



# PURCHASE ORDER

**PO Number:**

*Requisition Number:*

**Order Date:** 10/7/2016

**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

Parking Garage R, Warehouse  
 1706 San Jacinto Blvd.  
 Austin, TX 78701

**Show numbers on all papers and packages**

Referenced Source or Vendor

33043043042  
 COMPTROLLER OF PUBLIC ACCOUNTS  
 111 E. 17th Street, Room 201  
 AUSTIN, TX 78774  
 Contracts Section  
[contracts@cpa.texas.gov](mailto:contracts@cpa.texas.gov)

<b>Description</b>	<p>ITV payment to the Office of Vehicle Fleet Management (OVFM) at the Comptroller of Public Accounts, for the administration of the Texas Fleet System (TxFS).</p> <p>Payment as per attached Interagency Cooperation Contract between Comptroller of Public Accounts and Texas Facilities Commission, effective 10/4/2016.</p> <p>AY17 RTI is 302832</p> <p>TFC Contract Number 17-019-000</p> <p>TFC Contact:                      Daniel Benjamin                      (512) 463-3591  <a href="mailto:daniel.benjamin@tfc.state.tx.us">daniel.benjamin@tfc.state.tx.us</a></p>

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
To pay for the Electronic Letter of Agreement (LOA)/Invoice is intended to initiate the contract with the Texas Facilities Commission for the administration of the Texas Fleet System (TxFS). The Office of Vehicle Fleet Management (OVFM), a program of the Texas Procurement and Support Services Division of the Comptroller of Public Accounts (Comptroller), desires to continue its previous Interagency Letter of						

Agreement and incorporate additional or changed terms as set forth below:

1. This will confirm the Electronic LOA/Invoice between the Comptroller, Performing Agency No. 304, (Performing Agency) and the Texas Facilities Commission, Receiving Agency No. 303 (Receiving Agency) for the performance of services as described below: (a) The Comptroller shall implement and maintain a state fleet data management system for agencies to report fleet operating expenses and uses, as required by Texas Government Code §2171.101. (b) The system shall be accessible through a Web-based interface, which will provide forms for efficient entry of data required by the State Vehicle Fleet Management Plan, allow agencies to batch load data from internal legacy systems, provide fiscal and managerial reports for both direct asset management and oversight needs and be flexible enough to accommodate future agency or legislative needs. (c) All funds collected through interagency agreements for the statewide vehicle fleet data management system, TxFS, shall be expended solely on the fleet system contractor's annual maintenance charge, system enhancements and direct cost incurred in delivering user training.

2. Agency charges have been calculated using 2016 Fiscal Year-end vehicle count as of Jan. 26, 2016 shown. Our agency's fleet size is 131 which is defined as the aggregate of vehicles in active and inactive status as seen in the Equipment Life Status field of the equipment inventory screen, excluding vehicle class codes 711, 712, 713 and EQ999. The assessment rate is \$5.20 per vehicle. Agencies with fewer than five vehicles are assessed a minimum fee of \$25.

3. The total amount of this Electronic LOA/Invoice is \$681.20 for the term of the agreement and shall be payable by Receiving Agency to Comptroller as Performing Agency. The total amount of this agreement may be amended with the mutual consent of both parties at any time during the term of this agreement. The total amount of this agreement shall not exceed \$50,000.

4. This Electronic LOA/Invoice shall serve as the invoice for services performed annually by the Performing Agency. The Receiving Agency shall reimburse the Performing Agency within 30 days of receipt of this invoice for all services performed by the Performing Agency or its designee.

5. This Electronic LOA/Invoice is for maintenance and support from Sept. 1, 2016 through Aug. 31, 2017, unless terminated sooner upon receipt by one party of written notice sent by the other party at least 30 days prior to early termination date, or extended by agreement of both parties. Both parties acknowledge that a portion of services that are the subject of this LOA have been provided prior to the term of the LOA. This agreement is deemed to be accepted by both parties unless the Performing Agency receives a written or electronic objection from the Receiving Agency.

131	ea	\$5.20	9/1/2016	8/31/2017	\$681.20
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"Sec. 771.003. AUTHORITY TO CONTRACT; EXCEPTIONS. (a) A state agency may agree or contract with another state agency for the provision of necessary and authorized services and resources.  
Exempt Purchase TGC 771 Interagency Agreement."

**NIGP Class:** 920  
**NIGP Item:** 20  
**Object Class:** 262  
**Reimbursement Type:** Not Reimbursable

**Grand Total \$681.20**

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>	Finance
<b>Program</b>	TFC Fleet Maintenance
<b>Phone</b>	5124634920
<b>Org Code</b>	1016 - Warehouse Management
<b>Type of Purchase/PCC Code</b>	Exempt With Specific Legal Citation - "-"
<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: \_\_\_\_\_  
Evans, Sarah - CTPM, 5123059269

**(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

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