



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0000018

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**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 09/01/2024 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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

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

**Ship To:** Texas Workforce Commission  
4241 SOUTHWEST BLVD  
STE 105  
SAN ANGELO TX 76904-5687  
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:** 1741976051 001

**Purchaser:** MaryLou Ochoa

**Phone:**

**Fax:**

**Email:** marylou.ochoa@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Purchase Order issue in accordance to Term contracts: (SET ASIDE: WORKQUEST : TX GOVT CODE §§ 2155.132 (F)(2), 2155.138, TX HUMAN RESOURCES CODE, § 122)

Goodwill Industries of Northwest Texas  
TERM Contract 962-S1  
Contract start date: 09/01/2021  
Contract end date: 11/30/2026

**TWC Contact:**

Name: Larkin Shaw  
Phone: 866-630-3739 X5264  
Email: larkin.shaw@twc.texas.gov

Goodwill Rep: Eddie Perez  
Phone: (806) 744-8419  
Email: eperez@lubbockgoodwill.org

WorkQuest, Inc. Rep: Larry Sargee  
Phone: 325-670-9110  
E-mail: lsargee@workquesttx.com

Submit invoices via email to APPO@twc.texas.gov and the TWC Contact listed above. PDF or Word Documents only are 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 will 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 Procurement Contract Services.

**Authorized Signature**

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**07/09/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FTY 2025 Document Destruction - ON CALL - San Angelo Tax - September 2024	13069	962/27	1.0000	MO	\$83.05000	\$83.05	07/09/2024
							Schedule Total	<div>\$83.05</div>
RegID: 0000048037								
Refer to prior PO# 24-0000111 Attached Workquest price increase for FY25 Contract # 962-S1 provided by Ben Powell bpowell@tibh.org								
							Item Total for Line # 1	<div>\$83.05</div>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FTY 2025 Document Destruction - ON CALL - San Angelo Tax - October 2024 - August 2025	13069	962/27	11.0000	MO	\$83.05000	\$913.55	07/09/2024
							Schedule Total	<div>\$913.55</div>
RegID: 0000048037								
Refer to prior PO# 24-0000111 Attached Workquest price increase for FY25 Contract # 962-S1 provided by Ben Powell bpowell@tibh.org								
							Item Total for Line # 2	<div>\$913.55</div>

							Total PO Amount	<div>\$996.60</div>
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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

07/09/2024