



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 21-0003563

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**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** 0    **Date:** 05/19/21    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:**

**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  
3800 PALUXY DR STE 325  
TYLER TX 75703  
United States

**Vendor ID:** 1741976051

**Purchaser:** Frederick R Warner  
**Phone:** 512 463 6790  
**Fax:** 512 475 3502  
**Email:** frederick.warner@twc.state.tx.us

**Bill To:** APPO@twc.state.tx.us or  
Texas Workforce Commission  
101 E 15TH ST  
RM 446  
AUSTIN TX 78778-0001  
United States

**TWC Prefers Electronic Submission**

**PO Information:**

Delivery Instructions: Shipments are to be delivered inside of the building. No weekend deliveries. Please send email to etta.coates@twc.state.tx.us with estimated delivery date.  
Delegated Purchase \$5000 or Less

**Ship to Comments:**

Delivery Instructions: Shipments are to be delivered inside of the building. No weekend deliveries

**Authorized Signature**

Glenn A Smith

**05/19/2021**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Highlighter, Pen Style, Yellow, Chisel Tip	620/90	4.0000	PKG	\$6.14000	\$24.56	06/02/2021
						<b>Schedule Total</b>	<b>\$24.56</b>
<b>RegID:</b> 0000031731							
Description: Highlighter with pocket clip,Chisel nib makes broad or thin lines,Features quick drying bright fluorescent yellow ink ,							
Item Details							
Price: \$6.14							
UOM: PKG							
Qty Per UOM: 12							
Contractor: WorkQuest, Inc.							
Contract Number: 620-A1							
Contract Type: Term							
Commodity Code: 6209036							
Min. Order Quantity: 1							
Delivery Days: 14							
NIGP Code: 62090							
Item Availability Start Date: 1/1/2007							
Item Availability End Date: 12/31/2099							
Supplier Part Number: 6209036							
Materials: T							
						<b>Item Total for Line # 1</b>	<b>\$24.56</b>

Authorized Signature

Glenn A Smith

**05/19/2021**

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Disposable Face Mask 50/BX; Freight included	345/74	6.0000	BOX	\$18.95000	\$113.70	06/02/2021
						<b>Schedule Total</b>	<b>\$113.70</b>
<b>ReqID:</b> 0000031731							
Commodity Code 34574520003 Disposable Face Mask 50/BX;Freight included Item Contract 345-A1 Supplier Part Number 34574520003 Manufacturer Part # MM005 Contractor Contractor WorkQuest, Inc. Price \$18.95 UOM BOX Min. Order Qty: 1							
						<b>Item Total for Line # 2</b>	<b>\$113.70</b>



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Microban Aerosol Spray, 6/15 oz. /cs Item available from a preferred contractor (TIBH or TCI)	485/37	3.0000	CS	\$49.74000	\$149.22	05/31/2021
						<b>Schedule Total</b>	<b>\$149.22</b>
<b>ReqID:</b> 0000031731							
Description: Microban Aerosol Spray, 6/15 oz./cs, Freight Included.#PG30130							
Item Details							
Price: \$49.74							
UOM: CASE							
Contractor: WorkQuest, Inc.							
Contract Number: 485-A1							
Contract Type: Term							
Commodity Code: 48537030130							
Min. Order Quantity: 1							
Delivery Days: 12							
NIGP Code: 48537							
Item Availability Start Date: 3/11/2021							
Item Availability End Date: 10/31/2021							
Supplier Part Number: 48537030130							
Manufacturer Part #: PG30130							
Manufacturer: Proctor Gamble							
						<b>Item Total for Line # 3</b>	<b>\$149.22</b>

**Total PO Amount** **\$287.48**

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

Glenn A Smith

**05/19/2021**



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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**

A handwritten signature in blue ink that reads "Glenn A. Smith".  
Glenn A. Smith

**05/19/2021**