



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0000260

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Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: 0 PO Date: 10/01/2024 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  
301 W 13TH ST  
FORT WORTH TX 76102-4601  
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: Michael Kagan  
Phone: (737) 400-5664  
Fax:  
Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

**PO Information:**

Professional Service. Texas Govt Code 2254

Vendor Contact - Workquest

PCC Legal Cites that is applicable to your procurement

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TWC PO Internal Tracking #.

Best Value awarded in accordance with Texas Gov. Code, Title 10, Subtitle D, Chapter 2155, Section 2155.074

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised dated 1/30/24 (ATTACHMENT 1)

TWC Contact  
Name: Maria Evans  
E-mail: maria.evans@twc.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Amplify/Workquest - Document Destruction Services	13069	962/27	1.0000	MO	\$506.00000	\$506.00	09/01/2024
							Schedule Total	\$506.00
							ReqID:	
							0000048534	
							Item Total for Line # 1	\$506.00

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

07/23/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Amplify/Work Quest Document Destruction Services	13069	962/27	11.0000	MO	\$506.00000	\$5,566.00	09/01/2024
							<b>Schedule Total</b>	\$5,566.00
							<b>Item Total for Line # 2</b>	\$5,566.00

**Total PO Amount** \$6,072.00

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

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**07/23/2024**