



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0003176
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:** 05/08/2025 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 05/21/2025

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
101 E 15TH ST
RM 116
AUSTIN TX 78778
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: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

POCN 1 Updated line 2 price to \$10.60. 5/21/2025 mlo

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25136781 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/08/2025) - FOR PAYMENT PROCESSING PURPOSES ONLY****

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

TERM Contract 625-S1
Contract start date: 11/16/2021
Contract end date: 11/30/2026

Delivery Terms: 20 Days ARO

TWC Contact:
Name: Sylvia Rodriguez
Phone: (512) 936-3236
Email: sylvia.rodriguez1@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 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.

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	Item # 62517801007 - Lens Cleaning Towelettes, Individually Wrapped	13802	625/17	2.0000	PAK	\$16.21000	\$32.42	05/08/2025
							Schedule Total	\$32.42
							Item Total for Line # 1	\$32.42
2-1	Item # 62080151541 - Pen Ballpoint, Medium Point, 4.5", Z Grip Max	13802	620/80	2.0000	PAK	\$10.60000	\$21.20	05/08/2025
							Schedule Total	\$21.20
							Item Total for Line # 2	\$21.20
							Total PO Amount	\$53.62

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.