

## **Procurement and Contracts** Business Unit # 320AD Purchase Order # 25-0000482

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

08/27/2024 N/A Ε SV Dispatch Via Print

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

SONLIGHT CLEANING SERVICES INC Vendor: Ship To: **Texas Workforce Commission** PO BOX 163312

1301 S BOWEN RD

STE 150

**ARLINGTON TX 76013** 

**United States** 

APPO@twc.texas.gov or Bill To:

**Texas Workforce Commission** 

101 E 15TH ST RM 470

AUSTIN TX 78778-0001

**United States** 

(737) 400-5664 Phone: Fax:

Vendor ID: 1752668387 000

Email: michael.kagan@twc.texas.gov **TWC Prefers Electronic Submission** 

PO Information:

Purchaser:

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

Sonlight Cleaning Services Quote dated 8/19/24

FORT WORTH TX 76161-3312

**United States** 

Michael Kagan

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

TWC Contact Name: Sarah A Frias E-mail: sarah.frias@twc.texas.gov

Vendor Contact

Name: Megan Guzman

E-mail: megan.g@sonlightcleaning.com

VIN: 1752668387

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.

Class/Item: Line-Sch: Line Description: PCA: Quantity: UOM: **Unit Price: Extended Amt: Due Date:** 1-1 13060 914/28 1.0000 LOT \$500.00000 \$500.00 09/06/2024

2\_HANDYMAN\_SVCS

**Schedule Total** \$500.00

RegID: 0000048916

Item Total for Line #1

\$500.00

**Authorized Signature** 

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

08/27/2024



## Procurement and Contracts Business Unit # 320AD Purchase Order # 25-0000482

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Line-Sch: 2-1	Line Description: RE2	13060 914/28		Quantity: 1.0000	UOM: Lot	Unit Price: \$2,000.00000	Extended Amt: \$2,000.00	Due Date:
	2_HANDYMAN_SVCS2						09/06/2024	
	Schedule Total \$2,000.00  RegID:							
		0000048916						
	Item Total for Line # 2 \$2,000.00							

Total PO Amount \$2,500.00

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, CTC

Sonya Bebley, CTCD, CTCM

08/27/2024