

Procurement and Contracts Business Unit # 320AD Purchase Order # 25-0000275

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PO Date: PO End Date: PO Method: Rev Dt: Payment Terms: Freight Terms: Ship Via: PCC: Dispatch:

09/01/2024 N/A 0 DG Dispatch Via Print

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

WORKQUEST **Texas Workforce Commission** Vendor: Ship To: 1011 E 53RD 1/2 ST

1046 S 4TH ST CROCKETT TX 75835

United States

APPO@twc.texas.gov or Bill To:

Texas Workforce Commission

101 E 15TH ST RM 470

AUSTIN TX 78778-0001

United States

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)

Vendor ID: 1741976051 001

Purchaser: MaryLou Ochoa

FY25 Crockett Janitorial Services

TWC Contact:

Name: Darlene Rousseau Phone: 832-681-2647

Email: darlene.rousseau@twc.texas.gov

AUSTIN TX 78751-1703

United States

Vendor Contact: Name: WorkQuest

Phone:

Email: customerservice@workquesttx.com

2024

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

Line-Sch: Line Description: PCA: Class/Item: Quantity: UOM: **Unit Price:** Extended Amt: **Due Date:** 1-1

FY2025 - 17-036 Crockett 13060 910/39 1.0000 MO \$340.93000 \$340.93

Janitorial - September

Schedule Total \$340.93

RegID: 0000048477

Janitorial Services for 1046 S 4th St., Crockett for September 2024

Item Total for Line # 1

\$340.93

09/01/2024

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

07/24/2024



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Line Description: PCA: Class/Item: Quantity: UOM: **Unit Price: Extended Amt:** Line-Sch: **Due Date:** FY2025 - 17-036 Crockett 13060 2-1 910/39

Janitorial - October 2024 thru August 2025

11.0000 MO

\$340.93000

\$3,750.23

09/01/2024

Schedule Total \$3,750.23

RegID: 0000048477

Janitorial Services for 1046 S 4th St., Crockett for October 2024 thru August 2025

Item Total for Line # 2

\$3,750.23

Total PO Amount

\$4,091.16

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

07/24/2024