



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0003271
 Purchase Order Change Notice (# 1)

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 04/18/2024 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 04/30/2024

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

Vendor: WORKQUEST
 DBA TIBH INDUSTRIES INC
 1011 E 53RD 1/2 ST
 AUSTIN TX 78751-1703
 United States

Ship To: Texas Workforce Commission
 4405 SPRINGDALE RD
 AUSTIN TX 78723
 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: 1741976051 001

Purchaser: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

POCN 1 - Freight added per request from APPO. 4/30/2024 mlo

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24157250 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 04/18/2024) - 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 620-S1
 Contract start date: 11/16/2021
 Contract end date: 11/30/2026

XMAS Contract 645-S1
 Contract start date: 02/01/2002
 Contract end date: 11/30/2026

XMAS Contract 785-S1
 Contract start date: 11/19/2021
 Contract end date: 11/30/2026

Delivery Terms: 14 Days ARO

TWC Contact:
 Name: John W Best
 Phone: 737-667-5440
 Email: john.best@twc.texas.gov

Vendor Contact:
 Name:
 Phone: 512-451-8145
 Email: smartbuy@workquest.com

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

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

04/30/2024



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POCN 1 add fryt per request from purchasing. - dwr - 04/30/2024

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item # - 64521411718 - Paper, Bond, Premium No. 4, 20 Lb., 8-1/2" X 11"	13800	645/21	30.0000	CTN	\$78.39000	\$2,351.70	04/30/2024
							Schedule Total	<input type="text" value="\$2,351.70"/>

ReqID:
0000046942

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Item # 62080100017 - Skilcraft Retractable Gel Pen	13057	620/80	2.0000	DOZ	\$9.46000	\$18.92	04/30/2024
							Schedule Total	<input type="text" value="\$18.92"/>

ReqID:
0000046942

MFG Item ID:
7520016580691

Item Total for Line # 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Item # 78573755714 - Steno Book, Gregg Rule, 6 X 9, White, 80 Sheets/Pad	13057	785/73	12.0000	EA	\$1.76000	\$21.12	04/30/2024
							Schedule Total	<input type="text" value="\$21.12"/>

ReqID:
0000046942

MFG Item ID:
UNV96920

Item Total for Line # 3

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Freight	13057	645/21	1.0000	EA	\$5.40000	\$5.40	04/30/2024
							Schedule Total	<input type="text" value="\$5.40"/>

Item Total for Line # 4

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.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

04/30/2024



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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

04/30/2024