



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0000368
Purchase Order Change Notice (# 1)

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** Q **PO Date:** 09/01/2024 **PO End Date:** 08/31/2025 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 10/09/2024
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
101 E 15TH ST
RM 109
AUSTIN TX 78778-0001
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: Rachel Dean
Phone: (737) 400-5642
Fax:
Email: rachel.dean@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

"Per Workquest corresponding Quote dated 7/29/2024

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions, Rev. 1/30/2024 apply to this order. Standard manufacturing warranty applies to this order.

This purchase is according to Delegated purchases of services between \$10,000.01 and \$25,000 per 34 Texas Administrative Code § 20.82.

Delivery Contact:

Name: John Meyer
Tel: 512-269-1396
E-mail: john.meyer@twc.texas.gov

Vendor Contact:

Name: Tricia Sullivan
E-mail: tsullivan@workquest.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager 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 must 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 Purchasing HUB Services."

POCN 1 - Reduce lines 1 - 6 to cover Oct 2024 - Aug 2025. Setup lines 7 - 12 for September 2024 services. dwr - 10/09/2024

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Springdale FY25 Floor Mat Services, Oct - Aug	13802	954/70	1.0000	LOT	\$1,958.39000	\$1,958.39	08/31/2025
Schedule Total							\$1,958.39	
RegID:								0000046696
Item Total for Line # 1							\$1,958.39	

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

10/09/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Main FY25 Floor Mat Service, Oct - Aug	13060	954/70	1.0000	LOT	\$3,472.28000	\$3,472.28	08/31/2025
							Schedule Total	\$3,472.28
							ReqID:	
							0000046696	
							Item Total for Line # 2	\$3,472.28
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Trinity FY25 Floor Mat Service, Oct - Aug	13060	954/70	1.0000	LOT	\$1,740.79000	\$1,740.79	08/31/2025
							Schedule Total	\$1,740.79
							ReqID:	
							0000046696	
							Item Total for Line # 3	\$1,740.79
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Annex FY25 Floor Mat Service, Oct - Aug	13060	954/70	1.0000	LOT	\$2,828.78000	\$2,828.78	08/31/2025
							Schedule Total	\$2,828.78
							ReqID:	
							0000046696	
							Item Total for Line # 4	\$2,828.78
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Guadalupe FY25 Floor Mat Service, Oct - Aug	13060	954/70	1.0000	LOT	\$1,087.99000	\$1,087.99	08/31/2025
							Schedule Total	\$1,087.99
							ReqID:	
							0000046696	
							Item Total for Line # 5	\$1,087.99

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Line-Sch: 6-1	Line Description: MLK FY25 Floor Mat Service, Oct - Aug	PCA: 13060	Class/Item: 954/70	Quantity: 1.0000	UOM: LOT	Unit Price: \$1,087.99000	Extended Amt: \$1,087.99	Due Date: 08/31/2025
							Schedule Total	\$1,087.99
							RegID: 0000046696	
							Item Total for Line # 6	\$1,087.99
Line-Sch: 7-1	Line Description: Springdale FY25 Floor Mat Services, Sept only	PCA: 13060	Class/Item: 954/70	Quantity: 1.0000	UOM: LOT	Unit Price: \$178.03000	Extended Amt: \$178.03	Due Date: 08/31/2025
							Schedule Total	\$178.03
							Item Total for Line # 7	\$178.03
Line-Sch: 8-1	Line Description: Main FY25 Floor Mat Service, Sept only	PCA: 13060	Class/Item: 954/70	Quantity: 1.0000	UOM: LOT	Unit Price: \$315.66000	Extended Amt: \$315.66	Due Date: 08/31/2025
							Schedule Total	\$315.66
							Item Total for Line # 8	\$315.66
Line-Sch: 9-1	Line Description: Trinity FY25 Floor Mat Service, Sept only	PCA: 13060	Class/Item: 954/70	Quantity: 1.0000	UOM: LOT	Unit Price: \$158.25000	Extended Amt: \$158.25	Due Date: 08/31/2025
							Schedule Total	\$158.25
							Item Total for Line # 9	\$158.25

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	Annex FY25 Floor Mat Service, Sept only	13060	954/70	1.0000	LOT	\$257.16000	\$257.16	08/31/2025
Schedule Total							\$257.16	
Item Total for Line # 10							\$257.16	
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	Guadalupe FY25 Floor Mat Service, Sept only	13060	954/70	1.0000	LOT	\$98.90000	\$98.90	08/31/2025
Schedule Total							\$98.90	
Item Total for Line # 11							\$98.90	
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	MLK FY25 Floor Mat Service, Sept only	13060	954/70	1.0000	LOT	\$98.90000	\$98.90	08/31/2025
Schedule Total							\$98.90	
Item Total for Line # 12							\$98.90	
Total PO Amount							\$13,283.12	

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.

Authorized Signature

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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

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10/09/2024