** 207 **NIGP Item:** 72	1	Ea	$226.73	7/8/2020	8/31/2020	$226.73

Object Class: 300 **Reimbursement Type:** Not Reimburseable UBR3544A02 - U Brands Arc Stackable Paper Tray - Desktop Green Metal						
NIGP Class: 615 **NIGP Item:** 55 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable SOU404NC - Southworth 24lb 25% Cotton Business Paper - Letter 8 1/2" x 11" 24 lb Basis Weight - Natural White (Ivory)	6	Ea	$27.21	7/8/2020	8/31/2020	$163.26
NIGP Class: 645 **NIGP Item:** 00 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable TRO W-5030 - 5030 Professional Dater - Date size 5/32	1	Bx	$33.17	7/8/2020	8/31/2020	$33.17
NIGP Class: 525 **NIGP Item:** 55 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable TRO W-4914 - For Deposit Only Stamp (Printy style) - With 6 available lines of customization	1	Ea	$32.33	7/8/2020	8/31/2020	$32.33
NIGP Class: 255 **NIGP Item:** 00 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable **Notes:** Wording and color for this Stamp is attached TRO W-4926 - 4926 Printy - Plate size max. 1 1/2 x 3 Stamp	1	Ea	$22.45	7/8/2020	8/31/2020	$22.45
NIGP Class: 615 **NIGP Item:** 51 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable **Notes:** Wording and color for this Stamp is attached AVE05470 - Avery® Color-Coding Labels - Removable Adhesive - 3/4" Diameter - Round - Laser - Neon Yellow - 24 / Sheet - 1008 / Pack	1	Ea	$26.08	7/8/2020	8/31/2020	$26.08
NIGP Class: 615 **NIGP Item:** 51 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable AVE05471 - Avery® Color-Coding Labels - Removable Adhesive - 3/4" Diameter - Round - Laser - Orange - 24 / Sheet - 1008/Pack	4	Ea	$6.89	7/8/2020	8/31/2020	$27.56
NIGP Class: 615 **NIGP Item:** 51 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable AVE05467 - Avery® Color-Coding Labels - Removable Adhesive - 3/4" Diameter - Round - Laser - Neon Red - 24 / Sheet - 1008 / Pack	4	Ea	$6.89	7/8/2020	8/31/2020	$27.56

NIGP Class: 615 **NIGP Item:** 51 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable AVE05468 - Avery® Color-Coding Labels - Removable Adhesive - 3/4" Diameter - Round - Laser, Inkjet - Neon Green - Paper - 24 / Sheet - 1008 / Pack	4	Ea	$4.29	7/8/2020	8/31/2020	$17.16
NIGP Class: 615 **NIGP Item:** 51 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable WAU22401 - Astrobrights Inkjet, Laser Print Printable Multipurpose Card - Letter - 8 1/2" x 11" - 65 lb Basis Weight - Smooth - 250 / Pack	1	Pk	$16.99	7/8/2020	8/31/2020	$16.99
NIGP Class: 645 **NIGP Item:** 31 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable SMD73224 - Smead File Pockets - Letter - 8 1/2" x 11" Sheet Size - 3 1/2" Expansion - Straight Tab Cut - Top Tab Location - 12.5 pt. Folder Thickness - Redrope -	12	Bx	$34.87	7/8/2020	8/31/2020	$418.44
NIGP Class: 615 **NIGP Item:** 32 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable HANDSANITIZER16 - Hand Sanitizer Gel, 16oz	1	Ea	$9.75	7/8/2020	8/31/2020	$9.75
NIGP Class: 435 **NIGP Item:** 73 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable **Notes:** We wanted to sample this for potential purchase FEL5933801 - Fellowes Microban® Mouse Pad - Blue	1	Ea	$4.97	7/8/2020	8/31/2020	$4.97
NIGP Class: 204 **NIGP Item:** 68 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable AVE79713 - Avery® Ultralast Binder - One-Touch Rings - 1 1/2" Binder Capacity - Letter - 8 1/2" x 11" (Red)	2	Ea	$21.75	7/1/2020	8/31/2020	$43.50
NIGP Class: 615 **NIGP Item:** 09 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable AVE79711 - Avery® Ultralast Binder - One-Touch Rings - 1 1/2" Binder Capacity - Letter - 8 1/2" x 11" (Black)	2	Ea	$20.68	7/8/2020	8/31/2020	$41.36
NIGP Class: 615 **NIGP Item:** 09 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable AVE79712 - Avery® Ultralast Binder - One-Touch Rings - 1 1/2"	2	Ea	$20.97	7/8/2020	8/31/2020	$41.94

Binder Capacity - Letter - 8 1/2" x 11" (Blue) **NIGP Class:** 615 **NIGP Item:** 09 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable						
AVE05404 - Avery® Heavy-duty Nonstick View Binder - 1 1/2" Binder Capacity - Letter - 8 1/2" x 11" (White) **NIGP Class:** 615 **NIGP Item:** 09 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable	2	Ea	$9.28	7/8/2020	8/31/2020	$18.56
AVE72611 - Avery® Heavy Duty Plastic Sleeves - Letter - 8 1/2" x 11" Sheet Size (Clear) **NIGP Class:** 615 **NIGP Item:** 32 **Object Class:** 300 **Reimbursement Type:** Not Reimburseable **Notes:** Contact Margaret Cason margaret.cason@tfc.state.tx.us 817-831-6767	1	Pk	$12.99	7/8/2020	8/31/2020	$12.99
					Grand Total	**$1,327.83**

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	Executive
Program	Surplus Property - Federal/State
Phone	8178316767
Org Code	0319 - F S P Fort Worth
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between $0.00 - $5,000.00
Work Order Number	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: _____

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...)