



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002081
Purchase Order Change Notice (# 2)

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 01/04/2024 **PO End Date:** **PO Method:** SP **Dispatch:** Dispatch Via Print **Rev Dt:** 02/15/2024

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

Vendor: MCCOY-ROCKFORD INC
DBA ROCKFORD BUSINESS INTERIORS
DEPT 106
PO BOX 1759
HOUSTON TX 77251-0000
United States

Ship To: Texas Workforce Commission
301 W 13TH ST
FORT WORTH TX 76102-4601
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: 1274402329 004

Purchaser: Anna James

Phone:

Fax:

Email: anna.mccorkle@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per (MCCOY-ROCKFORD INC) corresponding with the attached quote 248133 dated 12/20/2023.

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

Contact
Maria A Evans
817-420-1844 x5200
maria.evans@twc.texas.gov

Vendor
VID: 1274402329
MCCOY-ROCKFORD INC
Austin 512-442-0703
Houston 713-862-4600
lcarter@mccoyrockford.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.

POCN 1 - add line 2 to PO 24-0002081. AMJ

Authorized Signature

Sonya Bebley, CTCD, CTCM

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02/15/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Assemble Additional Cubicle Work Area	13069	155/50	1.0000	LOT	\$385.00000	\$385.00	01/04/2024
							Schedule Total	\$385.00
							ReqID: 0000045632	
							Item Total for Line # 1	\$385.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Install Additional Parts for Cubicle	13069	155/50	1.0000	LOT	\$300.00000	\$300.00	02/23/2024
							Schedule Total	\$300.00
							ReqID: 0000046159	
							Item Total for Line # 2	\$300.00
							Total PO Amount	\$685.00

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

02/15/2024