# PURCHASE ORDER

**PO Number:303-6-0235**
*Requisition Number:303-6-00551*

**Order Date:** 11/2/2015
**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

Parking Garage R, Warehouse
1706 San Jacinto Blvd.
Austin, TX 78701
***Show numbers on all papers and packages***

## Referenced Source or Vendor

15300259304
AMERICAN INSTITUTE OF ARCHITECTS
PO BOX 64185
BALTIMORE, MD 212644185
Lauren Vienne
Phone:800-242-3837, Fax:202-626-7547
MemberRenewal@aia.org

**Description** American Institute of Architects Membership Renewal.

## Line Items

| Description | Qty | Unit | Unit Price | Start Date | End Date | Total |
|---|---|---|---|---|---|---|
| Membership Renewal for The American Institute of Architects for Julia J. Gribble. National Dues $260.00, State Dues $250.00, Local Dues $276.00 for a total of $786.00.<br><br>**NIGP Class:** 963<br>**NIGP Item:** 48<br>**Object Class:** 201<br>**Reimbursement Type:** Not Reimburseable | 1 | Each | $786.00 | 1/1/2016 | 12/31/2016 | $786.00 |
| Membership Renewal for The American Institute of Architects for George R. Wells (Randy). National Dues $260.00, State Dues $250.00, Local Dues $276.00 for a | 1 | EACH | $786.00 | 1/1/2016 | 12/31/2016 | $786.00 |

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|---|---|---|---|---|---|---|
| total of $786.00.<br><br>**NIGP Class:** 963<br>**NIGP Item:** 48<br>**Object Class:** 201<br>**Reimbursement Type:** Not Reimburseable | | | | | | |
| Membership Renewal for The American Institute of Architects for F. Keith Hall. National Dues $260.00, State Dues $250.00, Local Dues $276.00 for a total of $786.00.<br><br>**NIGP Class:** 963<br>**NIGP Item:** 48<br>**Object Class:** 201<br>**Reimbursement Type:** Not Reimburseable | 1 | Each | $786.00 | 1/1/2016 | 12/31/2016 | $786.00 |
| Membership Renewal for The American Institute of Architects for Craig Wingfield. National Dues $260.00, State Dues $250.00, Local Dues $276.00 for a total of $786.00.<br><br>**NIGP Class:** 963<br>**NIGP Item:** 48<br>**Object Class:** 201<br>**Reimbursement Type:** Not Reimburseable | 1 | Each | $786.00 | 1/1/2016 | 12/31/2016 | $786.00 |
| | | | | | **Grand Total** | **$3,144.00** |

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.)

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|---|---|
| **Agency** | TFC |
| **Fiscal Year** | 2016 |
| **Division** | Facilities Design and Construction |
| **Program** | Facilities Design and Construction |
| **Phone** | 512-463-0896 |
| **Org Code** | 0802 - Project Management |
| **Type of Purchase/PCC Code** | Services Purchase $5000 or less - E |
| **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: _____
Goodrich, John - CTPM, 5124632743

**(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

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**TERMS AND CONDITIONS: ITEMS BELOW APPLY TO AND BECOME A PART OF BID. ANY EXCEPTIONS THERETO MUST BE IN WRITING**

**I. INTRODUCTION.**

**1.1. GENERAL.** These Terms and Conditions shall apply for goods and services including without limitation any Invitation for Bid, Request for Offer, Request for Qualifications, and Request for Proposal (hereinafter referred to collectively as "solicitations") offered by the Texas Facilities Commission (hereinafter referred to as "TFC") and any purchase order issued by TFC (hereinafter referred to as "Purchase Order"). The term "Respondent" shall mean any party who responds to a solicitation for goods and services offered by TFC. The term "Vendor" shall mean the party listed as vendor on the purchase order.

**1.2. STATUTORY AUTHORITY.** This procurement falls under the statutory authority of the Texas Government Code Chapter 2151, commonly known as the "Purchasing Act," Chapter 2155, General Rules and Procedures, Chapter 2157, Purchasing Methods, and Chapter 2161, Historically Underutilized Businesses. The purchasing procedures include statutory requirements and those requirements established by rule of the Texas Comptroller of Public Accounts (hereinafter referred to as "CPA"), Texas Procurement and Support Services Division (hereinafter referred to as "TPASS") as contained in Title 34 Texas Administrative Code, Part 1, Chapter 20, Subchapter C, Section 20.31 and other applicable federal and state statutes and rules citied herein.

**1.3 COST OF SUBMITTING RESPONSE.** TFC will not reimburse Respondent for any cost related to its response. Respondent is responsible for any expense related to the preparation and submission of its response.

**II. GENERAL INSTRUCTIONS.**

**2.1 SOLICITATION REQUIREMENTS.** Respondent shall comply with the following requirements when responding to a solicitation for goods and/or services offered by TFC.

(a) Respondent must comply with all rules, regulations and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.

(b) Respondent shall submit the number of copies required in the manner stated in the specification or in the solicitation.

(c) Response shall be submitted on the indicated form or in the indicated format. Response must be time stamped in TFC's Mail Room or hand delivered to the address on the solicitation before the hour and date specified for the solicitation opening unless specified otherwise. Late responses will not be considered under any circumstances once the opening has begun.

(d) Failure to sign the solicitation will disqualify the bid. The person signing the response must have the authorization to contractually bind Respondent.

(e) Response cannot be altered or amended after opening time. Alterations made before opening time should be initialed by Respondent or its authorized agent. No response can be withdrawn after opening time without approval by TFC based on an acceptable written reason.

(f) The State reserves the right to accept or reject all or any part of any response, waive minor technicalities and award the response to best serve the interests of the State.

(g) If facsimile submission is acceptable per the solicitation requirements, the telephone number for FAX submission is (512) 236-6164. This is the only number that will be used for the receipt of a response. The subject line shall include the solicitation number. TFC shall not be responsible for failure of electronic equipment or operator error. Late, illegible, incomplete, or otherwise non-responsive responses will not be considered.

(h) E-mailed responses may be accepted if stated on the solicitation. E-mailed responses must be in Portable Document Format (hereinafter referred to as "PDF"), signed by Respondent and attached to the e-mail to be considered for award.

**2.2 PRICING.** Respondent shall comply with the following pricing requirements when responding to a solicitation for goods and/or services offered by TFC.

(a) Respondent must price per unit shown. Unit prices shall govern in the event of extension errors.

(b) Respondent must quote F.O.B. destination, freight prepaid and allowed; otherwise, Respondent must show exact delivery cost and terms.

(c) Prices are requested to be firm for TFC acceptance for thirty (30) days from opening date if the response is an invitation for bid and ninety (90) days for all other solicitations. "Discount from list" pricing is not acceptable unless requested. Cash discounts are not considered in determining an award. Cash discounts offered will be taken if earned.

(d) Proposal should give Vendor ID Number, full firm name, and address of Respondent in the response. The Vendor ID Number is the number assigned and used by the CPA to track payments.

(e) Purchases made for State use are exempt from the State Sales Tax and Federal Excise Tax; therefore, tax should not be included in the response. Tax Exemption Certificates are available upon request.

(f) Consistent and continued tie bidding could cause rejection of response by TFC and/or investigation for antitrust violations.

**2.3 SPECIFICATIONS.** Respondent shall carefully examine the solicitation and shall be responsible for securing any additional information form the TFC point of contact needed to gain a clear and full understanding of TFC's requirements.

(a) Any catalog brand name or manufacturer's references are descriptive only, and indicate type and quality desired. Responses including brands of like nature and quality will be considered unless advertised under Texas Government Code, Section 2155.067. If responding with other than reference specifications, the response should show manufacturer, brand or trade name, and other description or product offered. If other than brand(s) specified is offered, illustrations and complete description of product offered are requested to be made a part of the response. Failure to take exception to specifications or reference data will require Respondent to furnish specified brand names, numbers, etc.

(b) The goods furnished or services performed shall be in accordance with the specifications set forth in the solicitation and with these terms and conditions. TFC will provide clarifications of the specifications and determine the quality and acceptability of goods and products furnished or work performed. If the solicitation is for a service, TFC will determine the manner of performance, the rate of progress of the work and whether the vendor's performance of the services is acceptable.

(c) Manufacturer's standard warranty shall apply unless otherwise stated in this solicitation.

(d) Unless otherwise specified, all goods offered shall be new, unused, and of current production, including shipping and storage containers. Verbal agreements to the contrary will not be recognized.

(e) All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from UL, FMRC, or NEMA.

(f) Samples, when requested, must be furnished free of expense to TFC. If not destroyed in examination, samples will be returned to Respondent, on request, at Respondent's expense. Each sample should be marked with Respondent's name and address, and requisition number. Samples shall not be enclosed or attached to a response unless specified in the solicitation.

(g) Respondent shall include the number of days required to place material in receiving agency's designated location under normal conditions. "Delivery days" means calendar days, unless otherwise specified. Failure to state delivery time obligates Respondent to complete delivery in fourteen (14) calendar days. Unrealistic delivery promises may cause bid to be disregarded.