

Payment Terms:	Freight Terms:	Ship Via:	PCC:	PO Date:	PO End Date:	PO Method:	Dispatch:	Rev Dt:
N/A	N/A	N/A	E	09/01/2024		SV	Dispatch Via Print	

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

**Vendor:** JBL CONTRACT SERVICES CORPORATION  
23923 CREEK RIDGE DR  
SPRING TX 77373-5810  
**United States**

**Ship To:** Texas Workforce Commission  
3555 TIMMONS LN STE 790  
HOUSTON TX 77027-6466  
United States

**Vendor ID:** 1822036556 000

**Purchaser:** Michael Kagan

**Phone:** (737) 400-5664

**Fax:**

**Email:** michael.kagan@twc.texas.gov

**Bill To:** [APPO@twc.texas.gov](mailto:APPO@twc.texas.gov) or

Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

## TWC Prefers Electronic Submission

**PO Information:**

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

JBL Contract Services Corporation Open PO - to support any Handy Man services and maintenance in the Gulf Coast Region 5 for VR Offices and staff

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

TWC Contact Name: Darlene R Rousseau  
E-mail: [darlene.rousseau@twc.texas.gov](mailto:darlene.rousseau@twc.texas.gov)

Vendor Contact  
Name: JBL Contract Services Corp.  
VIN: 1822036556

Submit invoices via email to APPO@TWC.texas.gov. PDF or Word Documents are only 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.

<b>Line-Sch:</b> 1-1	<b>Line Description:</b> JBL - Local Jobs for Gulf Coast Region 5 December 2024	<b>PCA:</b> 13060	<b>Class/Item:</b> 910/52	<b>Quantity:</b> 1.0000	<b>UOM:</b> LOT	<b>Unit Price:</b> \$500.00000	<b>Extended Amt:</b> \$500.00	<b>Due Date:</b> 09/01/2024
							<b>Schedule Total</b>	\$500.00
						<b>RegID:</b> 0000048486		

Open PO for JBL Contract Services - Local jobs for Gulf Coast Region 5 on as Need Basis for September 2024

Item Total for Line # 1	\$500.00
-------------------------	----------

**Authorized Signature**

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

**08/13/2024**



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0000392

Page: 2 of 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Local jobs for Gulf Coast Region 5 on as Need Basis for October 2024 - Aug 2025	13060	910/52	1.0000	LOT	\$2,500.00000	\$2,500.00	09/01/2024
							<b>Schedule Total</b>	<b>\$2,500.00</b>
							<b>Item Total for Line # 2</b>	<b>\$2,500.00</b>

**Total PO Amount** **\$3,000.00**

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

**08/13/2024**