



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

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Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E PO Date: 08/27/2024 PO End Date: PO Method: SV Dispatch: Dispatch Via Print Rev Dt:

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

Vendor: SONLIGHT CLEANING SERVICES INC  
PO BOX 163312  
FORT WORTH TX 76161-3312  
United States

Ship To: Texas Workforce Commission  
1301 S BOWEN RD  
STE 150  
ARLINGTON TX 76013  
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: 1752668387 000

Purchaser: Michael Kagan  
Phone: (737) 400-5664  
Fax:  
Email: michael.kagan@twc.texas.gov

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.

Sonlight Cleaning Services Quote dated 8/19/24

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: 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.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	RE2 2_HANDYMAN_SVCS	13060	914/28	1.0000	LOT	\$500.00000	\$500.00	09/06/2024
							<b>Schedule Total</b>	<b>\$500.00</b>
							<b>ReqID:</b> 0000048916	
							<b>Item Total for Line # 1</b>	<b>\$500.00</b>

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

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08/27/2024

