



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0000226

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** 0    **PO Date:** 08/07/2023    **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  
DBA TIBH INDUSTRIES INC  
1011 E 53RD 1/2 ST  
AUSTIN TX 78751-1703  
**United States**

**Ship To:** Texas Workforce Commission  
301 W 13TH ST  
FORT WORTH TX 76102-4601  
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:** Michael Kagan  
**Phone:** (737) 400-5664

**Fax:**  
**Email:** michael.kagan@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

FY2024- Document Destruction Services

Term: 9/1/23 - 8/31/24

POC - Maria Evans  
maria.evans@twc.texas.gov

There are 23 bins that are maintained and serviced each month to recycle/shred onsite. These services are needed for the secure destruction of confidential, or SPI or PII documents. The new rate proposal is 23 (64 gallons) bins at \$20 per month for total of \$460 and \$5520 per year (September 1, 2023-August 31, 2024) This is an increase of \$2.00 per bin from the current rate of \$18.00 per 23 bins (See FY23 PO# for more details) Proposal was emailed from Steven Hosea, Executive Director (steven@amplifyfw.org) Phone number is 817-710-1125.

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

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**08/07/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY2024 FW Document Destruction Services (September 1, 2023)		962/27	1.0000	MO	\$460.00000	\$460.00	09/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$460.00"/>
					<b>ReqID:</b> 0000044041			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$460.00"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FY2024 FW Document Destruction (October 1, 2023-August 31, 2024)		962/27	11.0000	MO	\$460.00000	\$5,060.00	10/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$5,060.00"/>
					<b>ReqID:</b> 0000044041			
							<b>Item Total for Line # 2</b>	<input type="text" value="\$5,060.00"/>
							<b>Total PO Amount</b>	<input type="text" value="\$5,520.00"/>

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.

**Authorized Signature**  
*Sonya Babley, CTCD, CTCM*  
 Sonya Babley, CTCD, CTCM  
 08/07/2023