



PURCHASE ORDER

PO Number:303-9-0947

Requisition Number:303-9-02276

Order Date: 7/17/2019

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

Insurance Warehouse
7915 Cameron Road
Austin, TX 78754

Show numbers on all papers and packages

Referenced Source or Vendor

10436247216
VILLEDA BUILDING SERVICE, LLC
16804 Brewer Blackbird Drive
Pflugerville, TX 78660
Alai Villeda
Phone:512-944-8260, Fax:512-828-6833
VBSLLC@outlook.com

Description INW-detail clean room 101 to include but not limited to- dusting, cleaning walls, vacuuming, sweeping, moping, disinfecting.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Vendor: Villeda Building Service Vendor Contact Name: Alai Villeda Vendor Phone Number: 512-944-8260 Vendor Email: vbllc@outlook.com	1	job	\$500.00	7/17/2019	8/31/2019	\$500.00

Delivery Address: INW

Requisition Amount: 500.00

Building: INW

Location: Room 101

Description: detail clean room 101 to include but not limited to- dusting, cleaning walls, vacuuming, sweeping, moping, disinfecting.

Work Order #: 693751

Justification: For the health and safety of staff

Funding: Reimbursable Org code #454, TDI

Work Start Date: 7/22/19

Work End Date: 8/31/19

Oversight Responsibilities: Pete Garcia 512-486-0498

NIGP Class: 910

NIGP Item: 39

Object Class: 277

Reimbursement Type: Reimbursable

Notes: Charge to agency 454

Grand Total \$500.00

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	2019
Division	Planning and Real Estate Mgmt
Program	Property Services
Phone	5124633566
Org Code	0453 - Custodial - Austin Contracts
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	693751

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;