



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002614

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** F **PO Date:** 03/20/2025 **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: DOUBLETREE BY HILTON AUSTIN
6505 N IH 35
AUSTIN TX 78752-4303
United States

Ship To: Texas Workforce Commission
1117 TRINITY ST
RM 252T
AUSTIN TX 78701-1919
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: 1371771012 002

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

TWC Prefers Electronic Submission

PO Information:

Double Tree by Hilton Austin Quote dated 2/27/25 - Forum Venue Rental May 12-13

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions dated 2/19/25 (ATTACHMENT 1) 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 Contact
Name: Nicole Rozas
Tel: (512) 463-2429
E-mail: nicole.rozas@twc.texas.gov

Vendor Contact
Name: Double Tree by Hilton Austin
Tel: (512) 454-3737

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.

Bid Tab Worksheet
PO 25-0002614 Divestment Statue
PO 25-0002614 Quote Estimate
Email to Requestor 3-20-25
PO 25-0002614 PR Requisition
PO 25-0002614 PR Approval
Purchase Order 25-0002614
PO 25-0002614 Vendor Compliance Checklist
Terms and Condition
PO 25-0002614 PCC F Checklist

Ship to Comments:

Signature on File



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002614

Page: 2 of 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Forum Meeting Room Rental May 12 & 13	13050	971/65	1.0000	LOT	\$19,000.00000	\$19,000.00	03/20/2025
							Schedule Total	\$19,000.00
							ReqID: 0000051080	
							Item Total for Line # 1	\$19,000.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Service Charge	13050	971/65	1.0000	LOT	\$4,560.00000	\$4,560.00	03/20/2025
							Schedule Total	\$4,560.00
							ReqID: 0000051080	
							Item Total for Line # 2	\$4,560.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	6% Occupancy Tax	13050	971/65	1.0000	LOT	\$1,140.00000	\$1,140.00	03/20/2025
							Schedule Total	\$1,140.00
							ReqID: 0000051080	
							Item Total for Line # 3	\$1,140.00
							Total PO Amount	\$24,700.00

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.

Signature on File