



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0000015

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 09/01/2023 **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
 4801 NW LOOP 410
 STE 725
 SAN ANTONIO TX 78229-5308
 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: Anna James

Phone:

Fax:

Email: anna.mccorkle@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$10000 or Less

FY2024 Renew document shred services for September 2023 and Oct. 2023 to Aug. 2024.

Vendor: customerservice@workquesttx.com

Contact
 Vanessa Trevino
 210-256-3020
 vanessa.trevino@twc.texas.gov

Ship to Comments:

Please ring doorbell or knock on the door for assistance.

Ship to Comments:

Shred Bin Services - currently in suite 725, will be moving to suite 902 Sept. 2023.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Shred Bin Services (Sept. 2023)		962/27	1.0000	LOT	\$58.00000	\$58.00	09/01/2023
							Schedule Total	<input type="text" value="\$58.00"/>
						ReqID: 0000043573		
							Item Total for Line # 1	<input type="text" value="\$58.00"/>

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

07/26/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Shred Bin Services (Oct. to Aug. 2024)		962/27	1.0000	LOT	\$364.00000	\$364.00	09/01/2023
							Schedule Total	<input type="text" value="\$364.00"/>
							ReqID: 0000043573	
							Item Total for Line # 2	<input type="text" value="\$364.00"/>

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 Babley, CTCD, CTCM
 Sonya Babley, CTCD, CTCM
 07/26/2023