



Procurement and Contracts
Texas SmartBuy PO # 24040822
Business Unit # 320AD
Purchase Order # 24-0001683
Purchase Order Change Notice (# 1)

Page: 1 of 3

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 11/21/2023 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 12/18/2023
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: 5521-4173
1125 JUDSON RD
STE 133
LONGVIEW TX 75601-5196
United States

Ship To Attention: Danette Townsend
Bill To: 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:

512/936-3299

Email: kelly.hall@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24040822 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 11/21/2023) - 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 645-S1
Contract start date: 11/16/2021
Contract end date: 11/30/2026

Delivery Terms: 20 Days ARO

Contract Manager -
Name: Danette Townsend
Phone: +1 (903) 483-3115
Email: danette.townsend@twc.texas.gov

Vendor Contact -
Contractor: WorkQuest, Inc.
Email: smartbuy@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 Procurement

POCN 1 to add line 3 for shipping charge

Ship to Comments:

903-483-3115

Ship to Comments:

903-483-3115

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

12/18/2023



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Line-Sch: 1-1	Line Description: COLOR: BLUE Commodity Code: 62080231100 Item Detail: Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa	PCA: 13069	Class/Item: 620/80	Quantity: 2.0000	UOM: DOZ	Unit Price: \$10.50000	Extended Amt: \$21.00	Due Date: 11/30/2023
							Schedule Total	\$21.00
							ReqID: 0000045295	
							Item Total for Line # 1	\$21.00
Line-Sch: 2-1	Line Description: Commodity Code: 64521411716 Item Detail: Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/C	PCA: 13800	Class/Item: 645/21	Quantity: 6.0000	UOM: CTN	Unit Price: \$73.55000	Extended Amt: \$441.30	Due Date: 11/30/2023
							Schedule Total	\$441.30
							ReqID: 0000045295	
							Item Total for Line # 2	\$441.30
Line-Sch: 3-1	Line Description: Freight	PCA: 13069	Class/Item: 620/80	Quantity: 1.0000	UOM: EA	Unit Price: \$5.92000	Extended Amt: \$5.92	Due Date: 12/18/2023
							Schedule Total	\$5.92
							Item Total for Line # 3	\$5.92
							Total PO Amount	\$468.22

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 Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

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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 Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

12/18/2023