



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0000292

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** 0    **PO Date:** 08/10/2023    **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  
 4111 FAIRMONT PKWY  
 STE 104A  
 PASADENA TX 77504-3300  
 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:**

Delegated purchase \$10,000 or less

POC - Darlene R Rousseau  
 darlene.rousseau@twc.texas.gov

FY 2024 - 28-159 Pasadena Janitorial Services for 4111 Fairmont Pkwy, Suite 104 - September 2023 - August 2024

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY 2024 - 28-159 Pasadena Janitorial - September 2023		958/63	1.0000	MO	\$682.20000	\$682.20	09/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$682.20"/>
							<b>ReqID:</b> 0000043385	

Janitorial Services for 4111 Fairmont Pkwy, Suite 104 for September 2023

**Item Total for Line # 1**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FY 2024 - 28-159 Pasadena Janitorial - October 2023 thru August 2024		958/63	11.0000	MO	\$682.20000	\$7,504.20	10/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$7,504.20"/>
							<b>ReqID:</b> 0000043385	

Janitorial Services for 4111 Fairmont Pkwy, Suite 104 for October 2023 thru August 2024

**Item Total for Line # 2**

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**08/10/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	FY 2024 - 28-159 Pasadena Janitorial - Strip/Wax per cycle		958/63	1.0000	EA	\$479.00000	\$479.00	09/01/2023
							<b>Schedule Total</b>	\$479.00
							<b>ReqID:</b> 0000043385	
Strip/Wax Service for 4111 Fairmont Pkwy, Suite 104								
							<b>Item Total for Line # 3</b>	\$479.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	FY 2024 - 28-159 Pasadena Janitorial - Carpet Cleaning per cycle		958/63	1.0000	EA	\$379.60000	\$379.60	09/01/2023
							<b>Schedule Total</b>	\$379.60
							<b>ReqID:</b> 0000043385	
Carpet Cleaning Services for 4111 Fairmont Pkwy, Suite 104								
							<b>Item Total for Line # 4</b>	\$379.60
							<b>Total PO Amount</b>	\$9,045.00

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  
 08/10/2023