



Procurement and Contracts
Texas SmartBuy PO # 24020045
Business Unit # 320AD
Purchase Order # 24-0001172

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
N/A N/A N/A 0 10/18/2023 DG Dispatch Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: WORKQUEST DBA TIBH INDUSTRIES INC 1011 E 53RD 1/2 ST AUSTIN TX 78751-1703 United States
Ship To: Texas Workforce Commission 301 W 13TH ST FORT WORTH TX 76102-4601 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 24020045 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 10/18/2023) - 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 615-S1 and 620-S1
Contract start date: 11/16/2021
Contract end date: 11/30/2026

Delivery Terms: 14 Days ARO

TWC Contact:
Name: Montessa Turner
Phone: 817-438-2436
Email: montessa.turner@twc.texas.gov

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

Press intercom button next to the door for assistance.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

10/18/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	61519130779 Calendar, Desk Pad, 22" X 17", Commodity: 61519130779		615/19	15.0000	EA	\$8.49000	\$127.35	11/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$127.35"/>
					<b>ReqID:</b> 0000044808			
					<b>MFG Item ID:</b> HOD124			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$127.35"/>
2-1	61515074505 Appointment Planner, Monthly, 8-7/8" X 11-1/4", Commodity: 61515074505		615/15	23.0000	EA	\$15.76000	\$362.48	11/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$362.48"/>
					<b>ReqID:</b> 0000044808			
							<b>Item Total for Line # 2</b>	<input type="text" value="\$362.48"/>
3-1	61515074501 Appointment Book, Daily, 6" X 8 1/4", Commodity: 61515074501		615/15	3.0000	EA	\$16.90000	\$50.70	11/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$50.70"/>
					<b>ReqID:</b> 0000044808			
							<b>Item Total for Line # 3</b>	<input type="text" value="\$50.70"/>
4-1	61519700278 Calendar, Weekly Planner, Black, 5" X 8", Commodity: 61519700278		615/19	5.0000	EA	\$13.72000	\$68.60	11/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$68.60"/>
					<b>ReqID:</b> 0000044808			
					<b>MFG Item ID:</b> HOD278			
							<b>Item Total for Line # 4</b>	<input type="text" value="\$68.60"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**10/18/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	61519700279 Calendar, Monthly Planner, Black, 6.8" X 8.75", Commodity: 61519700279		615/19	7.0000	EA	\$15.43000	\$108.01	11/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$108.01"/>
							<b>ReqID:</b> 0000044808	
							<b>Item Total for Line # 5</b>	<input type="text" value="\$108.01"/>
6-1	61515074503 Appointment Planner, Weekly, 8 7/8" X 11-1/4", Commodity: 61515074503		615/15	3.0000	EA	\$19.27000	\$57.81	11/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$57.81"/>
							<b>ReqID:</b> 0000044808	
							<b>MFG Item ID:</b> HOD27202-17	
							<b>Item Total for Line # 6</b>	<input type="text" value="\$57.81"/>
7-1	61519703502 Calendar, Monthly, Wall/Desk Vinyl Holder, 11" X 8.5", Commodity: 61519703502		615/15	8.0000	EA	\$14.04000	\$112.32	11/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$112.32"/>
							<b>ReqID:</b> 0000044808	
							<b>MFG Item ID:</b> HOD13502	
							<b>Item Total for Line # 7</b>	<input type="text" value="\$112.32"/>
8-1	62080220106 Pen, Rollerball Gel BLUE Ink Retractable Rubber Grip, Commodity: 62080220106		620/80	6.0000	DOZ	\$9.30000	\$55.80	11/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$55.80"/>
							<b>ReqID:</b> 0000044808	
							<b>Item Total for Line # 8</b>	<input type="text" value="\$55.80"/>

**Total PO Amount**

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**10/18/2023**



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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 Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**10/18/2023**