



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0000051

Page: 1 of 2

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
4611 50TH ST
UNIT D
LUBBOCK TX 79414-3500
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.shaw1@twc.texas.gov

Goodwill Rep: Rose Mireles
Phone: (806) 744-8419
Email: RMireles@goodwillsouthtexas.com

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

07/12/2024



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0000051

Page: 2 of 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FTY 2025 Document Destruction - Lubbock Tax - ON CALL - September 2024	13069	962/27	1.0000	MO	\$43.05000	\$43.05	09/01/2024
							Schedule Total	\$43.05
Refer to prior PO# 24-0000021 Attached is Workquest price increase for FY25 Contract #962-S1 submitted by Brian Powell bpowell@tibh.org								
Item Total for Line # 1								\$43.05
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FTY 2025 Document Destruction - Lubbock Tax - ON CALL - October 2024 - August 2025	13069	962/27	11.0000	MO	\$43.05000	\$473.55	09/01/2024
							Schedule Total	\$473.55
Refer to prior PO# 24-0000021 Attached is Workquest price increase for FY25 Contract #962-S1 submitted by Brian Powell bpowell@tibh.org								
Item Total for Line # 2								\$473.55
Total PO Amount								\$516.60

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

07/12/2024