



Procurement and Contracts  
 Texas SmartBuy PO # 24041401  
 Business Unit # 320AD  
 Purchase Order # 24-0001738

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** 0    **PO Date:** 11/28/2023    **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:** 2250-4203  
 3555 TIMMONS LN STE 790  
 HOUSTON TX 77027-6466  
 United States

**Ship To Attention:** Nedra Zeno  
**Bill To:** 101 E 15TH ST  
 RM 470  
 AUSTIN TX 78778-0001  
 United States

**Vendor ID:** 1741976051 001

**Purchaser:** Rubyna M Ochoa  
**Phone:** (737) 295-0317  
**Fax:**

512/936-3299

**Email:** rubyna.ochoa@twc.texas.gov

**Bill To Email:** APPO@twc.texas.gov

**PO Information:**

\*\*\*DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24041401 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 11/28/2023) - FOR PAYMENT PROCESSING PURPOSES ONLY\*\*

Purchase Order issue in accordance to Term contracts: (see PCC Legal Cites that is applicable to your procurement)

TERM Contract: 080-S1 Contract start date: 11/16/2021 Contract end date: 11/30/2026  
 TERM Contract: 486-S1 Contract start date: 11/18/2021 Contract end date: 11/30/2026  
 TERM Contract: 605-S1 Contract start date: 11/09/2021 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

Delivery Terms: 13-35 Days ARO

TWC Point of Contact -  
 Name: Nedra Zeno  
 Phone: +1 (832) 681-2690  
 Email: nedra.zeno@twc.texas.gov

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

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 Procurement Contract Services.

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

11/28/2023



Procurement and Contracts  
Texas SmartBuy PO # 24041401  
Business Unit # 320AD  
Purchase Order # 24-0001738

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	08010107050 Vinyl ID Card Holder	13060	080/10	1.0000	PKG	\$23.89000	\$23.89	12/12/2023
							Schedule Total	\$23.89
							ReqID:	0000045375
							Item Total for Line # 1	\$23.89
2-1	08044402066 Lanyard, Neck, ID Card Reel 30", Black	13060	080/44	5.0000	EA	\$5.21000	\$26.05	12/12/2023
							Schedule Total	\$26.05
							ReqID:	0000045375
							Item Total for Line # 2	\$26.05
3-1	62090384011 Highlighter, Pocket, 3 Yellow, 1 Each-Blue, Pink, Green, 6/PKG	13060	620/90	2.0000	EA	\$4.44000	\$8.88	12/12/2023
							Schedule Total	\$8.88
							ReqID:	0000045375
							Item Total for Line # 3	\$8.88
4-1	6208071001 Magnus Retractable Rollerball Pen, Blue	13060	620/80	6.0000	PAK	\$13.08000	\$78.48	12/12/2023
							Schedule Total	\$78.48
							ReqID:	0000045375
							Item Total for Line # 4	\$78.48

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

11/28/2023



Procurement and Contracts  
 Texas SmartBuy PO # 24041401  
 Business Unit # 320AD  
 Purchase Order # 24-0001738

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	62090383509 Yellow Chisel Tip Highlighters	13060	620/90	3.0000	DOZ	\$9.50000	\$28.50	12/12/2023
							<b>Schedule Total</b>	<input type="text" value="\$28.50"/>
							<b>ReqID:</b> 0000045375	
							<b>Item Total for Line # 5</b>	<input type="text" value="\$28.50"/>
6-1	61562384000 Self Stick Note Pad, 3" x 3", Yellow	13060	615/62	1.0000	PKG	\$13.02000	\$13.02	12/12/2023
							<b>Schedule Total</b>	<input type="text" value="\$13.02"/>
							<b>ReqID:</b> 0000045375	
							<b>Item Total for Line # 6</b>	<input type="text" value="\$13.02"/>
7-1	MMMR33012 Self Stick Note Pad, 3" x 3", Yellow, Fan fold refill	13060	615/62	1.0000	PAK	\$10.79000	\$10.79	12/12/2023
							<b>Schedule Total</b>	<input type="text" value="\$10.79"/>
							<b>ReqID:</b> 0000045375	
							<b>Item Total for Line # 7</b>	<input type="text" value="\$10.79"/>
8-1	60588400100 Stapler Kit	13060	605/85	2.0000	KIT	\$10.23000	\$20.46	12/12/2023
							<b>Schedule Total</b>	<input type="text" value="\$20.46"/>
							<b>ReqID:</b> 0000045375	
							<b>Item Total for Line # 8</b>	<input type="text" value="\$20.46"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

11/28/2023



Procurement and Contracts  
 Texas SmartBuy PO # 24041401  
 Business Unit # 320AD  
 Purchase Order # 24-0001738

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	48613501 Purell Instant Hand Sanitizer, 8 oz.	13060	486/13	1.0000	CS	\$49.68000	\$49.68	12/12/2023
							<b>Schedule Total</b>	<input type="text" value="\$49.68"/>
					<b>ReqID:</b> 0000045375			
							<b>Item Total for Line # 9</b>	<input type="text" value="\$49.68"/>

**Total PO Amount**

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

11/28/2023