



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0001451
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: 11/24/2024 PO End Date: PO Method: DG Dispatch: Dispatch Via Print 11/26/2024 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
3555 TIMMONS LN STE 790
HOUSTON TX 77027-6466
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: Gregory Kolz
Phone: (737) 400-5673
Fax:
Email: gregory.kolz@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

POCN1 DONE TO UPDATE CLASS/ITEM ON LINES 3 AND 4, CORRECT UNIT PRICE TO MATCH SMARTBUY PO.

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25037480 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 11/25/2024) - 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 620-S1
Contract start date: 11/16/2021
Contract end date: 11/30/2026

Delivery Terms: 14 Days ARO

TWC Contact-
Name: Renee Nelson
Phone: 832-280-5435
Email: renee.nelson-moore@twc.texas.gov

Vendor Contact -
Name: Customer Service
Phone: 512-451-8145
Email: customerservice@workquest.com;smartbuy@workquest.com

Submit invoices via email to APPO@twc.texas.gov and the TWC Contact 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

11/26/2024



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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	Paper Mate InkJoy 100RT Retractable Ballpoint Pen, Medium Point, Black Ink, Dozen (1803472)	13060	620/80	3.0000	DOZ	\$9.30000	\$27.90	11/24/2024
							Schedule Total	\$27.90
					ReqID:			
					0000049920			
					MFG Item ID:			
					368968			
Paper Mate Ink Joy 100RT Retractable Ballpoint Pen, Medium Point, Black Ink, Dozen (1803472)								
Contact: Renee Nelson-Moore 832-681-2642 3555 Timmons Lane, Houston, Texas 77027								
							Item Total for Line # 1	\$27.90

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Paper Mate InkJoy 300 RT Retractable Ballpoint Pen, Medium Point, Black Ink, Dozen (1951260)	13060	620/80	2.0000	DOZ	\$9.30000	\$18.60	11/24/2024
							Schedule Total	\$18.60
					ReqID:			
					0000049920			
					MFG Item ID:			
					343567			
Paper Mate InkJoy 300 RT Retractable Ballpoint Pen, Medium Point, Black Ink, Dozen (1951260) for Regional Meetings and trainings.								
Contact: Renee Nelson-Moore 832-681-2642 3555 Timmons Lane Ste 790 Houston, Texas 77027								
							Item Total for Line # 2	\$18.60

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Sharpie Retractable Highlighter, Chisel Tip, Yellow, Dozen (28025)	13060	620/90	2.0000	DOZ	\$6.14000	\$12.28	11/24/2024
							Schedule Total	\$12.28
					ReqID:			
					0000049920			
					MFG Item ID:			
					559221			
Sharpie Retractable Highlighter, Chisel Tip, Yellow, Dozen (28025)								
Contact: Renee Nelson-Moore 832-681-2642 3555 Timmons Lane Ste 790 Houston, Texas 77027								
							Item Total for Line # 3	\$12.28

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:
4-1	Sharpie Retractable Permanent Markers, Ultra Fine Tip, Black, 12/Pack (1735790)	13060	620/90	2.0000	DOZ	\$7.88000	\$15.76	11/24/2024
							Schedule Total	\$15.76
					ReqID: 0000049920			
					MFG Item ID: 710856			
Sharpie Retractable Permanent Markers, Ultra Fine Tip, Black, 12/Pack (1735790)								
Contact: Renee Nelson-Moore 832-681-2642 3555 Timmons Lane Ste 790 Houston, Texas 77027								
							Item Total for Line # 4	\$15.76

Total PO Amount \$74.54

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

11/26/2024