



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0002674

Page: 1 of 2

**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 03/25/2025 **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:** WORKQUEST  
1011 E 53RD 1/2 ST  
AUSTIN TX 78751-1703  
**United States**

**Ship To:** Texas Workforce Commission  
4405 SPRINGDALE RD  
AUSTIN TX 78723-6050  
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:** 1741976051 001

**Purchaser:** Gregory Kolz  
**Phone:** (737) 400-5673  
**Fax:**  
**Email:** gregory.kolz@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

SET ASIDE: WORKQUEST : TX GOVT CODE §§ 2155.132 (F)(2), 2155.138, TX HUMAN RESOURCES CODE, § 122

Managed Term Contract  
Secure Destruction Services- Workquest  
Subcontractor Austin Task Inc

TERM Contract 962-S1  
Contract start date: 09/01/2021  
Contract end date: 11/30/2026

TWC Contact -  
Name: Alexander L Andrade  
Phone: 512-936-3205  
Email: alexander.andrade@twc.texas.gov

Vendor Contact -  
Name: Tricia Sullivan  
Phone: 512-451-8145  
Email: tsullivan@workquest.com

Submit invoices via email to APPO@twc.texas.gov and the TWC Contact 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 will 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 Procurement Contract Services.

**Ship to Comments:**

Signature on File



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Page: 2 of 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY25 Shredding Services DFW, Starting April 2025 thru August 2025	13802	962/27	1.0000	LOT	\$5,225.00000	\$5,225.00	03/25/2025
							Schedule Total	\$5,225.00
ReqID: 0000051235								
FY25 Shredding services for locations 110 W Randol mill #110, Arlington TX 1301 S Bowen #150, Arlington TX 3650 N Buckner #102, Dallas TX 2400 Circle Dr #200, Fort Worth, TX 3320 Phoenix Dr, Fort Worth, TX 1919 S Shiloh #420, Garland, TX 2600 MacArthur #102, Lewisville, TX 520 Central Pkwy E #232, Plano, TX								
							Item Total for Line # 1	\$5,225.00