



Public Utility Commission of Texas
Business Unit # 47300
Purchase Order # 18-0000124

Payment Terms: **NET30** Freight Terms: **FOB Shipping** Ship Via: **US Mail** PCC: **0** Date: **10/30/17** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **Via Email**

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

Vendor: TEXAS STATE LIBRARY
 ATTN MICROGRAPHICS DEPT
 PO BOX 12927
 AUSTIN TX 787112927
 United States

Ship To: 0001 - PUBLIC UTILITY COMMISSION O
 SUITE 8-100
 1701 N CONGRESS AVENUE
 Austin TX 78701
 United States

Vendor ID: 3306306306 0

Purchaser: Tameka Harris

Phone:
Fax:
Email: tameka.harris@puc.texas.gov

Bill To: PUBLIC UTILITY COMMISSION OF
 TEXAS
 Attn: Accounts Payable
 P.O. Box 13326
 Austin TX 78711-3326
 United States

Fax:
Email: payables@puc.texas.gov

PO Information:

Blanket Purchase Order for Storage Imaging Services Contract for Fiscal Year 2018 (9/1/2017-8/31/2018).
 Per TSLAC Contract #6-18-473 - Please See Attached.
 Interagency Contracts: TEX. GOV'T CODE ANN. §§ 771.001-771.010

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	TSLAC BLANKET FY 18	915/68	1.0000	JOB	\$15,000.00000	\$15,000.00	10/30/2017
						Schedule Total	\$15,000.00
						ReqID:	
						REQ0002700	
TSLAC STORAGE IMAGING CONTRACT #6-18-473						Item Total for Line # 1	\$15,000.00
						Total PO Amount	\$15,000.00

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

10/30/2017



Public Utility Commission of Texas
Business Unit # 47300
Purchase Order # 18-0000124

GENERAL TERMS AND CONDITIONS ITEMS BELOW APPLY TO AND BECOME A PART OF ANY PUBLIC UTILITY COMMISSION OF TEXAS (PUCT) SOLICITATION DOCUMENT OR PURCHASE ORDER (PO). ANY EXCEPTIONS THERETO MUST BE IN WRITING. 1. BIDDING/OFFER/PROPOSAL REQUIREMENTS: 1.1 Vendors/contractors must comply with all rules, regulations and statutes relating to purchasing in the State of Texas in addition to the requirements of this form. 1.2 Vendors/contractors must price per unit shown. Unit prices shall govern in the event of extension errors. 1.3 Solicitation responses should be submitted on this form and will not be accepted if modified onto or in vendors/contractors format. Solicitation responses must be returned to allow them to be time stamped at the Public Utility Commission of Texas on or before the hour and date specified for the solicitation opening. 1.4 Late and/or unsigned solicitation responses will not be considered under any circumstances. Person signing solicitation must have the authority to bind the firm in a contract. 1.5 Quote F.O.B. destination, freight prepaid and allowed unless otherwise stated in the solicitation. 1.6 Solicitation prices are requested to be firm for PUCT acceptance for 30 days from solicitation opening date. "Discount from list" bids are not acceptable unless requested. Cash discounts are not considered in determining an award. Cash discounts offered will be taken if earned. 1.7 Vendor/contractor should enter Texas Identification Number System (T.I.N.S.) number, full vendor name and address of bidder on the face of this form. Enter in the space provided, if not shown. Additionally, vendor name should appear on each continuation page of a bid. 1.8 Solicitation cannot be altered or amended after opening time unless allowed by law. Alterations made before opening time should be in writing by the vendor or his authorized agent. No solicitation can be withdrawn after opening time without approval by the PUCT based on an acceptable written reason. 1.9 Purchases made for State use are exempt from the State Sales tax and Federal Excise tax. Do not include tax in bid. Excise Tax Exemption. Certificates are available upon request. 1.10 The State reserves the right to accept or reject all or any part of any solicitation, waive minor technicalities and award the solicitation to best serve the interests of the state. 1.11 Consistent and continued tie bids/offers could cause rejection of solicitation by the PUCT and/or investigation of the State. 1.12 The telephone number for FAX submission of bids is 1-512-936-7058. This is the only number that will be used for the receipt of bids/offers. The State shall not be responsible for failure of electronic equipment or operator error. Late, illegible, incomplete, or otherwise non-responsive bids will not be considered. 1.13 Any contract resulting from this solicitation is contingent upon the continued availability of appropriations by the Texas Legislature. 2. SPECIFICATION: 2.1 Catalogs, brand names or manufacturer's references are descriptive only, and indicate type and quality desired. Solicitation responses on brands of like nature and quality will be considered unless advertised under Government Code, Title 10, Subtitle D, §.2155.067. If bidding/offering/ proposing other than referenced items, vendor/contractor should show manufacturer, brand or trade name, and other description of product offered. If other than brand(s) specified is offered, illustrations and a complete description of the product offered are requested to be made part of the bid/offer. By not taking exception to specifications or reference data will require vendor/contractor to furnish specified brand names, numbers, etc. 2.2 Unless otherwise specified, items bid/offered/ proposed shall be new and unused and of current production. 2.3 All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from UL, FMRC or NEMA. 2.4 Samples, when requested, must be furnished free of expense to the State. If not destroyed during examination, they will be returned to the vendor on request at vendor's expense. Each sample should be marked with vendors name and address and PO number. Do not enclose in or attach bid/offer to sample. 2.5 The State will not be bound by any oral statement or representation contrary to the written specifications. 2.6 Manufacturer's standard warranty shall apply unless otherwise stated. 2.7 Technology Access Clause Vendor/contractor expressly acknowledges that state funds may not be expended in connection with the purchase of an automated information system unless that system meets certain statutory requirements relating to accessibility by persons with visual impairments. Accordingly, the vendor/contractor represents and warrants to the PUCT that the technology provided to the PUCT for purchase is capable, either by virtue of features included within the technology or because it is readily adaptable by use with other technology of: (a) providing equivalent access for effective use by both visual and non-visual means; (b) presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and (c) being integrated into networks for obtaining, retrieving and disseminating information used by individuals who are not blind or visually impaired. For purposes of this paragraph, the phrase "equivalent access" means a substantially similar ability to communicate with or make use of the technology, either directly by features incorporated within the technology or by other reasonable means such as assertive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state or federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands and other means of navigating graphical displays, and customizable display appearance. This requirement applies to all contracts that involve the purchase of an automated information system, with out regard to: (i) the source of funds used to make the purchase; (ii) whether the purchase is made under delegated purchasing authority; or (iii) whether the purchase is made under the authority of the Texas Government Code, Title 10, Subtitle D, or other law. (d) This section does not apply to the purchase of a wireless communications device to be used by peace officers, firefighters, and other emergency response personnel to respond to a public safety emergency. 3. TIE BIDS: Awards will be made in accordance with 1 TAC §113.6 (b) (3) and 113.8 (preferences). 4. DELIVERY: 4.1 Show number of days required to deliver material to the receiving agency's designated location under normal conditions. By not stating a delivery time, Vendor/contractor is obligated to deliver in 14 calendar days. Unrealistic delivery promised may cause bid/offer to be disregarded. 4.2 If delay is foreseen, vendor/contractor shall give written notice to PUCT. Vendor must keep PUCT advised at all times of status of order. Default in promised delivery (without accepted reasons) or failure to meet specifications authorizes PUCT to purchase goods or services elsewhere and charge full increase, if any, in cost and handling to defaulting vendor. 4.3 No substitutions permitted without written approval of PUCT or the Comptroller of Public Accounts. 4.4 Delivery shall be made during normal working hours only, unless prior approval has been obtained from PUCT. 5. INSPECTION AND TESTS: All goods will be subject to inspection and test by the State. Authorized personnel shall have access to supplier's place of business for the purpose of inspecting merchandise. Tests shall be performed on samples submitted with the solicitation or on samples taken from regular shipment. All costs shall be borne by the vendor in the event products tested fail to meet or exceed all conditions and requirements of the specification. Goods delivered and rejected in whole or in part may, at the State's option, be returned to the vendor or held for disposition at vendor's expense. Latent defects may result in revocation of acceptance. 6. AWARD OF CONTRACT: A response to the solicitation or PO is an offer to contract based upon the terms, conditions and specifications contained herein. Bids/offers do not become contracts until they are accepted through a PO. The contract shall be governed, construed and interpreted under the laws of the State of Texas. The factors listed in Texas Government Code, Title 10, Subtitle D, § 2155.074 2156.007 shall also be considered in making an award. 7. PAYMENT: Vendor shall submit two copies of an itemized invoice showing order number on all copies. The State will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice. 8. PATENTS OR COPYRIGHTS: The vendor agrees to protect the State from claims involving infringement of patents or copyrights. 9. ASSIGNMENTS: Vendor/contractor hereby assigns to PUCT any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A § 1, et seq., and the antitrust laws of the State of Texas, Tex. Bus. Comm. Code Ann. §15.01. et seq. 10. BIDDER VENDOR AFFIRMATION: Signing the solicitation with a false statement is a material breach of contract and shall void the submitted bid/offer or any resulting contracts, and the vendor shall be removed from all bid lists. By signature here on affixed. The vendor hereby certifies that: 10.1 The vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid/offer. 10.2 Neither the vendor nor the firm, corporation, partnership, or institution represented by the vendor/contractor, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this State Federal Antitrust Laws, (see Section 9, above) nor communicated directly or indirectly the bid/offer/proposal made to any competitor or any other person engaged in such line of business. 10.3 Pursuant to Texas Government Code, Title 10, Subtitle D, § 2155.004(a), the vendor/contractor has not received compensation for participation in the preparation of the specifications for this solicitation. 10.4 Pursuant to Texas Family Code, Title 5, Subtitle D, § 231.006(d), regarding child support, the vendor/contractor certifies that the individual or business entity named in this bid/offer/PO is not ineligible to receive the specified payment and

Authorized Signature

10/30/2017



Public Utility Commission of Texas
Business Unit # 47300
Purchase Order # 18-0000124

acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. 10.5 Pursuant to Texas Government Code, Title 10, Subtitle D, § 2155.004(b) the vendor/contractor certifies that the individual or business entity named in this solicitation is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. 10.6 INDEMNITY: The vendor/contractor shall defend, indemnify, and hold harmless the State of Texas, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of vendor/contractor or any agent, employee, subcontractor, or supplier of vendor/contractor in the execution or performance of this PO/contract. 10.7 Vendor/contractor agrees that any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support, that is owed to the State of Texas. 10.8 Vendor/contractor certifies that they are in compliance with Texas Government Code, Title 6, Subtitle 8, § 669.003 of the Government Code, relating to contracting with executive head of a State agency. If Section 669.003 applies, vendor will complete the following information in order for the bid/offer/proposal to be evaluated: Name of Former Executive: _____ Name of State Agency: _____ Date of Separation from State Agency: _____ Position with Vendor/Contractor: _____ Date of Employment with Vendor/Contractor: _____ 10.9 Vendor/contractor agrees to comply with Texas Government Code, Title 10, Subtitle D, § 2155.4441 relating to use of service contracts for products produced in 10.10 By signing this bid/offer vendor/contractor certifies that if a Texas address is shown as the address of the vendor/contractor, vendor/contractor qualifies as a Texas Resident Bidder/Offerer/ Proposer as defined in Texas Administrative Code, Title 1, Part 5, Chapter 111, Subchapter A, §111.2(1 0). 10.11 STATE AUDIT: The vendor/contractor understands that acceptance of funds under this Contract PO acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit, or investigation, in connection with those funds. Vendor/contractor further agrees to cooperate fully with the State Auditor's Office, or its successor in the conduct of the audit or investigation, including providing all records requested. Vendor/contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through vendor/contractor and the requirement to cooperate is included in any subcontract it awards. Texas Government Code, Title 10, Subtitle D, § 2262.003. 11. OWNERSHIP DISCLOSURE: Pursuant to Section 231.006 (c) Family Code, a solicitation response must include names and Social Security Numbers of each person with at least 25% ownership of the business entity submitting the response. 12. NOTE TO BIDDER/ OFFERER/ PROPOSER: The State of Texas Purchase Order, and its General Terms and Conditions, shall constitute a contract between PUCT and the selected/ awarded vendor. Any terms and conditions attached to a solicitation response will not be considered unless specifically referred to in the response. PUCT may elect to execute the referenced terms and conditions provided by the vendor (vendor contract) which shall supplement the purchase order. However, PUCT will not execute a vendor contract with unacceptable, vague, or conflicting terms and may result in disqualification of the bid/ offer/ or proposal. In the event of a conflict between the PO and any executed vendor contract, the PUCT PO shall prevail. 13. DISPUTE: Pursuant to Chapter 2260 of the Texas Government Code, any dispute arising under a contract/PO for goods and services, for which this chapter applies must be resolved under the provisions of this chapter. PUCT Protest Procedures will be provided upon request. 14. TEXAS PUBLIC INFORMATION ACT AND CONFIDENTIAL INFORMATION: Information, documents and other material connected with this solicitation or any resulting contract may be subject to public disclosure under the Texas Public Information Act unless vendor/contractor can show the response or specific parts of it are exempt from public disclosure. PUCT will not assert legal arguments on behalf of vendors/contractors. If the vendor/contractor believes that parts of a response to this solicitation are confidential, he must state in conspicuous letters the term "CONFIDENTIAL" on that part it believes to be confidential. 15. CANCELLATION: Unless otherwise specified in the solicitation, PUCT may cancel the purchase order without penalty, either in whole or in part for any reason. 16. STATE LAWS: The resulting contract/PO shall be governed by and in accordance with the laws of the State of Texas. Venue for any action arising hereunder shall be in Travis County, Texas. 17. CONSTRUCTION: The invalidity or unenforceability of any provision of the contract shall not affect the validity or enforceability of any other provision. Neither party may assign the contract without the prior written consent of the other party. Any amendment or modification will be effective only if in writing and signed by PUCT. 18. DISCRETIONARY EXTENSION: Contracts for services, whose original period were for one year or longer, may be extended for up to ninety (90) days beyond the normal expiration date of the contract, under substantially the same terms and conditions, provided the vendor/ contractor and the PUCT mutually agree to extension and pricing during the extension period. 19. FORCE MAJEURE: PUCT may grant relief from performance to the extent performance is delayed or damaged beyond the reasonable control of the affected party which could not, by due diligence, have avoided. Such causes include ,but are not limited to, Acts of God, severe weather, explosions, riots, acts of war, labor strike, or orders of legal authority

Authorized Signature

10/30/2017



Date: July 20, 2017

From: Jansie Martin

Lorenzo de Zavala
State Archives and
Library Building

To: Brian Lloyd
Executive Director
PUC

1201 Brazos Street
Austin, Texas
78701

RE: TSLAC Contract # 6-18-473

P.O. Box 12927
Austin, Texas
78711-2927

Enclosed are two signed copies of the Storage & Imaging Services Contract for Fiscal Year 2018. Please sign and date both copies; one is to be retained by your agency, and the other is to be returned to our agency to the address listed below. In addition to mailing the original, you may also send a scanned copy to ar@tsl.texas.gov.

www.tsl.texas.gov

Texas State Library and Archives Commission
State and Local Records Management
Attention: Accounting
P O Box 12516
Austin, TX 78711-2516.

Commission Chairman
Michael C. Waters

Please do not hesitate to contact me with any questions.

Members
Sharon T. Carr
F. Lynwood Givens
Larry G. Holt
Martha Wong

Jansie Martin, CTCM
Billing and Contracts Accountant | Accounting & Grants
p: 512-463-5512 / f: 512-475-0185
jmartin@tsl.texas.gov

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

Encls.

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow

Contract for Storage & Imaging Services for Fiscal Year 2018

Texas State Library and Archives Commission
State and Local Records Management

THE STATE OF TEXAS – COUNTY OF TRAVIS

TSLAC Contract Number: 6-18-473

PUC Contract or Purchase Order Number: Not Provided

This Contract is entered into by and between the Texas State Library and Archives Commission, the Performing Agency, and Texas Public Utility Commission, the Receiving Agency, pursuant to the authority granted in, and in compliance with, the provisions of the Interagency Cooperation Act, Texas Government Code, Title 7, Chapter 771.

I. ADMINISTRATIVE CONTACT INFORMATION FOR CONTRACTING PARTIES

Receiving Agency

Name: Texas Public Utility Commission
Agency Code: 473
Contact Person: Michael Phillips
Contact Phone: (512) 936-7095
Contact Email: Michael.Phillips@puc.texas.gov

Performing Agency

Name: Texas State Library and Archives Commission
Agency Code: 306
TINS No: 33063063060013
Contact Person: Michael Shea
Phone: (512) 475-5151

II. STATEMENT OF SERVICES TO BE PERFORMED

The Performing Agency shall perform records storage and imaging related services in levels not to exceed the total billable amounts in Section IV of this Contract. Billable fees for records storage and imaging related services will be assessed monthly based on actual services performed. Fees for services under this Contract are outlined in Appendix 1.

Information regarding the eligibility for storage and imaging, record preparation, transferring and transporting records, requesting or returning stored records, and the final disposition of stored records is available on the Performing Agency's website in the "Records Management" Section.

The Performing Agency certifies that it has authority to provide and invoice for these services as granted in Texas Government Code, Chapter 441, § 441.006, § 441.017, and § 441.182.

III. FEE SCHEDULE CALCULATION

All fees charged under this Contract are formulated on a cost recovery model reviewed by the Texas State Auditor's Office and the Texas Legislative Budget Board.

Reimbursable costs under this Contract will be calculated for Records Center Services in accordance with Texas Government Code as cited in Section II and as listed in Appendix 1, effective September 1, 2017.

IV. CONTRACT AMOUNT

The maximum amount of this Contract is \$15000.00 and can only be increased or decreased by an executed addendum to this Contract. Of the total amount of this Contract, \$15000.00 of this amount is designated for storage services and \$0.00 is designated for imaging services.

The total amount of this Contract is an estimate based on prior services provided by the Performing Agency for services requested by the Receiving Agency. It is the responsibility of both the Performing and Receiving Agencies to amend this Contract as the scope of services changes during the Contract term.

V. INVOICING FOR SERVICES

The Performing Agency shall submit invoices to the Receiving Agency on a monthly basis, and will provide support documentation for any change in the storage, circulation, and/or imaging charges incurred during the invoicing period. This documentation will be provided at no additional charge. Any additional reports requested by the Receiving Agency will be charged as "Other Services" and will be discussed and agreed upon by both parties prior to the start of the work.

Invoices will be submitted to the Receiving Agency as PDF files via email to the contact listed below. The Receiving Agency is responsible for informing the Performing Agency at ar@tsl.texas.gov if the billing email address changes or some other method of submission is necessary for the invoices.

The Receiving Agency's email address for receiving invoices is: payables@puc.texas.gov. A copy of the invoice should also be sent to Shawn.Hazard@puc.texas.gov.

Questions concerning billing and accounting transactions related to this Contract should be directed to the attention of:

Texas State Library and Archives Commission
State and Local Records Management
Attention: Accounting
Box 12516
Austin, TX 78711-2516
Email: ar@tsl.texas.gov

VI. PAYMENT FOR SERVICES

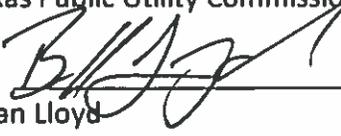
Payment for services performed under this Contract shall be processed monthly in accordance with the Interagency Cooperation Act, Texas Government Code, Chapter 771, § 771.008.

If the Receiving Agency is paying other than via an Interagency Transaction Voucher processed through the Texas Comptroller's Uniform Statewide Accounting System (USAS), the Receiving Agency shall remit payment to the following address:

The undersigned parties bind themselves to the faithful performance of this Contract. It is mutually understood that this Contract shall not become effective until signed by both parties below.

RECEIVING AGENCY

Texas Public Utility Commission

By: 
Brian Lloyd
Executive Director

Date: 8-22-17

PERFORMING AGENCY

Texas State Library and Archives Commission

By: 
Donna Osborne
Chief Operations and Fiscal Officer

Date: 7/14/17

GENERAL INSTRUCTIONS

An original and one copy of this entire document, including any attachments, addenda, and/or exhibits must be submitted to the Receiving Agency for approval. The Receiving Agency must sign both Contracts and return one copy to:

Texas State Library and Archives Commission
State and Local Records Management
Attention: Accounting
Box 12516
Austin, TX 78711-2516

Texas State Library and Archives Commission
Accounts Receivable
Box 12516
Austin, TX 78711-2516

VII. CANCELLATION OF CONTRACT

This Contract may be canceled by either party provided the following conditions are met. To terminate this Contract, either party must submit a written notice of intent to terminate the contract to the other party at the address listed in Section I of this Contract at least 30 days prior to the intended termination date. The termination notice must reference the State and Local Records Management (SLRM) Contract Number, and must be dated and signed by the agency head or the authorized records management officer. The date of actual Contract termination must be mutually agreed to in writing by both parties to allow for the appropriate and efficient disposition of all records in storage or micro-conversion in process at the time of cancellation notice. Payment for storage services performed will be the responsibility of the Receiving Agency until all records are removed from storage, and payment for imaging services will be due for all imaging services performed prior to the agreed termination date. All fees will be calculated as outlined in the fee schedules in Appendix 1.

VIII. TERM OF CONTRACT

This Contract begins September 1, 2017 and terminates on August 31, 2018.



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
RECORDS STORAGE SERVICES
FEE SCHEDULE (FY 2018)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

RECORDS STORAGE SERVICES	Unit	Fee
1. Records Center Stack Storage	Cubic Ft (CF)*	\$ 0.20
2. Oversize Documents	Call for quote	
3. Map Storage	Call for quote	
4. Microfilm storage – 16 mm roll	Each	\$ 0.07
5. Microfilm storage – 35 mm roll	Each	\$ 0.14
6. Microfiche storage	Per sheet	\$ 0.0015
7. Microfilm storage – Quarantine	Each	\$0.21
8. Microfilm storage – Cold storage	Each	\$1.00
9. Microfilm storage – Freezer storage	Each	\$2.00
10. Disaster Recovery – storage	CF	\$ 3.50
11. Disaster Recovery – circulation	CF	\$ 5.00

Monthly Fees are assessed on the total volume of cubic feet of hard copy or microforms stored at any point during a month.

***NOTE: \$0.20 per cubic foot equals \$0.24 per standard record storage box.**



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
RECORDS STORAGE SERVICES
FEE SCHEDULE (FY 2018)

ACTIVITIES SERVICES	Unit	Fee
12. Accessions	Each	\$ 1.10
13. Disposal and destruction	Each	\$ 2.75
14. Permanent Withdrawal	Each	\$ 2.75
15. Circulation	Each	\$ 1.75
16. Rush Circulation	Each	\$ 3.50
17. Regular Deliveries/Pickups (in City of Austin)	Each	\$11.00
18. Rush Deliveries/Pickups (in City of Austin)	Each	\$22.00
19. Special Deliveries /Pickups surcharge (in City of Austin)	Each*	\$ 0.50
20. Delivery mileage charge (outside City of Austin)	Per mile	\$ 1.25
21. Scan on demand (digital scan/transmission of documents/microfilm/microfiche) <i>Note: circulation fee also applied for pull and refile (Item 15)</i>	Per page/Per frame	\$ 0.20
22. Scan on demand oversize documents (digital scan/transmission of documents) <i>Note: circulation fee also applied for pull and refile (Item 15)</i>	Per page	\$1.00

**Applied only when additional staff time is needed to remove from a location or place in location 30 or more items while at an agency.*

OTHER SERVICES	Unit	Fee
23. Data entry – per line	Per line	\$ 0.50
24. Document Preparation (if required for scan on demand)	Per hour*	\$40.00
25. Research – box, file, microform assistance	Per hour*	\$40.00
26. Special reports – research and generation	Per hour*	\$40.00
27. Minimum monthly charge	Each	\$15.00

**Charged in 15 minute increments.*

Records Storage Service Descriptions

- 1. Records Center Stack Storage:** The monthly fee is \$0.20 per cubic foot. The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet each; this is equal to \$0.24 per month. Storage of containers other than the standard container includes either 36 or 48" roll plan (RP36, RP48).
- 2. Oversize Documents:** If documents are too large or too fragile to be housed in roll plan boxes, please contact the Records Center Manager to discuss alternatives. Charges will be based on the amount of space taken up on shelves. Arrangements for other types of storage and pricing will be taken on a case-by-case basis.
- 3. Map Storage:** Oversized maps that can be stored on shelves, map cabinets, or oversized flat boxes will be accepted on a case-by-case basis as room is available. Pricing will vary based on the amount of floor space or shelf space taken up by the maps. Please contact the State Records Center Manager for additional information.
- 3-5. Microform Storage:** Reels and Microfiche are stored in one of the microfilm vaults at the State Records Center. The rate of \$0.07 is for a 16mm reel, that fee is doubled for 35mm. The cost of storing each sheet of microfiche is \$0.0015.
- 6. Microfilm Storage – Quarantine:** Film that is identified as having oxidation, vinegar syndrome, or other degradation issues will be removed from storage. Film will be segregated into a vault designated for quarantined film. The owner of the film will have the option of duplicating the film or leaving the film in quarantine vault. Microfilm stored in this area will be charged a rate of \$0.21 per roll, per month. This is a new service in FY2018.
- 7. Microfilm Storage – Cold storage:** Fragile or degrading film will be stored between 33-55 degrees to help slow the effects of the degradation. The cost will be \$1.00 per roll, per month. This is a new service in FY2018.
- 8. Microfilm Storage – Freezer storage:** Extremely fragile or degrading film will be stored below 32 degrees to help slow the effects of the degradation. The cost will be \$2.00 per roll, per month. This is a new service in FY2018.
- 10. Disaster Recovery Vault Storage:** The fee is assessed for the total volume of cubic feet stored in the disaster recovery vault that is not processed into and/or out of disaster recovery vault storage during each month, but remains in storage for the entire month.
- 11. Disaster Recovery Vault Circulation Services:** The fee is assessed for the total volume of cubic feet processed into and/or out of the disaster recovery vault storage during each month, and includes such processing for records that are stored for less than one month.
- 12. Accession Services:** The fee is assessed for accessioning items for storage including these activities: receive request to store; create new items in tracking software; assign locations; generate and print labels; affix labels; and add to shelves. The charge is per item (box, reel, etc.).
- 13. Disposal and Destruction Services:** The fee is assessed for removing items from storage including these activities: verify request against retention schedule; staff pull from shelves; staff verify boxes pulled; palletize; shrink wrap; staff present at vendor pick up for secure destruction; and staff mark items as destroyed in tracking software. The charge is per item (box, reel, etc.).
- 14. Permanent Withdrawal Services:** The fee is assessed for permanent withdrawal of items from storage including these activities: pull from shelf; send to customer; and mark items as permanently returned to customer in tracking software. Includes items transferred from agency to agency or to transfer ownership to the State Archives. The charge is per item (box, reel, etc.).
- 15.1 Circulation Services:** The fee is assessed for circulating items to/from storage including these activities: process request from customer to borrow or return borrowed items - stored box, file folder from box, or microfilm/microfiche; generate paper request; pull from/return to shelf; send to customer; and mark item in/out in tracking software. The charge is per item (box, file, reel, etc.) each time the item is handled.
- 15.2 Microfiche Circulation:** Microfiche circulation will be calculated either by batch pull (pulling one set = 1 pull fee) or by individual fiche within a set if the request is for anything other than a full batch (e.g. 5 single fiche pulled from on large set or several different sets = 5 pull fees).
- 16. Rush Circulation Services:** The fee is assessed for circulating items from storage that are requested to be retrieved prior to the next standard delivery/pick up cycle. These activities include: process request from customer to borrow items - stored box, file folder from box, or microfilm/microfiche; generate paper request; pull from a shelf; stage at records center for pick up by customer or send to customer; and mark item out in tracking software. The charge is per item (box, file, reel, etc.) each time the item is handled. In addition to the Rush circulation charge, if the item(s) is to be delivered to the customer the Rush Delivery charge will be applied as well (Item 18).
- 17. Regular Deliveries/pickups (in city of Austin):** Records requested will typically be delivered within one business days or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).
- 18. Rush Deliveries/Pickups (in city of Austin):** Applies to RUSH requests that were retrieved and delivered prior to the next standard delivery/pick up cycle. In addition, a Rush Circulation Service fee is also applied for Rush requests (Item 16).
- 19. Special Deliveries/Pickups surcharge (in City of Austin):** This fee is added to each item over 30 items that requires additional time of State Records Center staff at the pickup/delivery site because items are not staged properly in a dock or prior agreed upon

staging area. Some examples of when the surcharge would be applied are: when SRC staff are required to remove boxes from shelves; boxes or files are scattered across a facility requiring staff to wait to have items brought to them or go to multiple locations to pick up; boxes are stacked out of order; when returning boxes staff are requested to place boxes on a shelving unit or to stack boxes in anyway other than how they are on the carts.

20. Delivery Mileage Charge (outside city of Austin): Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.

21. Scan on Demand: Applies to a per page or per frame of microforms fee for the State Records Center to scan a document and digitally transmit that document to the customer via email. NOTE: Circulation charges also apply to the scan on demand service. (Item 15).

22. Scan on Demand oversize documents: Applies to a per page fee for the State Records Center to scan a document and digitally transmit that document to the customer via email. NOTE: Circulation charges also apply to the scan on demand service. (Item 15).

23. Data Entry: The State Records Center has implemented a new automated inventory system that allows customers access to the system from their office. As a service to our customers the SRC will continue to data enter accession information or accept email and phone requests for circulation of items and then enter those requests into the system for a charge of \$0.50 per line. If customers choose to do their own data entry, the charge will be waived. Creation of labels will not incur a charge.

24. Document Preparation (if required for scan on demand): Document preparation involves repairing and arranging documents in the proper order, removing fasteners, stamping/coding, etc. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

25. Research – box, file, microform assistance: hourly charge of \$40.00 per hour to research box contents on customer's behalf; to search multiple boxes for particular files; to find individual images on reels of microfilm or sheets of microfiche to fulfill a scan on demand request. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

26. Special reports – research and generation: hourly charge of \$40.00 per hour to research and create custom reports for customers. Standard reports can be generated by customers through the records tracking system for free. Charges calculated in 15 minute increments with a minimum charge of \$10.00.

27. Monthly Minimum Storage Fee: A minimum monthly storage fee of \$15.00 will be charged at the end of each month for any customer that has a total storage cost of less than that amount.

Other Services: Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services could include hourly charges to re-box materials if received in poor condition (including per box charge for new boxes); and storage of oversized and/or odd shaped records that will not fit in a standard records center box. Please call for quote.

Definitions

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

Agency: A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

Cubic Foot (CF): The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet.

Customer: Includes state agencies and units of local government.

Disaster recovery services: The temporary off-site storage and regular rotation of a security backup copy of records for the purpose of recovering information in the event of a disaster.

Local Government: A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
IMAGING MICROFILM SERVICES
FEE SCHEDULE (FY 2018)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

MICROFILMING IMAGING AND DUPLICATING SERVICES	Unit	Fee
1. Frames Filmed (Rotary Camera/16 mm)	Per Frame	\$ 0.07
2. Frames Filmed (Digital Archive/16 mm)	Per Frame	\$ 0.07
3. Original Reels Processed (5 Mil)	Each	\$17.00
4. Original Reels Processed (2.5 Mil)	Each	\$22.00
5. Original Reels Processed (35 mm)	Each	\$17.00
6. Reels Duplicated Silver (2.5 Mil – 16 mm)	Each	\$32.00
7. Reels Duplicated Silver (35 mm Direct)	Each	\$37.00
8. Reels Duplicated Silver (35 mm Print)	Each	\$37.00
9. Reels Duplicated Silver (5 Mil)	Each	\$27.00
10. Reels Duplicated Diazo (2.5 Mil – 16 mm)	Each	\$22.00
11. Reels Duplicated Diazo (5 Mil – 35 mm)	Each	\$27.00
12. Reels Duplicated Diazo (5 Mil – 16 mm)	Each	\$22.00
13. Jackets Loaded	Each	\$2.50
14. Jackets Duplicated Diazo	Each	\$2.00
15. Magazine Loaded	Each	\$3.00
16. Document Preparation	Per hour*	\$40.00
17. Postage	Each	actual cost
18. Regular Deliveries/Pickups (in City of Austin)	Each	\$11.00
19. Expedited Deliveries/Pickups (in City of Austin)	Each	\$2.00
20. Delivery mileage charge (outside City of Austin)	Per Mile	\$ 1.25
21. Minimum order for filming services	Each	\$150.00

**Charged in 15 minute increments.*

Microfilming, Imaging and Duplicating Services Descriptions

The Imaging Services Unit of the State Library and Archives Commission's Records Management Division (RMD), offers some microfilm imaging services to state agencies and local governments. All microfilm produced by the unit meets the requirements found in the *Microfilming Standards and Procedures* for state agencies and local governments.

- 1. Source Document Microfilming:** Imaging Services films documents on rotary cameras using 16mm film. The charges includes film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels and transmittal information that provide the records series title, roll number, and beginning and ending contents of each roll.
- 2. Digital Archiving Services:** Digital archiving converts scanned images to archival microfilm for permanent storage and vital/essential record protection in the case of disaster (including technology obsolescence). Input file format should conform to TIFF Group IV single page specifications and can be sent to the Texas State Library using CD-ROM or portable hard drive. Output format is archival 16mm silver halide microfilm. The charges includes film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels as well as transmittal information that provide the records series title, roll number, and beginning and ending contents of each roll.
- 3-5. Original Reels Processed:** For reels of film produced by agency and sent to Imaging Services for processing. The charges includes film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels.
- 6-12. Reels Duplicated:** A secondary silver film or diazo copy for agency use or distribution. The charges include quality control editing according to client requirements.
- 13. Jackets Loaded:** Jacket services include, cutting film, loading film into jacket sleeves or channels, adding to the jacket and manually labeling each jacket.
- 14. Jackets Duplicated:** Microfiche diazo copy of jacket.
- 15. Magazine Loaded:** Charges for services to load a roll of microfilm into a magazine/cartridge and add a leader or remove a roll from a magazine/cartridge. The magazine/cartridge of the customer's choice will be provided at cost to the customer as well. The three dollars is for loading/unloading and adding a leader only.
- 16. Document Preparation:** Document preparation involves repairing and arranging documents in the proper order, purging documents not requiring filming, removing fasteners, stamping/coding, inserting targets, etc. Charges calculated in 15 minute increments with a minimum charge of \$10.00.
- 17. Postage and Handling:** Actual charges will be added for postage and handling to return Source documents and reels to the customer. Customer can request special services such as Delivery Confirmation.
- 18. Regular Deliveries/Pickups (in city of Austin):** Records requested will be delivered typically within one business days or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).
- 19. Expedited Deliveries/Pickups (in city of Austin):** Applies to same-day RUSH requests.
- 20. Delivery Mileage Charge (outside city of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.
- 21. Minimum Order of Filming Services:** of \$150.00 will be charged at the end of each month for any customer that has a total film service cost of less than that amount.

Other Services: Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services could include hourly charges to research microform contents on customer's behalf; to search multiple reels for particular images; to re-box customer's materials if received in poor condition, or not in acid free containers (including per box charge for new boxes); and hourly rates charged for custom reports (standard reports will be available at no charge). Please call for quote.

Definitions

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

Agency: A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

Customer: Includes state agencies and units of local government.

Local Government: A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.

Microfilm: Roll microfilm, microfiche, computer output microfilm (COM), and all other formats produced by and method of microphotography or other means of miniaturization on film.



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
DIGITAL IMAGING SERVICES
FEE SCHEDULE (FY 2018)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

Standard Capture		Imaging up to 8.5x14	
1. B & W 200 DPI	Per Image	\$	0.030
2. B & W 300 DPI	Per Image	\$	0.032
3. B & W 400 DPI	Per Image	\$	0.035
4. B & W 600 DPI	Per Image	\$	0.040
5. Color 300 DPI	Per Image	\$	0.040
6. Color 400 DPI	Per Image	\$	0.045
7. Color 600 DPI	Per Image	\$	0.050
Large Format Image Capture		Imaging up to 48 inches wide	
8. 200 DPI	Per Image	\$	0.900
9. 300-600 DPI	Per Image	\$	1.000
Transparency Media Capture		Not Available	
Image Processing		OCR/Searchable PDF	
10. 200 DPI	Per Image	\$	0.030
11. 300 DPI	Per Image	\$	0.030
12. 400 DPI	Per Image	\$	0.030
13. 600 DPI	Per Image	\$	0.040
Microform Conversion			
14. Microfilm to Digital	Per Image	\$	0.040
15. Microfiche to Digital	Per Image	\$	0.050
Index Field - Type 1		Automated Process	
		Per Document	
16. 15 Characters	Per Document	\$	0.030
17. 16-30 Characters	Per Document	\$	0.030
18. 31-45 Characters	Per Document	\$	0.030
Index Field 2 - Type 2		Manual capture within doc	
18. 15 Characters	Per Document	\$	0.045
19. 16-30 Characters	Per Document	\$	0.055
20. 31-45 Characters	Per Document	\$	0.075
Special Document Handling			
21. Overnight Vault Storage	Per Day, per container	\$	1.000
22. Environmental requirements	Per Day		No Charge
Capture From Special Formats			
23. Photographic Prints	Per Image		Not Available
24. Photographic Negatives	Per Image		Not Available
25. Newspaper	Per Image		Not Available
26. X-Rays	Per Image		Not Available
27. Manuscripts	Per Image	\$	0.200
28. Drawings	Per Image	\$	1.000
29. Bound Books	Per Image		Not Available



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
DIGITAL IMAGING SERVICES
FEE SCHEDULE (FY 2018)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

Enhancing Images			
30. Bit Depth		Per Image	\$ 0.015
31. Resolution		Per Image	\$ 0.015
32. Tonal dynamic range		Per Image	\$ 0.015
33. Contrast		Per Image	\$ 0.015
34. Color space		Per Image	\$ 0.015
Delivery Media By Storage Type			
35. CD		Per CD	\$ 1.000
36. DVD		Per DVD	\$ 2.000
37. USB		Per USB	At Cost
38. Portable HD		Per HD	At Cost
39. Media By Data Exchange		Per Gigabyte	No Charge
40. Transfer to media provided by Agency		Various	No Charge
41. Imaging Repository Hosting/Repository Maintenance			Not Available
Personnel			
42. Document Preparation		Per Hour	\$ 40.000
43. Re-Preparation Services		Per Hour	\$ 40.000
44. Project Manager/Project Planning			No Charge
Transportation			
45. Pickup/Delivery	Inside Austin City Limits	Per Trip	\$ 11.000
46. Pickup/Delivery	Outside Austin City Limits	Per Mile	\$ 0.750
Destruction			
47. Paper		Per Box	\$ 2.750
48. Shipping		Per Box	At Cost
Output File Formatting			
49. Imaging Output in non-proprietary file formats		Per Image	No Charge
50. Indexes, audit trails, etc. (Non-Proprietary file formats)		Per gigabyte	No Charge
Location of Scanning - At SRC only			
Additional Services			
51. Offline Vault Storage of Digital Media monthly		Per cu. ft. container	\$ 3.500
52. Circulation Charges		Per Trip	\$ 5.000
Storage of Source Material			See Storage Fee

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

INVOICE

State and Local Records Management
 PO Box 12927
 Austin, TX 78711-12927
 slrminfo@tsl.texas.gov

Invoice #:303402
 Invoice Date : 10/9/2017
 Invoice Reprint:
 TSLAC Contract #: 6-18-473
 Agency Contract #: Not Provided

Remit payment to:
 Texas State Library and Archives Commission
 Accounting
 PO Box 12516
 Austin, TX 78711-2516

VIN# 3306306306-0013 RTI # 866167
 EIN# 74-6000126

Questions regarding invoicing should be submitted to ar@tsl.texas.gov

Bill to
 Public Utility Commission of Texas - 473
 [No Division]
 PO Box 13326; Austin, TX 78711-3326

Invoice E-mail: payables@puc.texas.gov
 Invoice cc:

Service Type: Storage		Period: 9/1/2017 - 9/30/2017	
<u>Service</u>	<u>Quantity</u>	<u>Rate</u>	<u>Totals</u>
Scan ON Demand	2	\$0.2000	\$0.00
Delivery - Regular	4	\$11.0000	\$44.00
Hard Copy - Roll Plan 48-Inch	1	\$0.2400	\$0.24
Hard Copy - Regular Box	2531	\$0.2400	\$607.44
Microform - Microfiche	3423	\$0.0015	\$5.13
Microform - Microfilm 16mm	347	\$0.0700	\$24.29
Accessions - Hard Copy - Regular Box	60	\$1.1000	\$66.00
Circulation - Pulls, Re-Files, Inter-Files, & Missing	3	\$1.7500	\$5.25
		Amount due for this Invoice <u>\$752.35</u>	

Notes:

For the convenience of our clients, a recap of the open invoices on your account is included. If you have previously paid or need any copies of these invoices, please contact us. If you paid any of these invoices in the past week, the payment may not be reflected below. Your attention to any past due invoices would be greatly appreciated.

<u>Date Billed</u>	<u>Invoice</u>	<u>Invoice Status</u>	<u>Amount</u>
10/9/2017	303402	Unpaid	\$752.35
9/13/2017	303323	Unpaid	\$0.00
	Total of Open Invoices		<u>\$752.35</u>

Agency

Public Utility Commission of Texas - 473
Storage Charges for the Period 9/1/2017 - 9/30/2017

Division: [No Division]

Service	Quantity	Rate
Scan ON Demand	2	Storage Scan ON Demand 0.2000

Barcode Number(Item) SCANONDEMANDService

Date Charged: 1/30/2017

Service	Quantity	Rate
Delivery - Regular	1	Storage Delivery - Regular 11.0000

Barcode Number(Item)

Date Charged: 9/14/2017

Service	Quantity	Rate
Delivery - Regular	1	Storage Delivery - Regular 11.0000

Barcode Number(Item)

Date Charged: 9/18/2017

Service	Quantity	Rate
Delivery - Regular	1	Storage Delivery - Regular 11.0000

Barcode Number(Item)

Date Charged: 9/20/2017

Service	Quantity	Rate
Delivery - Regular	1	Storage Delivery - Regular 11.0000

Barcode Number(Item)

Date Charged: 9/29/2017

Service	Quantity	Rate
Hard Copy - Roll Plan 48-Inch	1	Storage Hard Copy - Roll Plan 48-Inch 0.2400

Barcode Number(Item) SRC - 0000085998

Hard Copy - Regular Box	2531	Storage Hard Copy - Regular Box 0.2400
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Barcode Number(Item) SRC - 0000085998

Microform - Microfiche	3423	Storage Microform - Microfiche 0.0015
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Barcode Number(Item) SRC - 0000085998

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

INVOICE

Microform - Microfilm 16mm

347

Storage Microform - Microfilm 16mm 0.0700

Barcode Number(Item) SRC - 0000085998

Date Charged: 9/30/2017

Division: Information Services - Central Records

Service	Quantity	Rate
Accessions - Hard Copy - Regular Box	60	Storage Accessions - Hard Copy - Regular Box 1.1000
<i>Barcode Number(Item) 0000913850, 0000913849, 0000913848, 0000913847, 0000913846, 0000913845, 0000913844, 0000913843, 0000913842, 0000913841, 0000913840, 0000913839, 0000913838, 0000913837, 0000913836, 0000913835, 0000913834, 0000913833, 0000913832, 0000913831, 0000913821, 0000913820, 0000913819, 0000913818, 0000913817, 0000913816, 0000913815, 0000913811, 0000913814, 0000913813, 0000913812, 0000913810, 0000913809, 0000913808, 0000913807, 0000913806, 0000913805, 0000913804, 0000913803, 0000913802, 0000913792, 0000913791, 0000913790, 0000913789, 0000913788, 0000913787, 0000913786, 0000913785, 0000913784, 0000913783, 0000913782, 0000913781, 0000913780, 0000913779, 0000913778, 0000913777, 0000913776, 0000913775, 0000913774, 0000913773</i>		

Date Charged: 9/14/2017

Service	Quantity	Rate
Circulation - Pulls, Re-Files, Inter-Files, & Missing	2	Storage Circulation - Pulls, Re-Files, Inter-Files, & Missing 1.7500
<i>Barcode Number(Item) 001423751, 001426084</i>		

Date Charged: 9/18/2017

Service	Quantity	Rate
Circulation - Pulls, Re-Files, Inter-Files, & Missing	1	Storage Circulation - Pulls, Re-Files, Inter-Files, & Missing 1.7500
<i>Barcode Number(Item) 001421354</i>		

Date Charged: 9/20/2017

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

INVOICE

State and Local Records Management
PO Box 12927
Austin, TX 78711-12927
slrminfo@tsl.texas.gov

Invoice #:303429
Invoice Date : 10/9/2017
Invoice Reprint:
TSLAC Contract #: 6-18-473
Agency Contract #: Not Provided

Remit payment to:
Texas State Library and Archives Commission
Accounting
PO Box 12516
Austin, TX 78711-2516

VIN# 3306306306-0013 RTI # 866207
EIN# 74-6000126

Questions regarding invoicing should be submitted to ar@tsl.texas.gov

Bill to
Public Utility Commission of Texas - 473

Invoice E-mail: payables@puc.texas.gov
Invoice cc:

PO Box 13326; Austin, TX 78711-3326

Service Type: Imaging

Period: 9/1/2017 - 9/30/2017

<u>Service</u>	<u>Quantity</u>	<u>Rate</u>	<u>Totals</u>
Large Format Image Capture - 400-600 DPI	341	\$1.0000	\$341.00
Index Field - 45 chars max per document	341	\$0.0450	\$15.35

Amount due for this Invoice \$356.35

Notes:

For the convenience of our clients, a recap of the open invoices on your account is included. If you have previously paid or need any copies of these invoices, please contact us. If you paid any of these invoices in the past week, the payment may not be reflected below. Your attention to any past due invoices would be greatly appreciated.

<u>Date Billed</u>	<u>Invoice</u>	<u>Invoice Status</u>	<u>Amount</u>
10/9/2017	303429	Unpaid	\$356.35
Total of Open Invoices			<u>\$356.35</u>

Imaging Production Details for Month ending 9/30/2017

Organization	Rate	Date	Agency Reel #	Barcode
Public Utility Commission of Texas - 473	Large Format Image Capture - 400-600 DPI	9/27/2017		
296 Highway, 29 sewer, 16 miscellaneous				
Public Utility Commission of Texas - 473	Index Field - 45 chars max per document	9/27/2017		
296 Highway, 29 sewer, 16 miscellaneous INDEXING				