



PURCHASE ORDER

PO Number:303-6-8002

Order Date: 12/21/2015

*Requisition Number:*303-6-00623

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

Multiple -- see line item detail
Show numbers on all papers and packages

Referenced Source or Vendor

12636359478
 Knight Restoration Services
 901 Waterfall Way, Suite 307
 Richardson, TX 75080
 Richard Strock
 Phone:512-328-2005, Fax:
Richard@knightrestoration.com

Emergency PO # 303-6-8002
 Multiple Locations- TCC, SHB, CSB, REJ and PDB

Description

We needed a water remediation company to come in to perform services.

Line Items

Description

Qty Unit Unit Price Start Date End Date Total

Emergency PO # 303-6-8002
 Multiple Locations

BUILDING: TCC, SHB, CSB, REJ and PDB

LOCATION: TCC lower level, SHB basement copier room, CSB 3rd floor north east offices, REJ 5th floor offices and PDB lower level.

HISTORY: All five building had water intrusion that required water remediation.

DESCRIPTION: We needed a water remediation company to come in to perform services.

JUSTIFICATION: A water remediation company was needed to ensure that these are being dry out properly to prevent mold and mildew growth.
 FUNDING: Non-Chargeable

1 Job \$8,963.43 10/30/2015 1/30/2016 \$8,963.43

OVERSIGHT RESPONSIBILITIES: Will Jones 512-463-7645

"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."

NIGP Class: 926

NIGP Item: 78

Object Class: 266

Reimbursement Type: Not Reimbursable

Grand Total \$8,963.43

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	2016
Division	Planning and Real Estate Mgmt
Program	Property Management
Phone	5124633577
Org Code	0442 - Facility Maintenance
Type of Purchase/PCC Code	Services \$5000.01 thru \$25000 - Q
Work Order Number	516477, 516476, 516463, 516492, 516479

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: _____

Ehlers, Richard - CTPM, 5124630209

(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 Chapter 20, 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

Chair
Robert Thomas

Commissioners
William D. Darby
Patti Jones
Mike Novak
Jack W. Perry
Betty Reinbeck



Executive Director
Harvey Hilderbran

Mailing address:
P. O. Box 13047
Austin, TX 78711-3047
(512) 463-3446
www.tfc.state.tx.us

Internal Correspondence

Date: 11/25/2015
To: Harvey Hilderbran, TFC Executive Director
From: Willie Jones, Director of Facilities Operations
Subject: Emergency Purchase Justification

Dear Mr. Hilderbran

The attached purchase for the water intrusion remediation from Knight Restoration Services with a cost of \$8,963.43 is requested to be acquired in accordance with Texas Government Code: Title 10, Subtitle D, Section 2155.137 (Emergency Purchase). This letter of justification is required because of the massive rain storm that occurred on 10/30/2015. This storm affected the Sam Houston, CSB, REJ and the TCC buildings.

This letter of justification is required in order to pay for the emergency service that was requested by TFC due to the magnitude of the intrusion of water that affected the buildings listed above. It was necessary to bring in an experienced vendor to perform water remediation due to the amount of water that entered into these buildings. Knight Restoration is a qualified company to immediately mobilize and dry out these affected areas in order to prevent the growth of mold and mildew that would eventually affect our customers.


Harvey Hilderbran
Executive Director

Date

12/21/15


Richard D. Ellert
Procurement Director

Date

12/20/2015

