



**Procurement and Contracts**  
**Business Unit # 320AD**  
**Purchase Order # 20-0000515**  
**Purchase Order Change Notice (# 1)**

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: S    Date: 09/01/19    PO Method: DG    Dispatch: **Dispatch**    Rev Dt: 09/13/19  
**Via Print**

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

**Vendor:** WORKQUEST  
 DBA TIBH INDUSTRIES INC  
 1011 E 53RD 1/2 ST  
 AUSTIN TX 78751-1703  
 United States

**Ship To:** Texas Workforce Commission  
 5309 WURZBACH STE 102  
 SAN ANTONIO TX 78238  
 United States

**Vendor ID:** 1741976051

**Purchaser:** Cynthia Alvarado  
**Phone:** 512 4632319  
**Fax:** 512 475 3502  
**Email:** cynthia.alvarado@twc.state.tx.us

**Bill To:** APPO@twc.state.tx.us or  
 Texas Workforce Commission  
 101 E 15TH ST  
 RM 446  
 AUSTIN TX 78778-0001  
 United States

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated Purchase \$25,000.00 to \$100,000.00

Janitorial services including deep carpet cleaning starting September 1, 2019 to August 31, 2020.  
 For the field office located at 12000 Network Blvd., Bldg. B, Ste. 210, San Antonio, TX

TWC Point of contact: Stacy Holder-Giddings (806) 783-2984 / Contract Manager: Michael Hornsby (210) 785-2771

POCN1 per request M. Hornsby. Lines 1 2 will be linked to following contract  
 Contract Period - 09/01/2019 - 08/31/2020  
 Contract ID 0000002381  
 TWC Contract ID 3120ADM022  
 09/13/2019 CA

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Janitorial Services For 12000 Network Blvd 9/1/19 to 9/30/2019	910/39	1.0000	LOT	\$2,382.62000	\$2,382.62	09/01/2019
						<b>Schedule Total</b>	\$2,382.62
<u>Contract ID:</u> 3120ADM022				<u>ReqID:</u> 0000023204			
						<b>Item Total for Line # 1</b>	\$2,382.62

Authorized Signature

**09/13/2019**



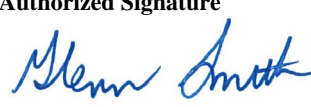
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Janitorial Services For 12000 Network Blvd., 10/1/19 to 8/31/2020	910/39	11.0000	MO	\$2,382.62000	\$26,208.82	09/01/2019
						<b>Schedule Total</b>	[ \$26,208.82 ]
<u>Contract ID:</u> 3120ADM022				<u>ReqID:</u> 0000023204			
						<b>Item Total for Line # 2</b>	[ \$26,208.82 ]
3- 1	Carpet Cleaning For 12000 Network Blvd. for FY20	910/39	1.0000	LOT	\$408.56000	\$408.56	09/01/2019
						<b>Schedule Total</b>	[ \$408.56 ]
				<u>ReqID:</u> 0000023204			
						<b>Item Total for Line # 3</b>	[ \$408.56 ]
						<b>Total PO Amount</b>	[ \$29,000.00 ]

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.

**IMPORTANT CONDITIONS OF ORDER**  
This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.  
\* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.  
\* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.  
\* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.  
Tax Exempt ID -742764775.  
STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

**Authorized Signature**  
  
09/13/2019