



# PURCHASE ORDER

**PO Number:303-8-0085**

*Requisition Number:303-8-00243*

**Order Date: 9/26/2017**

**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](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**

37217217217  
 The University of Texas at Austin Copy Centers  
 PO BOX 7727  
 Austin, TX 78713  
 Phone:512-471-1615, Fax:512-477-4989  
[marcos.ortega@austin.utexas.edu](mailto:marcos.ortega@austin.utexas.edu)

EXEMPT WITH SPECIFIC LEGAL CITE: TGC771 INTERAGENCY COOPERATION ACT

**Description** Restroom checklist cards, scan from copy, print black ink double sided 100# Hammermill cardstock, cut down to 8.5 x 5.5 (no bleed), quantity= 2500 to yield 5000 total pieces.

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
BUILDING: All TFC managed buildings	1	job	\$447.60	9/25/2017	10/15/2017	\$447.60

DESCRIPTION: Restroom checklist cards, scan from copy, print black ink double sided 100# Hammermill cardstock, cut down to 8.5 x 5.5 (no bleed), quantity= 2500 to yield 5000 total pieces.

Send proof to Pete Garcia.

JUSTIFICATION: To document each time restroom is cleaned and/or restocked (with paper products) for health and safety of tenants/visitors.

FUNDING: 0451

**VENDOR:**

37217217217

The University of Texas at Austin Copy Centers

PO BOX 7727

Austin, TX 78713-7727

Customer Service

Phone: 512-471-1615, Fax: 512-471-4989

utcopy@austin.utexas.edu

**OVERSIGHT RESPONSIBILITIES:**

Pete Garcia – 512-463- 3566

Debra Moran- 512- 463-8557

**NIGP Class:** 966

**NIGP Item:** 11

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Grand Total \$447.60**

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>	2018
<b>Division</b>	Planning and Real Estate Mgmt
<b>Program</b>	Property Services
<b>Phone</b>	5124633566
<b>Org Code</b>	0451 - Custodial - Austin Day
<b>Type of Purchase/PCC Code</b>	Exempt With Specific Legal Citation - "-"
<b>Work Order Number</b>	na

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;

**Pete Garcia**

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**From:** Ortega, Marcos P <marcos.ortega@austin.utexas.edu>  
**Sent:** Wednesday, September 13, 2017 12:32 PM  
**To:** Jenny Ruiz  
**Cc:** Records; Pete Garcia; Debra Moran  
**Subject:** RE: Request for Quote Restroom Checklist Cards

Jenny,

Thank you for your inquiry. I have an estimate based on your specifications. Please review and let us know if you have any questions.

**Restroom Checklist Cards**

Scan from hardcopy  
Print Black Ink, Double Sided on 100# Hammermill Cardstock  
Cut down to 8.5 x 5.5 (no bleed)  
Quantity = 2500 to yield 5000 total pieces  
Total = \$447.60

Estimated production time is 2-3 business days.

Thank you,

Marcos Ortega  
Document Solutions Representative

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**Document Solutions**  
Copy · Mail · Printing  
THE UNIVERSITY OF TEXAS AT AUSTIN

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The University of Texas at Austin  
Document Solutions F4700 • Austin, TX 78712  
In-Plant Printing Award Winner 2006, 2007, 2008, 2009,  
2010, 2011, 2012, 2013, 2014, 2015, 2016  
[www.utexas.edu/documentsolutions/copycenters](http://www.utexas.edu/documentsolutions/copycenters)



**From:** Jenny Ruiz [mailto:Jenny.Ruiz@tfc.state.tx.us]  
**Sent:** Wednesday, September 13, 2017 9:12 AM  
**To:** UT Copy Services - DS <utcopy@austin.utexas.edu>  
**Cc:** Records <Records@tfc.state.tx.us>; Pete Garcia <pete.garcia@tfc.state.tx.us>; Debra Moran <Debra.Moran@tfc.state.tx.us>  
**Subject:** [UTEXAS: ATTACHMENT UNSCANNED] Request for Quote Restroom Checklist Cards

