

Procurement and Contracts Business Unit # 320AD Purchase Order # 25-0002476

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

03/10/2025 F N/A DG Dispatch Via Print

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

Vendor: SBCO-BREI AUSTIN OPERATING COMPANY LLC Ship To: **Texas Workforce Commission**

DBA EMBASSY SUITES AUSTIN CENTRAL 4405 SPRINGDALE RD.

5901 N INTERSTATE 35 RM 678M AUSTIN TX 78723-1729 **AUSTIN TX 78723 United States United States**

Bill To: APPO@twc.texas.gov or

Texas Workforce Commission

101 E 15TH ST Vendor ID: 1473807854 003 RM 470

AUSTIN TX 78778-0001 Dallas M Curry-Ikner Purchaser: **United States**

(737) 400-5612 Phone: Fax:

Email: dallas.curryikner@twc.texas.gov **TWC Prefers Electronic Submission**

PO Information:

Per Embassy Suites corresponding Quote No. BEO/Check #: 2448 12/06/2024 dated 12/10/2024

By acceptance of this purchase order, Vendor agrees that only TWC Hotel Terms Conditions, Rev. 01/2025 (ATTACHMENT I) apply to this order. Standard manufacturing warranty applies to this order.

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

TWC CONTRACT MANAGER -NAME: Lakeshia Bailey PHONE: 737 235-1345

EMAIL: lakeshia.bailey@twc.texas.gov

VENDOR CONTACT -NAME: Arturo Villegas PHONE: 512 519-0461

EMAIL: artuo.villegas@hilton.com

RE: This is for meeting room rental and AV services for the CCQ Board Strategic Planning Event on July 14th-16th 2025. Track 76017 Cost center

9229

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

Ship to Comments:

Line-Sch: **Line Description:** PCA: Class/Item: Quantity: UOM: Unit Price: **Extended Amt:** Due Date:

July 2025 CCQ Board 13068 971/65 1.0000 LOT \$6,144.00000 \$6,144.00 1-1 07/16/2025

Strategic Planning Event

Meeting Room Rental Schedule Total \$6,144.00

RegID:

0000050886

The signed agreement and estimate is attached. This is for meeting room rental and AV services for the CCQ Board Strategic Planning Event in July 2025. Track 76017 Cost center 9229

> Item Total for Line # 1 \$6.144.00

Signature on File



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Line-Sch: Line Description: PCA: Class/Item: Quantity: UOM: Unit Price: **Extended Amt:** Due Date: July 2025 CCQI Board 2-1 13068 985/12 1.0000 LOT \$3,933.20000 \$3,933.20 Strategic Planning Event 07/16/2025 Audio Visual Services Schedule Total \$3,933.20 RegID: 0000050886 The signed agreement and estimate is attached. This is for meeting room rental and AV services for the CCQ Board Strategic Planning Event in July 2025. Track 76017 Cost center 9229 Item Total for Line # 2 \$3,933.20

Total PO Amount \$10,077.20

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.