



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0002865

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**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/09/2025 **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:** INDEPENDENT LIVING AIDS LLC  
137 RANO ST  
BUFFALO NY 14207-2165  
United States

**Ship To:** Texas Workforce Commission  
4800 N LAMAR BLVD  
AUSTIN TX 78756  
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:** 1464142937 000

**Purchaser:** Rubyna M Ochoa  
**Phone:** (737) 295-0317

**Fax:**  
**Email:** rubyna.ochoa@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.

Per [Independent Living Aids llc.] corresponding Quote No. 1442929A dated 04/28/2025.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 02-19-25 ( ATTACHMENT I) apply to this order.

Delivery Terms: 10 Days ARO

**TWC POC-**

Name: Aracely Zea Sanchez

Tel: (512) 340-4448

E-mail: aracely.zea-sanchez@twc.texas.gov

**Vendor Contact-**

Name: Karin Danza

Tel: 800-537-2118

E-mail: karin@independentliving.com

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. 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.

**Ship to Comments:**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Note Size Writing Guide	13060	005/05	5.0000	EA	\$6.34000	\$31.70	04/11/2025

**Schedule Total**

**ReqID:**  
0000051397

**Item Total for Line # 1**

Signature on File

