



Stephen F. Austin State University

Member of The University of Texas System

Procurement and Business Services

Nacogdoches, Texas 75962-3030

Phone (936) 468-2206 * Fax (936) 468-4282

Supplier:

WorkQuest
1011 East 53 1/2 Street
Austin TX 78751-1703

ddavis@workquest.com

Page 1

PO Number: **P2600064**

PO Date: **09/01/25**

Delivery Date: **08/31/26**

**CONFIRM RECEIPT OF PURCHASE ORDER AND
ACCEPTANCE OF DELIVERY DATE
BY EMAILING PURCHASE@SFASU.EDU.**

Send Billing Invoice to:

Stephen F. Austin State University
P.O. Box 6085
Nacogdoches, TX 75962-6085
ATTN: Accounts Payable

Ship to:

Christina Herrera
Physical Plant
Physical Plant 101
2104 Wilson Dr
SFA Box 13031
Nacogdoches TX 75962

Terms: Net 30

FOB: Not Applicable

**PURCHASE ORDER NO. MUST APPEAR ON ALL
SHIPPING DOCUMENTS AND INVOICES**

| Item | Description | Quantity | Unit Cost | Total Cost |
|------|--|------------|-----------|------------|
| 1 | <p>Workquest - State Use Contract - as contracted in compliance with the provisions of Chapter 122, Human Resources Code</p> <p>----</p> <p>Please reach out to Gary Williams, Grounds Manager 936.468.5107 or gwilliams@sfasu.edu with any questions related to the scope of work required.</p> <p>----</p> <p>Quantity and units shown are estimates for internal purposes only. Payment shall be made only for actual goods or services received.</p> <p>000P98856A LITTER REMOVAL SERVICES</p> | 637.00 HRS | 42.4000 | 27,008.80 |

Purchaser: Kim Jones

(936) 4686551

ADDITIONAL CHARGE:

Vendor ID: **20357381**

Collegiate Licensed:

DISCOUNT/TRADE-IN:

Req No:

Employee/Employee Relationship:

TOTAL: CONTINUED

Blanket Order:

HUB Status:

Purchase Class: **TIBH**

Vendor Warrant Hold process runs nightly and terminates any vendors on hold. Vendor EPLS status verified by Purchaser.

150016-30251-772700 \$27,008.80



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| | <p>Litter pick-up in the areas of the Stephen F Austin State University Campus, as directed by the Manager of Grounds.</p> <p>-----</p> <p>This PO is for the period 09/01/2025 - 08/31/2026.</p> <p>-----</p> <p>All work is to be performed in a neat and workmanlike manner, site kept clean at all times, protection provided to avoid damage to landscaping and all adjoining property, including improvements, performed as quickly as possible consistent with best industry construction practices, and guaranteed for one (1) full year from date of completion against all defects. Contractor shall comply with all local, state</p> | | | |

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| | and federal orders, ordinances, laws, rules, and regulations of duly constituted authorities having jurisdiction over this work. All work is to be completed as mutually agreed by and between the University and the Contractor. Failure to complete work (including clean-up) by the mutually agreed date shall be deemed as a breach of contract. Liquidated damages in the amount of \$500.00 per calendar day will be assessed, not as a penalty, but as liquidated damages for such breach of contract. Safe working conditions must be maintained on and around work site at all times. Barricades and other protective devices are to be used as necessary to prevent injury to persons or | | | |

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| | property. All reasonable precautions are to be taken. Payment will be made lump-sum upon completion or as otherwise mutually agreed between Contractor and the University. ---- The Contractor shall not commence work under this Contract until Contractor has obtained all the insurance required hereunder and certificates of such insurance have been filed with and reviewed by SFASU. Acceptance of the insurance certificates by SFASU shall not relieve or decrease the liability of the Contractor. If policies are not written for the amounts specified below (except Workers' Compensation and | | | |

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| | Employer's Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of the primary policy. This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to the University. Contractor's insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract. Stephen F. Austin State University, its | | | |

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| | officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the Workers' Compensation policy. The Workers' Compensation and Employer's Liability policy will provide a waiver of subrogation in favor of the University. The Workers' Compensation insurance coverage must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor's policy or under the policy provided by a subcontractor. The Contractor's policy shall provide that, in the event that a subcontractor's policy fails to provide workers' compensation coverage of a worker, that such | | | |

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| | insurance coverage is provided by the Contractor's policy. Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by SFASU, the minimum insurance coverage as follows: ----- TYPE OF COVERAGE / LIMITS OF LIABILITY Workers' Compensation Coverage OR Employer's Liability - \$1,000,000 occur/aggregate Comprehensive General Liability -\$1,000,000 each occurrence -\$2,000,000 general aggregate -\$2,000,000 products/completed operations aggr | | | |

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| | Comprehensive Automobile Liability \$1,000,000 ea accident- Combined Single Limit ---- | | | |

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