



## PURCHASE ORDER

**PO Number:****Order Date:** 6/22/2016*Requisition Number:***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](mailto:accountspayable@tfc.state.tx.us)

## Delivery Location

Central Services Bldg  
 1711 San Jacinto Blvd.  
 Austin, TX 78701

**Show numbers on all papers and packages**

## Referenced Source or Vendor

15935831345  
 System Soft Technologies LLC  
 3000 Bayport Dr  
 Suite 840  
 Tampa, FL 33607-8402  
 Laurie Sutherlin  
 Phone:254-647-0801 x252, Fax:214-436-4677  
[laurie.sutherlin@sstech.us](mailto:laurie.sutherlin@sstech.us)

<b>Description</b>	IT Staff Augmentation Services - Technical Services Core Level 3  DIR-SDD-2473  Hourly Rate as per attached Statement of Work.  TFC Contacts: Glenn Garvey, 512-475-2488 David Tarver, 512-936-2900

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Temporary skilled labor to assist Helpdesk staff with Windows 7 to Windows 8 migration and desktop refresh deployment.  Required Qualifications: Set up Windows desktop systems in a professional work environment. Must be responsible with user data. Must be able to lift 40lbs. Must be able to cable and connect PCs, monitors, printers, speakers, external drives, and peripherals. Must know Office 2013, Word, Excel, and Outlook. Must know how to configure						

<p>Windows 7 and Windows 8. Must understand Active Directory profiles. Must know how to install and configure printer drivers. Must be able to follow instructions and work without supervision. Must work quickly and accurately and track and report progress. Must have excellent verbal and good written communication skills.</p> <p><b>NIGP Class:</b> 962  <b>NIGP Item:</b> 69  <b>Object Class:</b> 299  <b>Reimbursement Type:</b> Not Reimbursable  <b>Notes:</b> 14 Days Notice for Early Termination except for poor job performance such as failure to show or tardiness.</p>	240	Hours	\$35.00	6/23/2016	8/4/2016	\$8,400.00
<b>Grand Total</b>						<b>\$8,400.00</b>

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>	2016
<b>Division</b>	Finance
<b>Program</b>	Information Systems
<b>Phone</b>	5129362900
<b>Org Code</b>	0603 - Information Systems
<b>Type of Purchase/PCC Code</b>	DIR Contracts - I
<b>Work Order Number</b>	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: \_\_\_\_\_  
Gamino Jr, Rico - CTPM, 5129363567

**(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 Chapter20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this number order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas

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