



PURCHASE ORDER

PO Number:

Requisition Number:

Order Date: 9/13/2017

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

Bolm Road Warehouse
 6506 Bolm Road
 Austin, TX 78721

Show numbers on all papers and packages

Referenced Source or Vendor

17426332346
 P & H Equipment, Inc.
 1707 Bench Mark Dr.
 Austin, TX 78728
 Rich Van Roo
 Phone:512-990-2494, Fax:
rich@phequipment.com

Description	<p>Purchase order for "as-requested" and "as-needed" forklift repairs and maintenance for the Surplus Property Program forklifts in Austin as per IFB 303-7-01785.</p> <p>TFC Contact: Kristy Fierro, 512-463-3458</p> <p>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.</p>

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Blanket Purchase Order for "As Requested" and "As-Needed Forklift Repairs and Maintenance for the Surplus Property Program Forklifts in Austin. STATEMENT OF WORK: Provide all tools, materials, equipment, labor, coordination and supervisory activities necessary to perform the following: <ul style="list-style-type: none"> • As-needed forklift repairs & maintenance on electric, propane, and diesel forklifts located at TFC warehouse in Austin, TX as specified in Attachment D – Current Equipment Inventory. • Forklift repairs shall be performed onsite when feasible. If forklift must be relocated to service shop for repairs, Contractor shall provide a written quote for 						

all transportation and labor costs for pick-up from and delivery to warehouse location. Only one 'Shop Transportation Charge' permitted per forklift per repair service call.

- Contractor shall arrive onsite within 24 hours from TFC for regular service calls.
- Contractor shall arrive onsite within 2 hours from TFC for emergency service calls. The emergency service call fee shall be allowed for emergency service calls only.
- Repairs are complete only upon verification of proper operation and approval by TFC staff.
- In response to a troubleshooting service call, for large repairs, a quote shall be provided as per the contracted rates for review by TFC staff. If accepted, the quote shall be considered a not-to-exceed price with only actual costs billable under the purchase order.
- Additional repairs that may be needed shall be quoted separately for review and approval by TFC Staff. Only pre-approved changes or additional repairs will be paid by TFC.
- Freight is not a reimbursable cost under this contract. Expedited shipping may be allowed with prior approval from TFC.
- All replacement parts must be new and include all product documentation. Used or refurbished equipment will not be accepted by TFC.
- Work shall be performed by trained forklift mechanics.
- Material and labor shall be warranted by Contractor for a period of at least one-year from the date of acceptance of services by TFC.
- All work shall be performed during regular business hours. Regular business hours are 8:00 AM – 4:30 PM, Monday through Friday.
- Jobsite must be cleaned daily so as not to disrupt employees or normal operations of affected area.
- Upon completion of the work, area will be cleaned and all debris accumulated will be removed from job site.

CONTRACT TERM: The services shall begin upon issuance of purchase order and shall continue through 08/31/2018, or upon termination pursuant to Section V. Termination and Default in Attachment A – TFC Terms and Conditions. The services may be renewed for one additional one-year term upon approval by both parties and issuance of a purchase order change notice.

Services shall be billed at the rates as per IFB 303-7-01785-A listed below:

Troubleshooting Service Call: Troubleshooting Service Call: Fee shall include travel and four hours onsite service to diagnose and troubleshoot repairs. Any materials needed for repairs shall be billed separately in addition to fixed fee. No additional labor fees unless repair exceeds four hours. Additional labor shall be billed in 15-minute increments: Fixed Fee - \$495.00

Labor Costs:

Standard Hourly Rate: \$110/Hr

Afterhours, Weekend, or Holiday Rates: \$165.00/Hr

Material Costs shall be at cost plus 40% Markup.

Shop Transportation Charge per Forklift Service Repair:

Smaller Size: \$100.00

Larger Size: \$150.00

Emergency Service Call Fee:

\$75.00 per Emergency Service Call

Austin warehouse- 6506 Bolm, Road, Austin, TX 78721

NIGP Class: 929

1	LOT	\$20,000.00	9/13/2017	8/31/2018	\$20,000.00
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NIGP Item: 58
Object Class: 367
Reimbursement Type: Not Reimbursable

Grand Total \$20,000.00

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	2017
Division	Executive
Program	Surplus Property - Federal/State
Phone	5124633458
Org Code	0330 - State Surplus Property
Type of Purchase/PCC Code	Services \$5000.01 thru \$25000 - Q
Work Order Number	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, CTCM, 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

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