



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0003086  
 Purchase Order Change Notice (# 1)

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** 0    **PO Date:** 04/15/2024    **PO End Date:**    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:** 04/10/2024

**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  
 1713 W LOUISIANA ST  
 MCKINNEY TX 75069-7858  
 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:**

POCN 1 updated qty on line # 3

Vendor Contact - Workquest

Procurement # 3202400166  
 Contract ID # 9605  
 Contract # 3124ADM042

Initial contract with three, 3 - one year renewal options.  
 Initial Term: 04/15/2024 08/31/2024  
 Renewal 1: 09/01/2024 08/31/2025  
 Renewal 2: 09/01/2025 08/31/2026  
 Renewal 3: 09/01/2026 - 08/31/2027

PCC Legal Cites that is applicable to your procurement

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #.

Best Value awarded in accordance with Texas Gov. Code, Title 10, Subtitle D, Chapter 2155, Section 2155.074

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised dated 1/30/24 (ATTACHMENT 1)

TWC Contact  
 Name: Montessa Y Turner  
 E-mail: montessa.turner@twc.texas.gov

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**04/10/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Mowing	13069	934/46	1.0000	LOT	\$2,280.00000	\$2,280.00	04/15/2024
							<b>Schedule Total</b>	\$2,280.00
<b>Contract ID:</b> 3124ADM042					<b>ReqID:</b> 0000046613			
							<b>Item Total for Line # 1</b>	\$2,280.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Trimming	13069	934/46	1.0000	LOT	\$960.00000	\$960.00	04/15/2024
							<b>Schedule Total</b>	\$960.00
<b>Contract ID:</b> 3124ADM042					<b>ReqID:</b> 0000046613			
							<b>Item Total for Line # 2</b>	\$960.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Fertilization	13069	934/46	3.0000	EA	\$85.00000	\$255.00	04/15/2024
							<b>Schedule Total</b>	\$255.00
<b>Contract ID:</b> 3124ADM042					<b>ReqID:</b> 0000046613			
							<b>Item Total for Line # 3</b>	\$255.00
							<b>Total PO Amount</b>	\$3,495.00

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  
 04/10/2024

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**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**04/10/2024**