



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0001910

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 12/13/2023 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: MELY'S JANITORIAL SERVICES LLC
 14203 HUNTER CRK
 EL PASO TX 79938-5146
United States

Ship To: 6470-4061
 1359 LOMALAND DR
 STE 300
 EL PASO TX 79935-5201
 United States

Ship To Attention: Monica Macedo
Bill To: 101 E 15TH ST
 RM 470
 AUSTIN TX 78778-0001
 United States

Vendor ID: 1814363385 000

Purchaser: Kelly A Hall
Phone: (737) 667-5150
Fax:

512/936-3299

Email: kelly.hall@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:

Per Melys Janitorial Services LLC correspondence for Invoice 220805 Dated 12/13/2023

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

GOODS OR SERVICES LESS THAN \$10,000.00: 34 TX ADMIN CODE § 20.82 - DELEGATED PURCHASES

Requestor-
 Name: Monica Macedo
 Phone: +1 (915) 832-6413
 Email: monica.macedo@twc.texas.gov

Vendor Contact-
 Contact: Customer Service
 Website: Melysjob@yahoo.com
 Phone: 915-535-5302

Submit invoices via email to APPO@TWC.texas.gov and the Requestor 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.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Disinfect and Sanitize	13069	910/39	1.0000	LOT	\$240.00000	\$240.00	01/12/2024
							Schedule Total	<input type="text" value="\$240.00"/>
							ReqID:	
							0000045555	
							Item Total for Line # 1	<input type="text" value="\$240.00"/>

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

12/14/2023



Procurement and Contracts
Business Unit # 320AD
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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.

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

12/14/2023