



# 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: **P2600175**

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:**

Lauren Stacy  
Athletics Fieldhouse  
Fieldhouse  
712 Hayter St  
SFA Box 13010  
Nacogdoches TX 75962

**Terms: Net 30**

**FOB: Not Applicable**

**PURCHASE ORDER NO. MUST APPEAR ON ALL  
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Item	Description	Quantity	Unit Cost	Total Cost
	Workquest - State Use Contract - as contracted in compliance with the provisions of Chapter 122, Human Resources Code ---- Letter dated 08/19/2025 ---- Stadium and Coliseum clean-up after scheduled events for the period 09/01/2025-08/31/2026 ---- Quantity and units shown are estimates for internal purposes only. Payment shall be made only for actual goods or services received. ---- Department Contact - Lauren Stacy, Assistant Director Athletic Business Affairs, 936-468-4462,			

**Purchaser:** Nicole Ivancic

(936) 4684472

Vendor ID: **20357381**

Collegiate Licensed:

Req No:

Employee/Employee Relationship:

Blanket Order:

HUB Status:

Purchase Class: **TIBH**

**ADDITIONAL CHARGE:**

**DISCOUNT/TRADE-IN:**

**TOTAL: CONTINUED**

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

310030-95102-772700	\$4,264.20
310030-95102-772700	\$3,241.50
310030-95102-772700	\$11,712.32
310030-95102-772700	\$2,106.72
310030-95102-772700	\$5,360.30
310030-95102-772700	\$7,129.45
310030-95102-772700	\$902.62



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Item	Description	Quantity	Unit Cost	Total Cost
1	lauren.stacy@sfasu.edu 000P98856A LITTER REMOVAL SERVICES  Assist SFA Athletics personnel in post game clean up on mornings following home football game games ----- Tentative home football games: -09/13/2025 SFA vs Sul Ross -09/20/2025 SFA vs Cal Poly -09/27/2025 SFA vs McNeese State -10/18/2025 SFA vs Nicholls State -11/01/2025 SFA vs UTRGV	6.00 SRV	710.7000	4,264.20

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Item	Description	Quantity	Unit Cost	Total Cost
2	-11/15/2025 SFA vs Lamar ----- All other event dates to be determined.  000P98856A LITTER REMOVAL SERVICES  High School graduation without breakdown of stage ----- Crew will perform seating area debris cleanup and removal. ----- All other event dates to be determined. ----- DEPARTMENT CONTACT WILL NOTIFY VENDOR OF CHANGES	3.00 SRV	1,080.5000	3,241.50

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3	TO SCHEDULE AND DEPARTMENT NEEDS. 000P98856A LITTER REMOVAL SERVICES  Clean-Up of William R. Johnson Coliseum following University sponsored events by Tejas Roadrunners ---- Crew will perform seating area debris cleanup and removal. ---- Specific dates to be determined.	16.00 SRV	732.0200	11,712.32
4	000P98856A LITTER REMOVAL SERVICES	12.00 SRV	175.5600	2,106.72

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Item	Description	Quantity	Unit Cost	Total Cost
5	Clean-Up of SFA Softball stadium following University sponsored events ---- Crew will perform seating area debris cleanup and removal. ---- Specific dates to be determined.  000P98856A LITTER REMOVAL SERVICES  Clean-Up of SFA baseball stadium following University sponsored events ----	22.00 SRV	243.6500	5,360.30

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HUB Status:

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Item	Description	Quantity	Unit Cost	Total Cost
6	Crew will perform seating area debris cleanup and removal. ---- Specific dates to be determined.  000P98856A LITTER REMOVAL SERVICES  High School graduation with breakdown of stage ---- Crew will perform seating area debris cleanup and removal. ---- All other event dates to be determined. ----	1.00 SRV	7,129.4500	7,129.45

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Item	Description	Quantity	Unit Cost	Total Cost
7	DEPARTMENT CONTACT WILL NOTIFY VENDOR OF CHANGES TO SCHEDULE AND DEPARTMENT NEEDS. ---- 000P98856A LITTER REMOVAL SERVICES  Easter Service ---- Crew will perform seating area debris cleanup and removal. ---- All other event dates to be determined. ---- DEPARTMENT CONTACT WILL NOTIFY VENDOR OF CHANGES	1.00 SRV	902.6200	902.62

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Item	Description	Quantity	Unit Cost	Total Cost
	TO SCHEDULE AND DEPARTMENT NEEDS. ---- 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 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			

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	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 property. All reasonable precautions are to be taken. Payment will be made lump-sum upon completion or as otherwise mutually agreed between Contractor			

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	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 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			

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	<p>primary policy.</p> <p>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.</p> <p>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.</p> <p>The Board of Regents of The University of Texas System, Stephen F. Austin State University Campus shall be named as additional insured. This is not applicable to the Workers' Compensation policy. The Workers' Compensation and Employer's</p>			

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ddavis@workquest.com

Page 12

PO Number: **P2600175**

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:**

Lauren Stacy  
Athletics Fieldhouse  
Fieldhouse  
712 Hayter St  
SFA Box 13010  
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
	<p>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 insurance coverage is provided by the Contractor's policy.</p> <p>Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and</p>			

**Purchaser:** Nicole Ivancic

(936) 4684472

**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.

310030-95102-772700	\$4,264.20
310030-95102-772700	\$3,241.50
310030-95102-772700	\$11,712.32
310030-95102-772700	\$2,106.72
310030-95102-772700	\$5,360.30
310030-95102-772700	\$7,129.45
310030-95102-772700	\$902.62



# 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

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Item	Description	Quantity	Unit Cost	Total Cost
	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 Comprehensive Automobile Liability -\$1,000,000 ea accident- Combined Single Limit ----			

**Purchaser:** Nicole Ivancic

(936) 4684472

**ADDITIONAL CHARGE:**

**.00**

Vendor ID: **20357381**

Collegiate Licensed:

**DISCOUNT/TRADE-IN:**

**.00**

Req No:

Employee/Employee Relationship:

**TOTAL:**

**34,717.11**

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.

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