



Texas Department of Insurance
Business Unit # 45400
Purchase Order # 16-1533
Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **C** Date: **05/05/16** PO Method: **TC** Dispatch: **Dispatch Via Print** Rev Dt: **10/28/16**

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 Kellendorf
Phone: 512/676-6149
Fax: 512/463-6159
Email: james.kellendorf@tdi.texas.gov

Fax:
Email: Invoices@tdi.texas.gov

PO Information:

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 (512) 676-6126.

POCN#1 10/28/16 JK
 Add line item #2 for additional funds.

Authorized Signature

James Kellendorf, CTPM

10/28/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Temporary Personnel name: Oumkeltoum Alaoui (prono: oom-KELL-toom, ah-LAH- wee) Job Class #0057 Clerk III Term: 5/01/16 - 8/31/16 Estimated No. of Hours - 160 Rate: Experienced 20.42/hour Data Entry will be primary duties.	962/69	160.0000	HR	\$20.42	\$3,267.20	05/05/2016
						Schedule Total	<input type="text" value="\$3,267.20"/>
						<u>ReqID:</u> 0000015657	
<p>Data Entry is the key role associated w/ this position. Must be experienced in Data entry. Term of service: May 9, 2016 through August 31, 2016 Work week: Monday through Friday 08:00AM to 5:00P unless other schedule is approved by supervisor. TDI Supervisor time sheet approver is: Jacqueline Canady - (512) 676 - 6945</p> <p>Jacqueline.Canady@tdi.texas.gov</p>							
						Item Total for Line # 1	<input type="text" value="\$3,267.20"/>
2- 1	Temporary Personnel for Purchasing Additional funds - ref PO16- 1533	005/05	1.0000	EA	5896.80000 \$	5896.800 \$	10/28/2016
						Schedule Total	<input type="text" value="\$5,896.80"/>
						<u>ReqID:</u> 0000017189	
						Item Total for Line # 2	<input type="text" value="\$5,896.80"/>
						Total PO Amount	<input type="text" value="\$9,164.00"/>

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.

Authorized Signature
James Kellogg, CTPM
10/28/2016



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The Purchase Order Terms and Conditions can be found at:

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

Authorized Signature

James Kellogg, CTPM

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