

Procurement and Contracts Business Unit # 320AD Purchase Order # 24-0000019

Page: 1 of 2

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:

N/A N/A E 09/01/2023 DG Dispatch Via Print

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

 Vendor:
 HAWKINS CLEANING SERVICE

 Ship To:
 Texas Workforce Commission

TEXARKANA TX 75501-0033 TEXARKANA TX 75503-1607

United States United States

Bill To: APPO@twc.texas.gov or

Texas Workforce Commission

101 E 15TH ST RM 470

AUSTIN TX 78778-0001

United States

Fax:
Email: kelly.hall@twc.texas.gov TWC Prefers Electronic Submission

PO Information:

Phone:

Delegated Purchase \$10000 or Less

(737) 667-5150

Vendor ID: 7002559084 000

Purchaser: Kelly A Hall

Cleaning contract September 1, 2023 to August 31, 2024

1. Vacuum all carpet on every visit

- 2. Sanitize bathrooms on every visit
- 3. Empty trash and replace liners on every visit
- 4. Mop and sanitize floor in bathroom
- 5. Replace toilet paper and paper towels as needed
- 6. Clean kitchen area
- 7. Sweep front entrance each visit
- 8. Clean glass doors on every visit
- 9. Clean fingerprints off doors and switch plates as needed
- 10. Dust furniture and baseboards as needed

Hawkins Cleaning Service will provide all cleaning supplies. Texas Workforce will provide trash bags, paper towels and toilet paper

Monthly cost---\$429.45 Yearly cost----\$5153.38

TWC POC: Danette Townsend / danette.townsend@twc.texas.gov / +1 (903) 483-3115

Vendor: Hawkins Cleaning Service

POC: Kenneth Hawkins Phone: 903-244-2227

Authorized Signature

Sonya Bebley, CTCD, CTCM

07/26/2023



Procurement and Contracts Business Unit # 320AD Purchase Order # 24-0000019

Page: 2 of 2

Line-Sch: 1-1	Line Description: FTY2024 Janitorial Services Cleaning contract	PCA:	Class/Item: 910/39	Quantity: 1.0000	UOM: MO	Unit Price: \$429.45000	Extended Amt: \$429.45	Due Date: 09/30/2023
	September 1, 2023						Schedule Total	\$429.45
					RegID: 000004			
						Item To	otal for Line # 1	\$429.45
Line-Sch: 2-1	Line Description: FTY2024 Janitorial Service Oct 2023 - Aug 2024	PCA:	Class/Item: 910/39	Quantity: 11.0000	UOM: MO	Unit Price: \$429.45000	Extended Amt: \$4,723.95	Due Date: 08/31/2024
			Schedule Total ReqID: 0000043269					\$4,723.95
				Item Total for Line # 2				\$4,723.95
						To	tal PO Amount	\$5,153.40

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

Sonva Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

07/26/2023