



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0002350
 Purchase Order Change Notice (# 1)

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 01/29/2024 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 02/01/2024

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

Vendor: AUSTIN H I BORROWER LLC
 DBA HOLIDAY INN AUSTIN MIDTOWN
 6000 MIDDLE FISKVILLE RD
 AUSTIN TX 78752
 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: 1474775653 002

Purchaser: Delight K Dehorty
Phone: (737) 249-0658
Fax:
Email: delight.dehorty@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 HOLIDAY INN MIDTOWN corresponding Group Name Sales Agreement TWC CCRC Tour Day dated 01/10/24.
 By acceptance of this purchase order, Vendor agrees that only TWC Hotel Vendor Terms Conditions Revised 09/2023 (ATTACHMENT I) apply to this order.

Requester-
 Name: Lynnette Swonke
 Tel:
 E-mail: lynnette.swonke@twc.texas.gov

Conference and Planning POC:
 Name: Nicole Rozas
 Email: nicole.rozas@twc.texas.gov

Vendor Contact-
 Name: Angie Mitschke
 Tel: 512-451-5757
 E-mail: amitschke@hiausmid.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.

POCN1 to add lines 3-6 from PR 46005 for applicable fees per invoice - Dehorty 2/01/24

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

02/01/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	King or 2 Queen Beds February 25 - 26, 2024	13060	993/38	36.0000	EA	\$129.00000	\$4,644.00	02/06/2024
							Schedule Total	\$4,644.00
							ReqID: 0000045932	
							Item Total for Line # 1	\$4,644.00
2-1	Conference Room Sunday February 25, 2024 Cedar/Cherry	13060	971/65	1.0000	LOT	\$200.00000	\$200.00	02/06/2024
							Schedule Total	\$200.00
							ReqID: 0000045932	
							Item Total for Line # 2	\$200.00
3-1	Hotel Occupancy Tax for lodging	13060	993/38	1.0000	LOT	\$789.48000	\$789.48	02/13/2024
							Schedule Total	\$789.48
							ReqID: 0000046005	
							Item Total for Line # 3	\$789.48
4-1	State Cost Recovery for lodging	13060	993/38	1.0000	LOT	\$19.50000	\$19.50	02/13/2024
							Schedule Total	\$19.50
							ReqID: 0000046005	
							Item Total for Line # 4	\$19.50

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Hotel Occupancy for conference room	13060	971/65	1.0000	LOT	\$12.00000	\$12.00	02/13/2024
							Schedule Total	<input type="text" value="\$12.00"/>
							ReqID:	
							0000046005	
							Item Total for Line # 5	<input type="text" value="\$12.00"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Service Charge for conference room	13060	971/65	1.0000	LOT	\$44.00000	\$44.00	02/13/2024
							Schedule Total	<input type="text" value="\$44.00"/>
							ReqID:	
							0000046005	
							Item Total for Line # 6	<input type="text" value="\$44.00"/>

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.

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 Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

02/01/2024