



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0003266

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Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:  
N/A N/A N/A E 05/14/2025 DG Dispatch Via Print

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  
101 E 15TH ST  
RM 109  
AUSTIN TX 78778-0001  
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:**

Chair Cleaning For UI - Main  
Chair cleaning is needed to ensure all staff has clean chairs for proper cleanliness. No Quote is needed, due to being WorkQuest / Relief.  
WORKQUEST  
POC - Miguel Trevino at fom.pos@twc.texas.gov  
CC - 5501  
Chair Cleaning For UI - Main  
Chair cleaning is needed to ensure all staff has clean chairs for proper cleanliness. No Quote is needed, due to being WorkQuest / Relief.  
WORKQUEST  
POC - Miguel Trevino at fom.pos@twc.texas.gov  
Quote  
PS PO  
Approvals  
Checklist  
FT  
PS PO  
Quote  
Terms and Conditions  
VPTS  
Divestment List

**Ship to Comments:**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Chair Cleaning For UI - Main	13069	910/39	40.0000	EA	\$13.00000	\$520.00	05/16/2025

Schedule Total

ReqID:  
0000051711

Item Total for Line # 1

Total PO Amount

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.

Signature on File



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**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.