



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

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** F **PO Date:** 03/10/2025 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: SBCO-BREI AUSTIN OPERATING COMPANY LLC
DBA EMBASSY SUITES AUSTIN CENTRAL
5901 N INTERSTATE 35
AUSTIN TX 78723-1729
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD.
RM 678M
AUSTIN TX 78723
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: 1473807854 003

Purchaser: Dallas M Curry-Ikner

Phone: (737) 400-5612

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:
1-1	July 2025 CCQ Board Strategic Planning Event Meeting Room Rental	13068	971/65	1.0000	LOT	\$6,144.00000	\$6,144.00	07/16/2025

Schedule Total \$6,144.00

ReqID:
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:
2-1	July 2025 CCQI Board Strategic Planning Event Audio Visual Services	13068	985/12	1.0000	LOT	\$3,933.20000	\$3,933.20	07/16/2025
							Schedule Total	\$3,933.20
ReqID: 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