



Procurement and Contracts
 Texas SmartBuy PO # 24036122
 Business Unit # 320AD
 Purchase Order # 24-0001423

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 11/01/2023 **PO End Date:** **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
 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: Kelly A Hall
Phone: (737) 667-5150
Fax:
Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:
 ***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24036122 HAS BEEN SUBMITTED TO VENDOR VIA TSB ON 11/01/2023)
 -
 FOR PAYMENT PROCESSING PURPOSES ONLY** SET ASIDE: WORKQUEST: TX GOVT CODE §§ 2155.132 (F)(2), 2155.138, TX HUMAN RESOURCES CODE, § 122

 TERM Contract 485-S1 486-S1 615-S1 620-S1 645-S1
 Contract start date:02/01/2002
 Contract end date: 11/30/2026

 Delivery Terms: 30 Days ARO

 Requestor -
 Name: Etta Coates
 Phone: +1 (903) 236-2381
 Email: etta.coates@twc.texas.gov

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

 Submit invoices via email to APPO@twc.texas.gov and the Requestor 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:
 **DELIVERY INSTRUCTIONS: Shipment is to be delivered inside of the building. No weekend deliveries

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

11/01/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Commodity Code: 64521411716 Item Detail: Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS		645/21	3.0000	CTN	\$73.55000	\$220.65	11/01/2023
							Schedule Total	<input type="text" value="\$220.65"/>
							ReqID: 0000045071	
							Item Total for Line # 1	<input type="text" value="\$220.65"/>
2-1	Commodity Code: 61562383602 Item Detail: Self Stick Note Pad, 3" x 3", Yellow, Fan fold refill, 100 Sheets/Pad, 12 Pads/Pk, Plus Freight Order Less Than \$25		615/62	3.0000	PKG	\$10.79000	\$32.37	11/01/2023
							Schedule Total	<input type="text" value="\$32.37"/>
							ReqID: 0000045071	
							Item Total for Line # 2	<input type="text" value="\$32.37"/>
3-1	POINT/INK: Medium Blue 62080172505 Commodity Code: 62080171002 Item Detail: Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ,		620/80	1.0000	DOZ	\$6.06000	\$6.06	11/01/2023
							Schedule Total	<input type="text" value="\$6.06"/>
							ReqID: 0000045071	
							Item Total for Line # 3	<input type="text" value="\$6.06"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	POINT/INK: Medium Black 62080172000 Commodity Code: 62080171002 Item Detail: Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ,		620/80	1.0000	DOZ	\$6.06000	\$6.06	11/01/2023
							Schedule Total	<input type="text" value="\$6.06"/>
							ReqID: 0000045071	
							Item Total for Line # 4	<input type="text" value="\$6.06"/>
5-1	Commodity Code: 62090388000 Item Detail: Highlighter, Retractable, Yellow		620/90	1.0000	DOZ	\$13.69000	\$13.69	11/01/2023
							Schedule Total	<input type="text" value="\$13.69"/>
							ReqID: 0000045071	
							Item Total for Line # 5	<input type="text" value="\$13.69"/>
6-1	COLOR: Black- 62090220989 Commodity Code: 62090220989 Item Detail: Marker, Permanent, Fine Tip,		620/90	1.0000	DOZ	\$7.88000	\$7.88	11/01/2023
							Schedule Total	<input type="text" value="\$7.88"/>
							ReqID: 0000045071	
							Item Total for Line # 6	<input type="text" value="\$7.88"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Commodity Code: 48613501 Item Detail: Hand Sanitizer, Instant, Purell, Green Seal Certified, 8 Oz. Pump Bottle, 12/CS		486/13	1.0000	EA	\$49.68000	\$49.68	11/01/2023
							Schedule Total	<input type="text" value="\$49.68"/>
							ReqID: 0000045071	
							Item Total for Line # 7	<input type="text" value="\$49.68"/>
8-1	Microban Disinfecting and Multi Purpose Spray, 6/32 oz/cs, Freight Included. # PG30110		485/40	1.0000	CS	\$37.16000	\$37.16	11/01/2023
							Schedule Total	<input type="text" value="\$37.16"/>
							ReqID: 0000045071	
							Item Total for Line # 8	<input type="text" value="\$37.16"/>
							Total PO Amount	<input type="text" value="\$373.55"/>

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
 11/01/2023