



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002384
Purchase Order Change Notice (# 2)

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 03/02/2025 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 03/06/2025

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
3650 N BUCKNER STE 102
DALLAS TX 75228
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 line 2 from default class/item 005 and to correct PCC code
POCN2 done to correct unit price on line 1 to match Smartbuy order.

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 2507941 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 03/02/2025)
- FOR PAYMENT PROCESSING PURPOSES ONLY**
Purchase Order issue in accordance to Term contracts: 34 TX Admin. Code 20.220

SET ASIDE: WORKQUEST : TX GOVT CODE §§ 2155.132 (F)(2), 2155.138, TX HUMAN RESOURCES CODE, § 122

TERM Contract 645-S1
Contract start date: 02/01/2002
Contract end date: 11/30/2026

Delivery Terms: XX Days ARO

TWC Contact:
Name: Silvia Mercado
Phone: 214-548-1919
Email: silvia.mercado@twc.texas.gov

Vendor Contact -
Name: Customer Service
Phone: 512-451-8145
Email: customerservice@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."

PS POCN2 25-0002384

Ship to Comments:

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Copy Paper	13800	645/21	10.0000	CTN	\$61.54000	\$615.40	03/07/2025
							Schedule Total	\$615.40
							ReqID: 0000050966	
							Item Total for Line # 1	\$615.40
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Mouse Pads	13060	204/68	1.0000	DOZ	\$27.21000	\$27.21	03/07/2025
							Schedule Total	\$27.21
							ReqID: 0000050966	
							Item Total for Line # 2	\$27.21
							Total PO Amount	\$642.61

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.