



# PURCHASE ORDER

**PO Number:303-0-8035**

*Requisition Number:303-0-01765*

**Order Date: 4/28/2020**

**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**

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

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

14710239154  
S&D Glassworks, LLC  
3924 Woodbury Drive  
Suite C  
Austin , TX 78704  
Sergio Campos  
Phone:512-502-5984, Fax:  
sergiocampos@s-dglassworks.com

**\*\*Confirming PO – Services have already been ordered.\*\***

Replace Busted Cafeteria Window.

Pricing per attached quote.

**Description** TFC Contact:  
Herman Ayala  
512-463-0024  
Herman.Ayala@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**

<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total</b>
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Broken Window in the Brown Heatly Building (BHB) Cafeteria.	1	job	\$690.00	4/14/2020	6/30/2020	\$690.00
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## Work Includes:

- FURNISH & INSTALL – 1 thus 1" insulated bronze reflective tempered glass units at cafeteria.

## CLARIFICATIONS:

- One (1) year workmanship warranty included.  
 - All qualifications and exclusions are to be part of any contract or work order.  
 - S&D cannot guarantee perfect match of existing glass without specifications, we will do our best to match the existing glass.

## Breakdown of Total Sum (\$690)

- Labor Breakout - \$240  
 - Materials - \$241  
 - OH&P - \$209

**NIGP Class:** 910**NIGP Item:** 79**Object Class:** 226**Reimbursement Type:** Not Reimbursable**Notes:** Emergency PO#: 303-0-8035**Grand Total \$690.00**

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 Management
<b>Phone</b>	5124630024
<b>Org Code</b>	0442 - Facility Maintenance
<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>	726913

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.

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