



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0001402

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
N/A N/A N/A E 10/30/2023 DG Dispatch Via Print

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

Vendor: GODFREY GROUP
PO BOX 268957
OKLAHOMA CITY OK 73126
United States

Ship To: Texas Workforce Commission
101 E 15TH ST
RM 660
AUSTIN TX 78778-0001
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: 1274271172 001

Purchaser: Anna James
Phone:
Fax:
Email: anna.mccorkle@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$10000 or Less

Per (GODFREY GROUP) corresponding with Quote 8514 dated 10/13/2023.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 10/25/2023 (ATTACHMENT I) apply to this order.

\*\*\*\*\*Will need items by November 10 or sooner. \*\*\*\*\*

Contact
Monica Sayen
monica.sayen@twc.texas.gov

Vendor
VIN 1274271172
Godfrey Group
919-544-6504
sales@godfreygroup.com

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. PDF or Word Documents are only 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 must 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 Purchasing HUB Services.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

10/31/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	EECO Banners		350/10	8.0000	EA	\$220.00000	\$1,760.00	10/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,760.00"/>
					<b>ReqID:</b>			
					0000045072			
<p>Eight (8) stand up banners including full-color vinyl graphic with TWC logo and tote bag 36 inches x 72 inches for Employer Engagement and Community Outreach team to use at outreach events across the state. Please see attached quote from Godfrey Group. Please note that a \$320 discount was given to TWC, and has been reflected in the pricing of the banners - changing \$260.00 per banner to \$220.00 per banner.</p>								
							<b>Item Total for Line # 1</b>	<input type="text" value="\$1,760.00"/>
2-1	EECO Table Throws		850/76	7.0000	EA	\$178.00000	\$1,246.00	10/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,246.00"/>
					<b>ReqID:</b>			
					0000045072			
<p>Seven (7) full color 6-foot table throws with TWC logo for Employer Engagement and Community Outreach team to use at outreach events across the state.</p>								
							<b>Item Total for Line # 2</b>	<input type="text" value="\$1,246.00"/>
3-1	EECP Banners and Table Throws, Freight Cost		962/86	1.0000	EA	\$157.00000	\$157.00	10/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$157.00"/>
					<b>ReqID:</b>			
					0000045072			
							<b>Item Total for Line # 3</b>	<input type="text" value="\$157.00"/>

**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  
 10/31/2023



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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

**10/31/2023**