



Procurement and Contracts  
 Texas SmartBuy PO # 24087998  
 Business Unit # 320AD  
 Purchase Order # 24-0002638  
 Purchase Order Change Notice (# 1)

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** X    **PO Date:** 02/23/2024    **PO End Date:**    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:** 03/15/2024  
**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** IDM PRODUCTS LLC  
 10460 MARKISON RD  
 DALLAS TX 75238-1650  
 United States

**Ship To:** Texas Workforce Commission  
 4801 NW LOOP 410, STE 902  
 SAN ANTONIO TX 78229-5347  
 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:** 1832646668 000

**Purchaser:** Rubyna M Ochoa  
**Phone:** (737) 295-0317  
**Fax:**  
**Email:** rubyna.ochoa@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

**\*\*DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24087998 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 02/23/2024) - Optional for offline sale vendors. FOR PAYMENT PROCESSING PURPOSES ONLY\*\*** Purchase Order issue in accordance to TXMAS contracts: 34 TX Admin. Code 20.231-.233 for Multiple Award Schedule.

TXMAS Contract TXMAS-18-51V08  
 Contract start date: 7/2/2018  
 Contract end date: 6/30/2024

Delivery Terms: XX Days ARO

TWC Point of Contact-  
 Name: Margaret Lopez  
 Phone: +1 (210) 258-6850  
 Email: margaret.lopez@twc.texas.gov

Vendor Contact -  
 Name: Gerald Grimes  
 Phone: (972) 345-3952  
 Email: gerald@idmproducts.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 will 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.

This Req to be added to PO. 24-0002638. Duplicate order received.

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**Ship to Comments:**

Please call 210.258.6850 or 210.258.6748 or knock on double doors to gain access for delivery.

**Ship to Comments:**

Duplicate order received from PO. 24-0002638.

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**03/15/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Detergent, Dish, Joy 38 oz	13069	485/86	2.0000	EA	\$10.93000	\$21.86	02/29/2024	
							<b>Schedule Total</b>	\$21.86	
					<b>ReqID:</b>				
					0000046209				
							<b>Item Total for Line # 1</b>	\$21.86	
2-1	9 Qty 200 Sheet 1Ply White C Fold Paper Towels "10 - 1/8" Wide	13069	640/75	2.0000	EA	\$60.42000	\$120.84	02/29/2024	
							<b>Schedule Total</b>	\$120.84	
					<b>ReqID:</b>				
					0000046209				
							<b>Item Total for Line # 2</b>	\$120.84	
3-1	Dawn Dishwashing Liquid	13069	485/86	2.0000	EA	\$10.93000	\$21.86	03/31/2024	
							<b>Schedule Total</b>	\$21.86	
					<b>ReqID:</b>				
					0000046527				
							<b>Item Total for Line # 3</b>	\$21.86	
4-1	Scott C Fold Towels 200/PK	13069	640/75	2.0000	EA	\$60.42000	\$120.84	03/31/2024	
							<b>Schedule Total</b>	\$120.84	
					<b>ReqID:</b>				
					0000046527				
							<b>Item Total for Line # 4</b>	\$120.84	
							<b>Total PO Amount</b>	\$285.40	

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.

Authorized Signature  
*Sonya Bebley, CTCD, CTCM*  
 Sonya Bebley, CTCD, CTCM  
 03/15/2024



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**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

**03/15/2024**