



**Texas Department of Insurance  
Business Unit # 45400  
Purchase Order # 16-1066**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **C** Date: **02/10/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** TIBH INDUSTRIES INC - PRODUCTS  
1011 E 53RD 1/2 ST  
AUSTIN TX 787511703  
United States

**Ship To:** 2F0032 - Cameron Rd - Warehouse  
7915 Cameron Road  
Austin TX 78754  
United States

**Vendor ID:** 1741976051 1

**Bill To:** Attn: Acctng - Mail Code 108-3A  
P. O. Box 149104  
Austin TX 78714-9104  
United States

**Purchaser:** James Ray Kelldorf  
**Phone:** 512/676-6149  
**Fax:** 512/463-6159  
**Email:** james.kelldorf@tdi.texas.gov

**Fax:**  
**Email:** Invoices@tdi.texas.gov

**PO Information:**

Temporary clerks for TDI's Office of Agency Counsel:  
- Three (3) Clerk III  
- One (1) Clerk IV

Invoicing: To ensure prompt payment, the vendor must include the following information on all invoices: (1) the above reference PO Number, (2) the above referenced Vendor ID No., and (3) any other relevant information that will confirm purchase. Failure to comply may delay payment process or cause invoice to be returned.

Certification. The terms of the contract are considered complete and payment can be made when the terms and conditions of the order have been met and the goods and/or services have been certified. Attachment "A-1" Terms and Conditions become part of this Purchase Order.

\*\*\*\* Our accounting department is going paperless. Invoices may be emailed to invoices@tdi.texas.gov\*\*\*\*

Quantities are estimated: TDI does not guarantee to purchase any minimum or maximum quantity. TDI reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders will be permitted. All Purchase Order Change Notice (POCN) will be issued by TDI Purchasing Section.

Term Contract 962-M3

**Arrival instructions:**

Park in State Parking Garage N located at 300 San Antonio Street. Stop at the garage entrance and tell security they are a new hire with TDI. Security will give them a temporary permit and instruct them to park on the top level. When they enter the Hobby building they will need to sign in at the security desk and ask for Michelle Merka or James Kelldorf.  
Michel Merka (512) 676-6126.  
James Kelldorf (512) 676-6149.

**Authorized Signature**

*James Kelldorf, CTPM*

**04/18/2016**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Job Class #0057 Clerk III Experienced \$20.42	962/69	3.0000	EA	\$19,603.20	\$58,809.60	02/10/2016
						<b>Schedule Total</b>	<input type="text" value="\$58,809.60"/>
<p align="center">ReqID: 0000015092</p> <p>Estimated No. of Hours - 2,880 EA Rate: Experienced \$20.42/hour</p> <p>Employee's names: Tai Li - Start date 4/18/16 - Estimated end date: 8/31/16 (Peak Performers) Replaces Grege McCormick from Goodwill</p> <p>Angela Smith - Start date 2/24/16 Estimated end date: 8/31/16 (Goodwill) Victoria Vlach - Start date 2/25/16 Estimated end date: 8/31/16 (Goodwill) Greg McCormick - Start date 2/24/16 (Goodwill)</p>							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$58,809.60"/>

**Total PO Amount**

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

The Purchase Order Terms and Conditions can be found at:  
<http://www.tdi.texas.gov/general/aspurch.html>

**Authorized Signature**

*James Kellogg, CTPM*

**04/18/2016**