



Procurement and Contracts
 Texas SmartBuy PO # 24191804
 Business Unit # 320AD
 Purchase Order # 24-0003633
 Purchase Order Change Notice (# 2)

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 05/23/2024 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 05/24/2024
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
 101 E 15TH ST
 RM 630
 AUSTIN TX 78778-0001
 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: Gregory Kolz
Phone: (737) 400-5673
Fax:
Email: gregory.kolz@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24191804 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/23/2024) - FOR PAYMENT PROCESSING PURPOSES ONLY**
 Purchase Order issue in accordance to Term contracts: (SET ASIDE: WORKQUEST : TX GOVT CODE §§ 2155.132 (F)(2), 2155.138, TX HUMAN RESOURCES CODE, § 122)

TERM Contract 615-S1
 Contract start date: 11/16/2021
 Contract end date: 11/30/2026

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

Delivery Terms: 14 Days ARO

TWC Contact -
 Name: Veronica Rivera
 Phone: 512-463-9986
 Email: veronica.rivera@twc.texas.gov

Vendor Contact -
 Name: Customer Service
 Phone: 512-451-8145
 Email: smartbuy@workquest.com; customerservice@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 Procurement Contract Services."

POCN1 WAS DONE TO RELEASE LINE 4 FOR RESOURCING. THIS LINE WAS RELEASED FROM THE PO AND THEN WAS SAVED WHICH CREATED A POCN1. WHEN I WENT TO CANCEL LINE 4 IT CREATED A NEW POCN2. I DID NOT DISPATCH THE POCN1 WHICH IS WHY THERE IS NO POCN1 DOCUMENT.

POCN2 DONE TO CANCEL LINE 4

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

05/24/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	61541227150 2" Expanding Wallet, Flap w/Hook & Loop, Letter Size	13800	615/41	1.0000	BOX	\$99.26000	\$99.26	06/19/2024
							Schedule Total	<input type="text" value="\$99.26"/>
					ReqID: 0000047397			
							Item Total for Line # 1	<input type="text" value="\$99.26"/>
2-1	64521411718 Paper, Bond, Recycled, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks	13800	645/21	2.0000	CTN	\$81.81000	\$163.62	06/19/2024
							Schedule Total	<input type="text" value="\$163.62"/>
					ReqID: 0000047397			
							Item Total for Line # 2	<input type="text" value="\$163.62"/>
3-1	61515074505 Appointment Planner, Monthly, 8-7/8 X 11-1/4	13800	615/19	3.0000	EA	\$15.76000	\$47.28	06/19/2024
							Schedule Total	<input type="text" value="\$47.28"/>
					ReqID: 0000047397			
							Item Total for Line # 3	<input type="text" value="\$47.28"/>
4-1	61541227146 Expanding Wallet, 2", Flap with Hook Loop Closure, Legal Size, Redrope	13800	615/41	1.0000	BOX	\$104.80000	\$0.00	CANCEL
							Schedule Total	<input type="text" value="\$0.00"/>
							Item Total for Line # 4	<input type="text" value="\$0.00"/>
							Total PO Amount	<input type="text" value="\$310.16"/>

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
 05/24/2024



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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

05/24/2024