



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0004121

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
N/A N/A N/A X 07/01/2024 DG Dispatch Via Print

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
P.O. BOX 296
RICHMOND TX 77406-0296
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: Yvonne K Franklin

Phone:

Fax:

Email: yvonne.franklin@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

ALL OFFICE SUPPLIES USED FOR BUSINESS PURPOSES. \*\*\*HOME DELIVERY: HATTIE JOHNSON, 8614 WHITECASTLE LANE, HOUSTON, TX 77088, CELL # 713/826-4198

\*\*\*DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24208254 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 07/01/2024) - 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: 485-S1, 615-S1, 520-S1
Contract start date: 09/27/2027
Contract end date: 11/30/2026

Delivery Terms: 15 Days ARO

Contract Manager -
Name: Hattie Johnson
Phone: +1 (866) 630-3739 x5106
Email: hattie.johnson@twc.texas.gov

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

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."

Ship to Comments:

ALL OFFICE SUPPLIES USED FOR BUSINESS PURPOSES.

\*\*\*HOME DELIVERY: HATTIE JOHNSON, 8614 WHITECASTLE LANE, HOUSTON, TX 77088, CELL # 713/826-4198

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

07/01/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	PEN, (BLACK) BALLPOINT, RETRACTABLE, ANTIMICROBIAL	13069	620/80	8.0000	DOZ	\$7.90000	\$63.20	07/01/2024
							<b>Schedule Total</b>	<input type="text" value="\$63.20"/>
							<b>ReqID:</b> 0000047992	
							<b>Item Total for Line # 1</b>	<input type="text" value="\$63.20"/>
2-1	PEN, (BLUE) BALLPOINT, WITH CAP, SOFT GRIP, MEDIUM POINT	13069	620/80	8.0000	DOZ	\$7.63000	\$61.04	07/15/2024
							<b>Schedule Total</b>	<input type="text" value="\$61.04"/>
							<b>ReqID:</b> 0000047992	
							<b>Item Total for Line # 2</b>	<input type="text" value="\$61.04"/>
3-1	PURELL INSTANT HAND SANITIZER SOOTHING GEL, 12 OZ.	13069	485/13	4.0000	CS	\$68.90000	\$275.60	07/15/2024
							<b>Schedule Total</b>	<input type="text" value="\$275.60"/>
							<b>ReqID:</b> 0000047992	
							<b>Item Total for Line # 3</b>	<input type="text" value="\$275.60"/>
4-1	LEGAL PAD, WHITE, 8 1/2 X 11 3/4	13069	615/62	60.0000	EA	\$2.01000	\$120.60	07/15/2024
							<b>Schedule Total</b>	<input type="text" value="\$120.60"/>
							<b>ReqID:</b> 0000047992	
							<b>Item Total for Line # 4</b>	<input type="text" value="\$120.60"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**07/01/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	LEAD REFILL, .05MM, 12/LEADS/RUBE, 12 TUBES/BOX	13069	620/60	2.0000	BOX	\$8.64000	\$17.28	07/15/2024
							<b>Schedule Total</b>	\$17.28
							<b>ReqID:</b> 0000047992	
							<b>Item Total for Line # 5</b>	\$17.28
6-1	PENCIL, MECHANICAL, 0.5MM LEAD, MAROON BARREL	13069	620/60	4.0000	DOZ	\$23.07000	\$92.28	07/15/2024
							<b>Schedule Total</b>	\$92.28
							<b>ReqID:</b> 0000047992	
							<b>Item Total for Line # 6</b>	\$92.28
							<b>Total PO Amount</b>	\$630.00

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  
 07/01/2024