



Procurement and Contracts
Texas SmartBuy PO # 24047385
Business Unit # 320AD
Purchase Order # 24-0001787

Page: 1 of 3

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
N/A N/A N/A 0 12/04/2023 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:** 6485-4103
400 E HACKBERRY AVE
MCALLEN TX 78501-9222
United States

Vendor ID: 1741976051 001

Ship To Attention: Aida Paredes
Bill To: 101 E 15TH ST
RM 470
AUSTIN TX 78778-0001
United States

Purchaser: MaryLou Ochoa

Phone:
Fax:

512/936-3299

Email: marylou.ochoa@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:

DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24047385 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 12/04/2023) - 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 785-S1
Contract start date: 11/19/2021
Contract end date: 11/30/2026

Delivery Terms: 14 Days ARO

Name: Aida Paredes
Phone:
Email: aida.paredes@twc.texas.gov

Vendor Contact:
Name: WorkQuest, Inc.
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 Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

12/04/2023



Procurement and Contracts
Texas SmartBuy PO # 24047385
Business Unit # 320AD
Purchase Order # 24-0001787

Page: 2 of 3

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:								
1-1	Item # 78573755714 - Steno books 6x9 each (each)	13069	785/73	12.0000	EA	\$1.76000	\$21.12	12/18/2023								
Schedule Total \$21.12																
<u>ReqID:</u>	0000045292															
Item Total for Line # 1 \$21.12																
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:								
2-1	Item # 61562500001 - Legal writing pads (1 DZ)	13069	615/62	1.0000	EA	\$24.12000	\$24.12	12/18/2023								
Schedule Total \$24.12																
<u>ReqID:</u>	0000045292															
Item Total for Line # 2 \$24.12																
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:								
3-1	Item # 61573151026 - 1 inch Pressboard binders (black)	13069	615/09	12.0000	EA	\$2.90000	\$34.80	12/18/2023								
Schedule Total \$34.80																
<u>ReqID:</u>	0000045292															
Item Total for Line # 3 \$34.80																
Total PO Amount \$80.04																

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 Beasley, CTCB, CTCM

12/04/2023



Procurement and Contracts
Texas SmartBuy PO # 24047385
Business Unit # 320AD
Purchase Order # 24-0001787

Page: 3 of 3

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

12/04/2023