



**Texas Department of Insurance**  
**Business Unit # 45400**  
**Purchase Order # 17-0039**  
**Purchase Order Change Notice (# 1)**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **09/01/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **01/17/17**

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

**Vendor:** SHARP BROTHERS LOCKSMITH  
 507 W MARY ST  
 AUSTIN TX 787044247  
 United States

**Ship To:** 2M0001 - Metro Office  
 7551 Metro Center Drive, Suite 100  
 Austin TX 78744  
 United States

**Vendor ID:** 1742930119 9

**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:**

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.

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.

Attachment "A-1" Terms and Conditions become part of this Purchase Order.

POCN 1

Adding additional funds for use.

FCB 1/17/17

Services provided under this contract will be in accordance with the terms and conditions of this purchase. TDI cannot and will not guarantee any minimum or maximum purchase. TDI will only order the amount needed to satisfy operating requirements. The vendor agrees not to provide any services and/or materials until instructions are received from TDI. This purchase order has been processed with an estimated amount and TDI will process invoices for the actual amount based on services rendered.

Locksmith Services for the period of September 1, 2015 through August 31, 2016.

Services to include duplication of keys for building, modular furniture, cabinets, conventional furniture, and hard wall offices. Location of services to be performed at Texas Department of Insurance, Division of Workers' Compensation, 7551 Metro Center Drive, Austin, TX, 78744-1645.

Charges include but are not limited to:

Service calls \$49.50 (inside city limits of Austin)

Single sided keys \$2.45

Do not duplicate key \$2.95

Best Key Copying \$4.75\*

Non chip car keys \$6.00

Chipped car keys \$25.00 and up

Programming keys \$65.00

Unlock a lock with missing key - \$10.00 per lock plus service charge

Key by code \$9.50 single sided

Key by code \$15.50 double sided

Pricing confirmed on July 25, 2016 by:

Authorized Signature

*Frank C. Brown*

01/17/2017



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Vendor Contact: Judi Sharp 512-447-1061

FCB 7/25/2016

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Sharp Brother Locksmith Services Bldg keys for modular furniture, file cabinets, conventional furniture and hardwall offices.  09/01/2016 - 08/31/2017	910/48	1.0000	LOT	\$1,000.00000	\$1,000.00	08/31/2017
						<b>Schedule Total</b>	<input type="text" value="\$1,000.00"/>
						ReqID: 0000016007	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$1,000.00"/>
2- 1	<b>Add funds to Requisition No. 16007, PO 17-0039 Sharp Locksmith Services. From 4801 to 3134</b>	910/48	1.0000	EA	500.00000 \$	500.000 \$	08/31/2017
						<b>Schedule Total</b>	<input type="text" value="\$500.00"/>
						ReqID: 0000017569	
						<b>Item Total for Line # 2</b>	<input type="text" value="\$500.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$1,500.00"/>

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 \_\_\_\_\_

*Frank C. Brown*

01/17/2017