



Procurement and Contracts
 Texas SmartBuy PO # 24048645
 Business Unit # 320AD
 Purchase Order # 24-0001824

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 12/07/2023 **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
 DBA TIBH INDUSTRIES INC
 1011 E 53RD 1/2 ST
 AUSTIN TX 78751-1703
 United States

Ship To: 5624-4001
 101 E 15TH ST
 RM 274
 AUSTIN TX 78778-0001
 United States

Ship To Attention: Kaila A Cumby
Bill To: 101 E 15TH ST
 RM 470
 AUSTIN TX 78778-0001
 United States

Vendor ID: 1741976051 001

Purchaser: MaryLou Ochoa
Phone:
Fax:

512/936-3299

Email: marylou.ochoa@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24048645 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 12/7/2023) - 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 486-S1 615-S1 620-S1
 Contract start date: 11/18/2021
 Contract end date: 11/30/2026

Delivery Terms: 14 Days ARO

TWC POC:
 Name: Kaila A Cumby
 Phone: 737-667-5420
 Email: kaila.cumby@twc.texas.gov

Vendor Contact:
 Name: Workquest, Inc.
 Phone: 512-451-8145
 Email: smartbuy@workquest.com

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.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

12/07/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item # 48613501 - Hand Sanitizer, Instant, Purell, Green Seal, 8 Oz	13800	005/05	4.0000	CS	\$49.68000	\$198.72	12/21/2023
							Schedule Total	\$198.72
					ReqID: 0000045386			
<p>Description: Instant hand sanitizer, Green Seal Certified, Original formula 8 oz. pump, 12/CS, Minimum order is 1 case ,</p> <p>Item Details Price: \$49.68 UOM: CASE Qty Per UOM: 1 Contractor: WorkQuest, Inc. Contract Number: 486-S1 Contract Type: Term Commodity Code: 48613501 Min. Order Quantity: 1 Delivery Days: 18 NIGP Code: 48613 Item Availability Start Date: 11/18/2021 Item Availability End Date: 11/30/2026 Supplier Part Number: 48613501 Hand_sanitizer_.png</p>								
							Item Total for Line # 1	\$198.72
2-1	MFR# 00597 - Legal Pad, Yellow, 8-1/2" X 11-3/4"	13800	005/05	24.0000	EA	\$2.64000	\$63.36	12/21/2023
							Schedule Total	\$63.36
					ReqID: 0000045386			
<p>Description: Legal ruled, legal size 8-1/2" X 11-3/4" yellow, micro perforated pad. 50 sheet pad.</p> <p>Item Details Price: \$2.64 UOM: EACH Contractor: WorkQuest, Inc. Contract Number: 615-S1 Contract Type: Term Commodity Code: 61562500002 Min. Order Quantity: 12 Delivery Days: 14 NIGP Code: 61562 Item Availability Start Date: 5/31/2023 Item Availability End Date: 11/30/2026 Supplier Part Number: 61562500002 Manufacturer Part #: 00597 Manufacturer: Bazic Order in Increment Quantity: 12 Yellow_Note_Pads.png</p>								
							Item Total for Line # 2	\$63.36

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	MRF # 00598 - Legal Pad, White, 8-1/2" X 11-3/4"	13800	005/05	24.0000	EA	\$2.01000	\$48.24	12/21/2023
							Schedule Total	\$48.24
<p>ReqID: 0000045386</p> <p>Legal Pad, White, 8-1/2" X 11-3/4" Item available from a preferred contractor (WorkQuest or TCI) Description: Legal ruled, legal size 8-1/2" X 11-3/4" white, micro perforated pad. 50 sheet pad. Item Details Price: \$2.01 UOM: EACH Contractor: WorkQuest, Inc. Contract Number: 615-S1 Contract Type: Term Commodity Code: 61562500001 Min. Order Quantity: 12 Delivery Days: 14 NIGP Code: 61562 Item Availability Start Date: 5/31/2023 Item Availability End Date: 11/30/2026 Supplier Part Number: 61562500001 Manufacturer Part #: 00598 Manufacturer: Bazic Order in Increment Quantity: 12 White_Note_Pads_.png</p>								
							Item Total for Line # 3	\$48.24
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Item # 62060162005 - Pencil, Mechanical, 0.7mm Lead, Black Barrel	13800	005/05	2.0000	DOZ	\$23.22000	\$46.44	12/28/2023
							Schedule Total	\$46.44
<p>ReqID: 0000045386</p> <p>Description: Mechanical Pencil, dual action, continuous feed, with extra long, non-smear/non-abrasive eraser. Precision crafted, dual action, continuous feed mechanical pencil advances lead smoothly and easily when needed and advances extra long, non-smear, non-abrasive eraser when it is needed. Freight is added to invoice when less than \$25 of pencils is ordered. Delivery in 30 days. , Item Details Price: \$23.22 UOM: DOZ Qty Per UOM: 1 Contractor: WorkQuest, Inc. Contract Number: 620-S1 Contract Type: Term Commodity Code: 62060162005 Min. Order Quantity: 1 Delivery Days: 30 NIGP Code: 62060 Item Availability Start Date: 11/16/2021 Item Availability End Date: 11/30/2026 Supplier Part Number: 62060162005 Materials: T Pencils.png</p>								
							Item Total for Line # 4	\$46.44

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Item # 61515074505 - Appointment Planner, Monthly, 8-7/8 X 11-1/4	13800	005/05	20.0000	EA	\$15.76000	\$315.20	12/21/2023
							Schedule Total	<input type="text" value="\$315.20"/>
					ReqID:			
					0000045386			
<p>Description: Appointment Planner, Monthly, Wire Bound, Black, 8-7/8 X 11-1/4, Black; Keep Track Of Events And Activities Over A Full Year, Two Pages Display One Month. Features 14 Months, December-January. Page Size Is 8 X 11, Wire Bound, 100% Post-Consumer Recycled.</p> <p>Item Details Price: \$15.76 UOM: EACH Contractor: WorkQuest, Inc. Contract Number: 615-S1 Contract Type: Term Commodity Code: 61515074505 Min. Order Quantity: 1 Delivery Days: 14 NIGP Code: 61515 Item Availability Start Date: 11/16/2021 Item Availability End Date: 11/30/2026 Supplier Part Number: 61515074505 Special Item Notes: Calendars/Planners can not be returned after 1/5 Planners_8x11.png</p>								
							Item Total for Line # 5	<input type="text" value="\$315.20"/>

Total PO Amount

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
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 12/07/2023