



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0000372

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** 0    **PO Date:** 09/01/2024    **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  
1011 E 53RD 1/2 ST  
AUSTIN TX 78751-1703  
**United States**

**Ship To:** Texas Workforce Commission  
4405C SPRINGDALE RD  
AUSTIN TX 78723-6050  
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:** Donna M Navarro  
**Phone:** (737) 400-5662  
**Fax:**  
**Email:** donna.navarro@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Purchase Order issue in accordance to Managed Term contracts: (SET ASIDE: WORKQUEST: TX GOVT CODE §§ 2155.132 (F)(2), 2155.138, TX HUMAN RESOURCES CODE, § 122)

FY25 for the term September 1, 2024 - August 31, 2025

TERM Contract 962-S1  
Contract start date: 09/01/2021  
Contract end date: 11/30/2026

Contract ID: 0000010382  
TWC Contract ID: 3125FCM017  
Procurement Number: 3202500087

TWC Contract Manager -  
Name: Dione Guillory  
Phone: 737-787-8702  
Email: dione.guillory@twc.texas.gov

TWC Requester Contact-  
Name: Desirey Arriaga  
Phone: 512-936-3263  
Email: desirey.arriaga@twc.texas.gov

Vendor Contact -  
Name: Tricia Sullivan  
Phone: 512-451-8145  
Email: tsullivan@workquest.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF or Word Documents only are 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 will 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 Procurement Contract Services.

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**08/06/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY 2025 WorkQuest - Austin Task Inc. Shredding services September 2024	13802	962/27	1.0000	LOT	\$5,352.00000	\$5,352.00	08/31/2025
							<b>Schedule Total</b>	<input type="text" value="\$5,352.00"/>
<b>Contract ID:</b> 3125FCM017					<b>ReqID:</b> 0000048466			
Locations: 101 E 15th St Austin, TX 78778 (Main Building) 1117 Trinity St Austin, TX 78701 1215 Guadalupe St Austin, TX 78701 1411 Brazos St Austin, TX 78701 (Annex Buidling) 4405 Springdale Rd Austin, TX 78723 4800 N Lamar Blvd Austin, TX 78756 (Administration Building and Criss Cole Rehabilitation Center) 1046 S 4th St Crockett, TX 75835 4700 Broadway Avenue J SUITE E100 Galveston, TX 104 S Lutterloh Ave Gatesville, TX 76528 18333 Egret Bay Blvd # 590 Houston, TX 77058 2636 S Loop W # 525 Houston, TX 77054 2900 Woodridge Dr SUITE 260 Houston, TX 77087 4111 Fairmont Pkwy Pasadena, TX 77504 3311 Richmond Ave SUITE 175 Houston, TX 77098 10303 Nacogdoches Rd San Antonio, TX 78217 4241 Woodcock Dr # A105 San Antonio, TX 78228								
							<b>Item Total for Line # 1</b>	<input type="text" value="\$5,352.00"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FY 2025 WorkQuest - Austin Task Inc. October 2024- August 2025	13802	962/27	1.0000	LOT	\$29,829.00000	\$29,829.00	08/31/2025
							<b>Schedule Total</b>	<input type="text" value="\$29,829.00"/>
<b>Contract ID:</b> 3125FCM017					<b>ReqID:</b> 0000048466			
							<b>Item Total for Line # 2</b>	<input type="text" value="\$29,829.00"/>

**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.

Authorized Signature  
*Sonya Babley, CTCD, CTCM*  
Sonya Babley, CTCD, CTCM  
**08/06/2024**



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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.

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**08/06/2024**