



Procurement and Contracts
Texas SmartBuy PO # 25114130
Business Unit # 320AD
Purchase Order # 25-0002923
Purchase Order Change Notice (# 1)

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 04/15/2025 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 04/22/2025
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
3320 PHOENIX DR
FORT WORTH TX 76116
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:

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25114130 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 04/15/2025 - FOR PAYMENT PROCESSING PURPOSES ONLY**
(see PCC Legal Cites that is applicable to your procurement)

TERM Contract 735-S1
Contract start date:Start Date 10/1/2008
End Date 11/30/2026

Delivery Terms: XX Days ARO

TWC Contact:
Name:
Phone: Sharon.figueroa@twc.texas.gov
Email:

Vendor Contact -
Name:customerservice@workquest.com
Email: customerservice@workquest.com

Phone: (512) 451-8145
Phone:
Email:

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."

POCN 1 - PO changed to restocking fee for returned item - dwr - 04/22/2025

Approvals
Checklist
FT
TSB Contract
TSB PO
VPTS

Ship to Comments:

Please contact Sharon should you have any questions - 682-209-0276 / sharon.figueroa@twc.texas.gov

Signature on File



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March Speed chart - 5221

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	191703 Restocking Fee for returned item: Scott 47031 Choose-A-Sheet Paper Towels	13060	735/60	1.0000	LOT	\$11.14000	\$11.14	04/15/2025
Schedule Total							\$11.14	
Item Total for Line # 1							\$11.14	
Total PO Amount							\$11.14	

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.