



Procurement and Contracts
 Texas SmartBuy PO # 24199276
 Business Unit # 320AD
 Purchase Order # 24-0003818
 Purchase Order Change Notice (# 1)

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 06/06/2024 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 06/26/2024
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
 504 E PINE ST STE A
 JACKSONVILLE TX 75766-4566
 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:

POCN1 Do to adding freight to Line 3 in the amount of \$5.00 per APPO. mlo 6/27//2024

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24199276 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 06/06/2024) - 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 485-S1
 Contract start date: 09/27/2021
 Contract end date: 11/30/2026

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

TERM Contract 620-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: Etta Lajoyce Coates
 Phone: 903-236-2381
 Email: etta.coates@twc.texas.gov

Vendor Contact:
 Name: WorkQuest, Inc.
 Phone: 512-451-8145
 Email: 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.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

06/27/2024



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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.

AK - Added line for freight on line 3 as requested by:Ochoa,MaryLou marylou.ochoa@twc.texas.gov Procurement

Ship to Comments:

**DELIVERY INSTRUCTIONS: Shipment is to be delivered inside of the building. No weekend deliveries

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Item # 48513501010 Hand Sanitizer Bottle Gel	13060	485/13	1.0000	EA	\$68.90000	\$68.90	06/06/2024	
							Schedule Total	<input type="text" value="\$68.90"/>	
					ReqID:				
					0000047543				
							Item Total for Line # 1	<input type="text" value="\$68.90"/>	

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Item # 48537030130 Microban Aerosol Spray, 6/15 oz. /cs	13060	485/37	1.0000	CS	\$49.74000	\$49.74	06/06/2024	
							Schedule Total	<input type="text" value="\$49.74"/>	
					ReqID:				
					0000047543				
							Item Total for Line # 2	<input type="text" value="\$49.74"/>	

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Item # 61562383601 Standard Notes, 3" x 3" Assorted Colors	13060	615/62	2.0000	PAK	\$8.24000	\$16.48	06/06/2024	
							Schedule Total	<input type="text" value="\$16.48"/>	
					ReqID:				
					0000047543				
							Item Total for Line # 3	<input type="text" value="\$16.48"/>	

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Item # 62080832001 - Pen/Highlighter Rollerball Black, Yellow, Deluxe Rite-N-Lite	13060	620/80	1.0000	DOZ	\$14.01000	\$14.01	06/06/2024	
							Schedule Total	<input type="text" value="\$14.01"/>	
					ReqID:				
					0000047543				
							Item Total for Line # 4	<input type="text" value="\$14.01"/>	

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Item # 64521411716 - Paper, Bond, White, Recycle, Prem No. 4, 20 Lb, Letter	13800	645/21	2.0000	CTN	\$74.59000	\$149.18	06/06/2024
							Schedule Total	<input type="text" value="\$149.18"/>
					ReqID: 0000047543			
							Item Total for Line # 5	<input type="text" value="\$149.18"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Freight on line 3	13060	615/62	1.0000	EA	\$5.00000	\$5.00	06/26/2024
							Schedule Total	<input type="text" value="\$5.00"/>
							Item Total for Line # 6	<input type="text" value="\$5.00"/>
							Total PO Amount	<input type="text" value="\$303.31"/>

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.

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
 06/27/2024