



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

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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  
1046 S 4TH ST  
CROCKETT TX 75835  
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)

FY25 Crockett Janitorial Services

TWC Contact:

Name: Darlene Rousseau

Phone: 832-681-2647

Email: darlene.rousseau@twc.texas.gov

Vendor Contact:

Name: WorkQuest

Phone:

Email: customerservice@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.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY2025 - 17-036 Crockett Janitorial - September 2024	13060	910/39	1.0000	MO	\$340.93000	\$340.93	09/01/2024
							Schedule Total	\$340.93
RegID: 0000048477								



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FY2025 - 17-036 Crockett Janitorial - October 2024 thru August 2025	13060	910/39	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