



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0000123

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 08/01/2023 **PO End Date:** **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: IRON MOUNTAIN INFORMATION MANAGEMENT INC
 PO BOX 915004
 DALLAS TX 75391
 United States

Ship To: Texas Workforce Commission
 1359 LOMALAND DR
 STE 300
 EL PASO TX 79935-5201
 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: 1043038590 002

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 - Monica Macedo
 monica.macedo@twc.texas.gov

PO must be issued by 9/1/2023 to continue services. BY24 Pick-up and offsite shredding of documents for the West Texas Tele-Center 9/1/23-8/31/24. BY23 Rental of six (6) sixty-five (65) gallon security consoles for the West Texas Tele-Center
 Recommended and current vendor: Iron Mountain Information Management Inc., PO BOX 915004, Dallas, TX 75391-5004, 214-637-4733 VIN 1043038590

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	EP-Doc Shredding (Sep)		962/27	1.0000	LOT	\$229.21000	\$229.21	09/01/2023

Schedule Total

ReqID:
0000042240

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	EP- Doc Shredding (Oct-Aug)		962/27	1.0000	LOT	\$2,521.31000	\$2,521.31	10/01/2023

Schedule Total

ReqID:
0000042240

Item Total for Line # 2

Total PO Amount

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

08/01/2023



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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

08/01/2023