



**Texas Department of Insurance**  
**Business Unit # 45400**  
**Purchase Order # 17-0025**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **07/19/16** 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:** ADVANCED OFFICE SYSTEMS INC  
 10692 HADDINGTON DR  
 HOUSTON TX 770433229  
 United States

**Ship To:** 2M0003 - No Physical Shipment  
 No Physical Shipment

**Vendor ID:** 1741869908 2

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

**Purchaser:** Frank Brown  
**Phone:** 512/676-6148  
**Fax:** 512/463-6159  
**Email:** frank.brown@tdi.texas.gov

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

**PO Information:**

Vendor shall provide annual maintenance service shall be provided in accordance with this purchase order no. 17-0025, TDI Pricing Request No. 15971 and Vendor's response to TDI Pricing Request , including Attachment A, dated 07/19/2016.

Quote by: TU Nguyen - advanced@advanced-sys.com

Above referenced documents are incorporated herein as though set forth in full.

Service Period: September 1, 2016 through August 31, 2017

Equipment at Records Center 3636 A Dime Circle, Austin, Tx 78744

Vendor Contacts:

Margaret Redus or Peter Scalzitti, (713) 932-9527 fax (713) 932-7793  
 advanced@advanced-sys.com or pscalz@advanced-sys.com

DWC Contacts:

Contract Monitor: Thomasina Tijerina , (512) 804-4990 X45550  
 Contract Administrator: Joseph McElrath, (512) 804-5010

FCB 7/19/16

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

Authorized Signature \_\_\_\_\_

*Frank C. Brown*

**07/19/2016**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	FY17 (9/1/2016 - 8/31/2016) LEKTRIEVER UNIT MAINTENANCE, Series 80 Microfilm Unit Serial #26447 equipment located at the Records Center.	939/54	1.0000	EA	\$1,092.50	\$1,092.50	08/31/2017
	Ship To:	2M0003					
		No Physical Shipment					
						<b>Schedule Total</b>	<input type="text" value="\$1,092.50"/>
					ReqID: 0000015971		
	FY17 (9/1/2016 - 8/31/2017) LEKTRIEVER UNIT MAINTENANCE, Series 80 Microfilm Unit, Serial number 26447, equipment located at the DWC Records Center. Quarterly preventive maintenance which would include lubrication, necessary adjustments as needed, etc.						
	JUSTIFICATION: Equipment maintenance of LEKTRIEVER series 80 Microfilm Unit, serial number 26447 located at the DWC Records Center.						
	VENDOR: Advanced Office Systems, Inc. 10692 Haddington Drive Houston, TX 77043-3229						
	VENDOR CONTACTS: Margaret Redus, 512-837-4336 Dean Cole, 512-698-3492						
	Equipment located at: DWC Records Center 3636 Dime Circle, Ste. A Austin, TX 78744						
	Program Contract Coordinator: David Ekrut, 512-804-4113						
	Program Contract Specialist: Bertha Lopez. 512-804-4206						
						<b>Item Total for Line # 1</b>	<input type="text" value="\$1,092.50"/>

Authorized Signature \_\_\_\_\_

*Frank C. Brown*

**07/19/2016**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	FY17 (9/1/2016 - 8/31/2017) LEKTRIEVER UNIT maintenance Series 2000 Microfilm unit Serial number 33861 located at the DWC Records Center.	939/54	1.0000	EA	\$1,300.00	\$1,300.00	08/31/2017
	Ship To:	2M0003					
		No Physical Shipment					
						<b>Schedule Total</b>	<input type="text" value="\$1,300.00"/>
					ReqID: 0000015971		
<p>FY17 (9/1/2016 - 8/31/2017) LEKTRIEVER UNIT, Series 2000 Microfilm Unit, Serial number 33861, equipment located at the DWC Records Center. Preventive maintenance service to include lubrication, necessary adjustments of parts as needed, etc.</p> <p>JUSTIFICATION: LEKTRIEVER UNIT equipment preventive maintenance, Series 2000 Microfilm Unit, Serial #33861 located at the DWC Records Center.</p> <p>VENDOR: Advanced Office Services, Inc. 10692 Haddington Drive Houston, TX 77043-3229 713-932-7793</p> <p>VENDOR CONTACTS: Margaret Redus, 515-837-4336 Dean Cole, 512-698-3492</p> <p>Program Contract Coordinator: David Ekrot, 512-804-4113</p> <p>Program Contract Specialist: Bertha Lopez, 512-804-4206</p> <p>DWC Records Center Contact; Thomasina Tijerina 512-804-4990, option #7, Ext: 45550</p>							
						<b>Item Total for Line # 2</b>	<input type="text" value="\$1,300.00"/>

**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.

Authorized Signature \_\_\_\_\_  
*Frank C. Brown*

07/19/2016



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The Purchase Order Terms and Conditions can be found at:

<http://www.tdi.texas.gov/general/aspurch.html>

Authorized Signature \_\_\_\_\_

*Frank C. Brown*

07/19/2016