



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0001466

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** Q **PO Date:** 11/03/2023 **PO End Date:** **PO Method:** IB **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: SBCO-BREI AUSTIN OPERATING COMPANY LLC
DBA EMBASSY SUITES AUSTIN CENTRAL
5901 N INTERSTATE 35
AUSTIN TX 78723-1729
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 504T
AUSTIN TX 78723
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: 1473807854 003

Purchaser: Delight K Dehorty
Phone: (737) 249-0658
Fax:
Email: delight.dehorty@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Per Embassy Suites Austin Central corresponding Service Agreement dated 07/24/23.
By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions, Rev. 10/25/2023 apply to this order. Standard manufacturing warranty applies to this order.

This purchase is according to Delegated purchases of services between \$10,000.01 and \$25,000 per 34 Texas Administrative Code § 20.82.

Requester Contact:
Name: Angelica Ancira
Tel:
E-mail: angelica.ancira@twc.texas.gov

Conference and Planning Contact:
Name: Alberto Alvarado
Email: alberto.alvarado@twc.texas.gov

Vendor Contact:
Name: Jenny Liang
Name: Robin Beadles
Tel: 512-519-0464
E-mail: jenny.liang@hilton.com
E-mail: robin.beadles@hilton.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF or Word Documents only are 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.

VR/University Collaborative Forum
November 11/08/2023-11/09/2023

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

11/03/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Direct Billed Lodging for TWC Employees		971/30	1.0000	LOT	\$10,850.00000	\$10,850.00	11/03/2023
							Schedule Total	<input type="text" value="\$10,850.00"/>
						ReqID: 0000045039		
							Item Total for Line # 1	<input type="text" value="\$10,850.00"/>
2-1	Audio Rental		985/12	1.0000	LOT	\$1,000.00000	\$1,000.00	11/03/2023
							Schedule Total	<input type="text" value="\$1,000.00"/>
						ReqID: 0000045039		
							Item Total for Line # 2	<input type="text" value="\$1,000.00"/>
3-1	Visual Rental		985/12	1.0000	LOT	\$1,000.00000	\$1,000.00	11/03/2023
							Schedule Total	<input type="text" value="\$1,000.00"/>
						ReqID: 0000045039		
							Item Total for Line # 3	<input type="text" value="\$1,000.00"/>
4-1	Meeting Room Rental		971/65	1.0000	LOT	\$3,400.00000	\$3,400.00	11/03/2023
							Schedule Total	<input type="text" value="\$3,400.00"/>
						ReqID: 0000045039		
							Item Total for Line # 4	<input type="text" value="\$3,400.00"/>

Authorized Signature

Sonya Bebley, CTCD, CTCM

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Lodging State Tax		971/30	1.0000	LOT	\$600.00000	\$600.00	11/03/2023
							Schedule Total	\$600.00
							ReqID: 0000045039	
							Item Total for Line # 5	\$600.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Lodging City Tax		971/30	1.0000	LOT	\$600.00000	\$600.00	11/03/2023
							Schedule Total	\$600.00
							ReqID: 0000045039	
							Item Total for Line # 6	\$600.00
							Total PO Amount	\$17,450.00

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 Bebley, CTCD, CTCM
 Sonya Bebley, CTCD, CTCM
 11/03/2023