



PURCHASE ORDER

PO Number:

Requisition Number:

Order Date: 11/13/2017

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

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

Show numbers on all papers and packages

Referenced Source or Vendor

33063063060
 Texas State Library and Archives Commission
 P O Box 12516
 Austin, TX 78711-2516
slrminfo@tsl.state.tx.us
 Phone:512-463-5455, Fax:512-475-0185
rm_trng@tsl.texas.gov

Description	FY 2018 Records Storage & Services TFC Contact: Eva Dechene, 512-463-8551 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.
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Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
One-time Fee for Initial Records Accession						
Accessions (Initial Storage) @ \$1.10 each Note: 3200 boxes (approx. 3100 inventoried and an additional 100 boxes to accession during this transfer)						
Total Cubic Feet – 3823 (3822.90)						
•Records Storage Box – 3172.80						
•1.4 Cube – 471.8						
•1.4L Cube – 96.6						

<ul style="list-style-type: none"> •1.90 Cube – 81.7 <p>Total No. of Boxes – 3093</p> <ul style="list-style-type: none"> •Records Storage Box – 2644 •1.4 Cube – 337 •1.4L Cube – 69 •1.90 Cube – 43 <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable</p>	3200	Each	\$1.10	11/8/2017	8/31/2018	\$3,520.00
<p>One-time Fee for Initial Records Accession</p> <p>Rush Deliveries/Pickups Surcharge (Austin) @ \$22.00 each Initial Pickup of 3200 Records Boxes/200 boxes per pickup = 16 Trips</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable</p>	16	Trips	\$22.00	11/7/2017	8/31/2018	\$352.00
<p>Activities Services</p> <p>1. Records Center Stack Storage @ \$0.20 per CF (1 standard storage box = \$0.24) Note: 3200 boxes @ \$0.24 = \$768.00/month</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable</p>	10	Months	\$768.00	11/8/2017	8/31/2018	\$7,680.00
<p>Activities Services</p> <p>12. Accessions (Adding Records) @ \$1.10 each Avg. –100 per year</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable Notes: Service will vary month to month.</p>	100	Each	\$1.10	11/8/2017	8/31/2018	\$110.00
<p>Activities Services</p> <p>13. Disposal and Destruction @ \$2.75/each</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable Notes: Service will vary month to month.</p>	0	Each	\$2.75	11/8/2017	8/31/2018	\$0.00
<p>Activities Services</p> <p>14. Permanent Withdrawal @ \$2.75/each Avg. - 20 boxes permanently removed per year</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable Notes: Service will vary month to month.</p>	20	Each	\$2.75	11/8/2017	8/31/2018	\$55.00
<p>Activities Services</p> <p>15. Circulation (Retrieval/Refile) @ \$1.75 each</p>						

<p>Avg. – 200 per year</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable Notes: Service will vary month to month.</p>	200	Each	\$1.75	11/8/2017	8/31/2018	\$350.00
<p>Activities Services 16. Rush Circulation (Retrieval/Refile) @ \$3.50 each Avg. – 3 per year</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable Notes: Service will vary month to month.</p>	3	Each	\$3.50	11/8/2017	8/31/2018	\$10.50
<p>Activities Services 17. Regular Deliveries/Pickups (Austin) @ \$11.00 each Avg. – 25 per year</p> <p>Pick-up/Delivery Address: Central Services Bldg., Room 176 Back North Dock 1711 San Jacinto Blvd. Austin, TX 78701</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable Notes: Service will vary month to month.</p>	25	Each	\$11.00	11/8/2017	8/31/2018	\$275.00
<p>Activities Services 18. Rush Deliveries/Pickups Surcharge (Austin) @ \$22.00 each Avg. – 3 per year</p> <p>Pick-up/Delivery Address: Central Services Bldg., Room 176 Back North Dock 1711 San Jacinto Blvd. Austin, TX 78701</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable Notes: Service will vary month to month.</p>	3	Each	\$22.00	11/8/2017	8/31/2018	\$66.00
<p>Activities Services 19. Special Deliveries/Pickups surcharge (Austin) @ \$0.50 each</p> <p>NIGP Class: 958 NIGP Item: 82 Object Class: 299 Reimbursement Type: Not Reimbursable Notes: Service will vary month to month.</p>	0	Each	\$0.50	11/8/2017	8/31/2018	\$0.00
Grand Total						\$12,418.50

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	2018
Division	Legal
Program	Records Management
Phone	5124638551
Org Code	0206 - Records Management
Type of Purchase/PCC Code	Exempt With Specific Legal Citation - ""
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

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