



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0000011

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Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
N/A N/A N/A E 07/08/2024 DG Dispatch Via Print

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

Vendor: HAWKINS CLEANING SERVICE
347 SOUTHERN LAKE RD
TEXARKANA TX 75501-0033
United States

Ship To: Texas Workforce Commission
2409 MOORES LN
TEXARKANA TX 75503-1607
United States

Bill To: APPO@twc.texas.gov or
Texas Workforce Commission
101 E 15TH ST
RM 470
AUSTIN TX 78778-0001
United States

Vendor ID: 7002559084 000

Purchaser: Kelly A Hall
Phone: (737) 667-5150
Fax:
Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Per Hawkins Cleaning Service corresponding Quote dated 05/15/2024

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30/2024 (ATTACHMENT I) apply to this order.

Texas Workforce Commission Tax Department Cleaning contract September 1, 2024 to August 31, 2025

Requestor:
Name: Danette Townsend
Tel: +1 (866) 630-3739 x5177
E-mail: danette.townsend@twc.texas.gov

Vendor Contact-
Name: Kenneth Hawkins
Tel: 903-244-2227

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. PDF or Word Documents are only accepted. All Invoices must include reference to TWC Internal PO.

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 must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Purchasing HUB Services."

Ship to Comments:

866-630-3739 X5177

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FTY2025 Janitorial Services Sept 2024	13069	910/39	1.0000	MO	\$446.62000	\$446.62	09/30/2024

Schedule Total \$446.62

ReqID:
0000047763

Item Total for Line # 1 \$446.62

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

07/08/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FTY2025 Janitorial Services Oct 2024 - August 2025	13069	910/39	11.0000	MO	\$446.62000	\$4,912.82	08/31/2025
							Schedule Total	\$4,912.82
							ReqID: 0000047763	
							Item Total for Line # 2	\$4,912.82

Total PO Amount \$5,359.44

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

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

07/08/2024