



# PURCHASE ORDER

**PO Number:**

**Order Date:** 8/10/2016

*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

Referenced Source or Vendor

--Select--

**Show numbers on all papers and packages**

10430385905  
 IRON MOUNTAIN  
 4121 S. Industrial Drive  
 Austin, TX 78744  
 Ken Grimes  
 Phone:408-482-5703, Fax:  
[ken.grimes@ironmountain.com](mailto:ken.grimes@ironmountain.com)

Description	
<b>Description</b>	FY 2017 Records Storage Services.  Customer Number: AF478  962-M4 Term Contract  TFC Contact: Eva Dechene @ (512) 463-8551  Payment Contact: Accounts Payable @ (512) 463-3019

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
RECORDS STORAGE SERVICES - CUSTOMER #: AF478  Monthly Services may include any of the following line items (See attached 962-M4 Price Schedule):  Line 2 - Receipt and Data Entry for Storage Box Listing (Note: This line item applies to existing Iron Mountain accounts) \$1.258/CF						

Line 4 - Regular Storage - Standard Storage Box (Monthly Recurring Fee)  
\$0.173/CF

Line 5 - Climate Controlled Storage - Standard Storage Box (Monthly Recurring Fee) \$0.173/CF

Line 6 - Processing and Handling Fee (For Regular, Rush, and Half Day)  
\$1.995/CF

Additional Charges Apply:

Retrieval - Line Item No. 7

Pick Up/Delivery Fee - Line Item No. 11

Line 7 - Regular Retrieval for Storage Box \$1.954/CF

Additional Charges Apply:

Processing and Handling Fee - Line Item No. 6

Regular Pick-up - Line Item No. 11

Line 9 - Rush Retrieval - Storage Box (Call by 3PM for same business day delivery within 3 hours of request call after 3PM for next morning delivery by 11AM) \$3.898/CF

Additional Charges Apply:

Processing and Handling Fee - Line Item No. 6

Regular Pick-up - Line Item No. 11

Line 11 - Regular Pick-up and/or Delivery - New or Return Files and Boxes (Scheduled within 48 hours of request.) \$16.819 per Pick-up/Delivery

Line 12 - Rush Pick-up and/or Delivery - New or Return Files and Boxes Same Business Day or Next Day (Call by 3PM for same business day delivery within 3 hours of request, call after 3PM for next morning delivery by 11 AM.) \$67.309 per Pick-up/Delivery

3	months	\$950.00	9/1/2016	11/30/2016	\$2,850.00
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Line 13 - Half Day Pick-up and/or Delivery - New or Return Files and Boxes (10AM cutoff for afternoon delivery by 5PM or 3PM cutoff for next day delivery by 12 noon.) \$33.659 per Pick-up/Delivery

Line 14 - Rush Pick-up and/or Delivery - New or Return Files and Boxes (Call by 3PM for same business day delivery/pick up within 3 hours of request. Call after 3PM for next morning delivery by 11AM. Weekend or Holiday.) \$124.531 per Pick-up/Delivery

Line 15 - Refile - Storage Box \$1.954/each

Line 18 - Permanent Withdrawal - Storage Box(es) \$1.391/CF

Additional Charges Apply:

Processing and Handling Fee - Line Item No. 6

Regular Retrieval - Line Item No. 7

Regular Pick-up - Line Item No. 11

Pick-up/Delivery Address:

Central Services Bldg., Room 176

Back North Dock

1711 San Jacinto Blvd.

Austin, TX 78701

Estimated Monthly Charges

Charges will vary month to month according to actual services requested.

**NIGP Class:** 962

**NIGP Item:** 95**Object Class:** 299**Reimbursement Type:** Not Reimbursable**Notes:** See attached CPA email response regarding contract term.

Requisition for only 3 months (Sept. - Nov.) for FY 2017. Contract expires 11/30/2016. An additional \$8550.00 to be submitted upon renewal or re-award of contract. Service fees applicable to change.

**Grand Total \$2,850.00**

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>	2017
<b>Division</b>	Legal
<b>Program</b>	Records Management
<b>Phone</b>	5124638551
<b>Org Code</b>	0206 - Records Management
<b>Type of Purchase/PCC Code</b>	Non-Automated Term Contract - C
<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

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