

Texas General Land Office and Veterans Land Board Purchase Order

P.O. Date: 9/28/2015

Purchase Order Number EP006577 SHOW THIS NUMBER ON ALL PACKAGES, INVOICES AND SHIPPING PAPERS.

Organization: Texas General Land Office and Veterans Land Board

V E N D O R	Vendor Number: 00036868 Boadella English Services 6456 Snowheights Ct. El Paso, TX 79912
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S H I P T O	Texas General Land Office and Veterans Land Board Stephen F Austin Building 1700 North Congress Ave Room B-30 Austin, TX 78701-1495 USA Email: chris.symons@glo.texas.gov (512) 463-8264
B I L L T O	MAIL INVOICE IN DUPLICATE TO: Texas General Land Office and Veterans Land Board Cash Disbursements Contact Name: Mitch Armstrong PO Box 12873 Austin, TX 78711-2873 USA Email: VendorInvoices@glo.texas.gov (512) 463-3880

INVOICES: Direct invoices to the Bill To address shown. We prefer that invoices be sent by email and they do not have to be in duplicate.

Solicitation (Bid) No.:	Payment Terms: Shipping Terms: Delivery Calendar Day(s) A.R.O.: 0
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Item # 1
 Class-Item 915-22

Simultaneous Interpretation Services shall be provided for the Border Energy Forum XXII from October 15-16, 2015 in San Diego, California according to the specifications, requirements, provisions, and terms and conditions as outlined and as responded to IFB #X0007679-PT.

Quantities indicated below are estimated. All increases and decreases to the base quantity set forth in this purchase order shall be approved by the General Land Office (GLO). The billable amount will be for the actual quantities and travel reimbursement approved by the GLO and will be based on the unit prices as listed below. Therefore, the total contract amount stated herein is estimated and shall not exceed \$10,636.00 without prior approval from the General Land Office.

Base total amount for October 15, 2015: \$3,180.00 (3 interpreters, 1 technician, 3 transmitters, 250 receivers)
 Base total amount for October 16, 2015: \$3,180.00 (3 interpreters, 1 technician, 3 transmitters, 250 receivers)

* Unit Prices:

- Interpreters - \$500.00 per day (8 hours) per interpreter; \$100.00 per hour per interpreter (local)
- Technician - \$250.00 per technician per day
- Transmitters - \$60.00 per three transmitters per day
- Receivers - \$6.00 per receiver per day

Travel Reimbursement - Travel expenses will be reimbursed for the following expenses with the limitations as specified.

Airfare - Four persons (El Paso-San Diego-El Paso) - \$1,752.00 (airfare obtained 9/28/2015)
 - Limitation: Contractor must acquire advanced purchase economy class airfare and shall be within the limits of reasonable costs for San Diego, California and will be reimbursed only up to \$500.00 per person.

Hotel - Four persons (10/15-16/2015) - \$1,112.00 (does not include taxes)
 - Limitation: The conference hotel is the Wyndham San Diego Bayside. The GLO will reimburse per person no more than \$139.00 per night plus taxes.

Meals - Four persons - \$512.00
 - Limitation - The limit shall be \$64.00 per day per person, excluding alcohol and tips.

Additional reimbursements:

- Baggage charge - \$200.00 (est)
- Taxi (airport-hotel-airport for four people and equipment cases) - \$200.00 (est)

Contractor Contact: Rosa Maria Boadella - 915-526-5702 or 915-842-0364, Email: boadella@terra.com.mx

Agency Contacts:

- Patti Troiano, Purchasing Office, 512-463-5245
- Jesse Arellano, Renewable Energy, 512-475-1499
- Mitch Armstrong, Cash Disbursement Office, 512-463-3880

Payment will be made in thirty (30) days or less after receipt of a properly prepared invoice or upon completion of services and/or deliverables are received, whichever is later. All travel related receipts must be attached to the invoice for reimbursement.

Invoice must reference the purchase order number and be mailed to the attention of the Cash Disbursement Office, General Land Office, P. O. Box 12873, Austin, Texas 78711-2873 or sent to vendorinvoices@glo.texas.gov

Quantity	Unit Price	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1.00	\$ 10,636.00	EA	0.00 %	\$ 0.00		\$ 0.00	\$ 0.00	\$ 10,636.00

LN/FY/Account Code	Dollar Amount
1/16/2016-03131-7299000-7299000-0001-96968-4093	\$ 10,636.00

TAX:	\$ 0.00
FREIGHT:	\$ 0.00
TOTAL:	\$ 10,636.00

APPROVED:

By: Patti Troiano

Phone#: (512) 463-5245

BUYER