# PURCHASE ORDER

**PO Number:303-6-0126**
*Requisition Number:303-6-00233*

**Order Date:** 9/28/2015
**Released**

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

## Delivery Location

Texas School for the Deaf
1102 S. Congress Ave.
Austin, TX 78704
***Show numbers on all papers and packages***

## Referenced Source or Vendor

13000264716
Circle L Consultants, Inc.
PO Box 684
Elgin, TX 78621-0684
Ken Lawhon
Phone:512-337-5941, Fax:512-337-5942
circlelc@netscape.com

**Description** TSD-Circle L Consultants will do Quarterly natural gas inspections.

## Line Items

| Description | Qty | Unit | Unit Price | Start Date | End Date | Total |
|---|---|---|---|---|---|---|
| BUILDING: All TSD buildings<br>LOCATION: TSD Campus<br><br>WO#509028<br><br>HISTORY: Quarterly natural gas inspections are required<br><br>DESCRIPTION: Circle L Consultants will do Quarterly natural gas inspections<br>(September 2015)<br>1. Quarterly Natural Gas Inspection (Odorant and Patrol) | 1 | qtr | $500.00 | 9/1/2015 | 10/30/2015 | $500.00 |

JUSTIFICATION: Safety and health

FUNDING: 0442

OVERSIGHT RESPONSIBILITIES: Nick Sultemeier 512-587 -2462

"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."

**NIGP Class:** 968
**NIGP Item:** 48
**Object Class:** 266
**Reimbursement Type:** Not Reimburseable

BUILDING: All TSD buildings
LOCATION: TSD Campus

WO#509028

HISTORY: Quarterly natural gas inspections are required

DESCRIPTION: Circle L Consultants will do Quarterly natural gas inspections
(December 2015)
1. Quarterly Natural Gas Inspection (Odorant and Patrol)
2. D.I.M.P. (Yearly distribution integgrity Plan)

| | | | | | |
|---|---|---|---|---|---|
| 1 | qtr | $650.00 | 9/1/2015 | 1/30/2016 | $650.00 |

JUSTIFICATION: Safety and health

FUNDING: 0442

OVERSIGHT RESPONSIBILITIES: Nick Sultemeier 512-587 -2462

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**NIGP Class:** 968
**NIGP Item:** 48
**Object Class:** 266
**Reimbursement Type:** Not Reimburseable

| | | | | | |
|---|---|---|---|---|---|
| 1 | qtr | $500.00 | 9/1/2015 | 5/1/2015 | $500.00 |

BUILDING: All TSD buildings
LOCATION: TSD Campus

WO#509028

HISTORY: Quarterly natural gas inspections are required

DESCRIPTION: Circle L Consultants will do Quarterly natural gas inspections

(March 2016)
1. Quarterly Natural Gas Inspection (Odorant and Patrol)

JUSTIFICATION: Safety and health

FUNDING: 0442

OVERSIGHT RESPONSIBILITIES: Nick Sultemeier 512-587-2462

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**NIGP Class:** 968
**NIGP Item:** 48
**Object Class:** 266
**Reimbursement Type:** Not Reimburseable

BUILDING: All TSD buildings
LOCATION: TSD Campus

WO#509028

HISTORY: Quarterly natural gas inspections are required

DESCRIPTION: Circle L Consultants will do Quarterly natural gas inspections
(June 2016)
1. Leak Survey (Every 2 years)
2. Annual natural gas inspections (yearly Cathodic, Atmospheric, Emergency valve, Over pressure inspections)
3. Quarterly Natural Gas Inspection (Odorant and Patrol)

| | | | | | |
|---|---|---|---|---|---|
| 1 | qtr | $3,300.00 | 9/1/2015 | 8/31/2016 | $3,300.00 |

JUSTIFICATION: Safety and health

FUNDING: 0442

OVERSIGHT RESPONSIBILITIES: Nick Sultemeier 512-587-2462

"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."

**NIGP Class:** 968
**NIGP Item:** 48
**Object Class:** 266
**Reimbursement Type:** Not Reimburseable

**Grand Total $4,950.00**

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** | 2016 |
| **Division** | Planning and Real Estate Mgmt |
| **Program** | Property Management |
| **Phone** | 5124625385 |
| **Org Code** | 0442 - Facility Maintenance |
| **Type of Purchase/PCC Code** | Services Purchase $5000 or less - E |
| **Work Order Number** | 509028 |

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: _____

Ehlert, Richard - CTPM, 5124630209

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**