



Procurement and Contracts  
Texas SmartBuy PO # 25035140  
Business Unit # 320AD  
Purchase Order # 25-0001328

Page: 1 of 3

**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 11/15/2024 **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  
1011 E 53RD 1/2 ST  
AUSTIN TX 78751-1703  
United States

**Ship To:** Texas Workforce Commission  
P.O. BOX 591  
FORT WORTH TX 76102-4601  
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:** Rubyna M Ochoa  
**Phone:** (737) 295-0317

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

**TWC Prefers Electronic Submission**

**PO Information:**

**\*\*DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25035140 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 11/15/2024) - 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 195-S1 Contract start date: 11/19/2021 Contract end date: 11/30/2026

TERM Contract 615-S1 Contract start date: 11/16/2021 Contract end date: 11/30/2026

TERM Contract 785-S1 Contract start date: 11/19/2021 Contract end date: 11/30/2026

TERM Contract 310-S1 Contract start date: 1/1/2007 Contract end date: 11/30/2026

Delivery Terms: 10 Days ARO

TWC POC -  
Name: Montessa Turner  
Phone: +1 (866) 630-3739 x5361  
Email: montessa.turner@twc.texas.gov

Vendor Contact -  
Name: WorkQuest, Inc.  
Phone: (512) 451-8145  
Email: customerservice@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

11/15/2024



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Page: 2 of 3

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Clock, State Seal, 12", Green Face, Black Case, Commodity: 19580112424	13069	195/80	2.0000	EA	\$32.56000	\$65.12	11/15/2024
							Schedule Total	\$65.12
							ReqID:	0000049773
							Item Total for Line # 1	\$65.12
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Pen, Retractable, Blue Gel ink, Zebra Sarasa, Commodity: 62080231100	13069	620/80	5.0000	DOZ	\$10.50000	\$52.50	11/15/2024
							Schedule Total	\$52.50
							ReqID:	0000049773
							Item Total for Line # 2	\$52.50
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Steno Notebook, Gregg Ruled 6 X 9, Commodity: 78573755714	13069	785/73	29.0000	EA	\$1.76000	\$51.04	11/15/2024
							Schedule Total	\$51.04
							ReqID:	0000049773
							Item Total for Line # 3	\$51.04
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Legal Pad, Yellow, 8-1/2" X 11-3/4", Commodity: 61562500002	13069	615/62	24.0000	EA	\$2.64000	\$63.36	11/15/2024
							Schedule Total	\$63.36
							ReqID:	0000049773
							Item Total for Line # 4	\$63.36

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

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Page: 3 of 3

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Mouse Pad, Anti-Static, 9-3/8 " X 7-7/8 ", 12/Pkg, Commodity: 20468595457	13069	615/33	2.0000	DOZ	\$27.21000	\$54.42	11/15/2024
							<b>Schedule Total</b>	\$54.42
							<b>Item Total for Line # 5</b>	\$54.42

**Total PO Amount** \$286.44

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 Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

11/15/2024