



Procurement and Contracts
Texas SmartBuy PO # 25134708
Business Unit # 320AD
Purchase Order # 25-0003087

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** X **PO Date:** 04/30/2025 **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
1359 LOMALAND DR
STE 300
EL PASO TX 79935-5201
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:

Texas Gov't Code Ann., Title 10, Subtitle D, Chapter 2155.441.
Contract 640-S1

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25134708 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 04/30/2025) - FOR PAYMENT PROCESSING PURPOSES ONLY**
(see PCC Legal Cites that is applicable to your procurement)

TERM Contract 640-S1
Start Date 11/16/2021
End Date 11/30/2026
Delivery Terms: XX Days ARO

TWC Contact:

Name:
Phone:
Email:

Vendor Contact -

Name/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."

Checklist

TSB PO Contract
TSB PO
FT
VPTS

Expedite Order- Supplies needed for the daily operation of West Texas Tele-Center
1359 Lomaland Ste 300, El Paso, TX 79935
Deliver Inside double glass doors.
Wishlist attached

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	Toilet Tissue Jumbo roll 2 ply	13069	640/75	4.0000	CS	\$44.01000	\$176.04	04/30/2025
							Schedule Total	\$176.04
							Item Total for Line # 1	\$176.04

Total PO Amount \$176.04

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.