



**Procurement and Contracts**  
**Business Unit # 320AD**  
**Purchase Order # 19-0002535**

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: Q    Date: 12/20/18    PO Method: SV    Dispatch: **Dispatch Via Print**    Rev Dt:

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

**Vendor:** AUSTIN TEXAS MEDIATORS LLC  
 DBA MEDIATORS OF TEXAS  
 3550 COUNTY ROAD 245  
 FLORENCE TX 76527-4508  
 United States

**Ship To:** Texas Workforce Commission  
 LOWELL KEIG - CIVIL RIGHTS  
 1215 GUADALUPE ST  
 AUSTIN TX 78701-1829  
 United States

**Bill To:** APPO@twc.state.tx.us or  
 Texas Workforce Commission  
 101 E 15TH ST  
 RM 446  
 AUSTIN TX 78778-0001  
 United States

**Vendor ID:** 1471359971

**Purchaser:** Dawn G Smith  
**Phone:** 512/936-3481  
**Fax:** 512/475-3502  
**Email:** dawn.smith@twc.state.tx.us

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated Purchase Svcs \$5000.01-\$25000.00  
 Procurement Number 3201900098  
 TWC POC: Thelma Villanueva (512) 463-4432

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Independent Mediator - Mediators & Arbitrators of America	961/50	1.0000	LOT	\$25,000.00000	\$25,000.00	08/31/2019
						<b>Schedule Total</b>	<input type="text" value="\$25,000.00"/>
						ReqID:	
						0000019219	
Mediation of employment and housing discrimination complaints by an independent contractor ("Mediator") for the Civil Rights Division.							
\$ 700 for EEO mediations							
\$1,600 for Fair Housing mediations							
To be paid after the mediations have been resolved.							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$25,000.00"/>

**Total PO Amount**

**Authorized Signature**

**12/20/2018**



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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.

Authorized Signature

A handwritten signature in blue ink that reads "Glenn Smith".

12/20/2018