



Procurement and Contracts  
 Texas SmartBuy PO # 24037604  
 Business Unit # 320AD  
 Purchase Order # 24-0001532

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** 0    **PO Date:** 11/09/2023    **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:** Texas Workforce Commission  
 101 E 15TH ST  
 RM 556  
 AUSTIN TX 78778-0001  
 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:** Anna James  
**Phone:**  
**Fax:**  
**Email:** anna.mccorkle@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

TERM 485-S1, 080-S1, 615-S1

**\*\*DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24037604 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 11/09/2023 - FOR PAYMENT PROCESSING PURPOSES ONLY\*\***

Purchase Order issue in accordance to TERM contracts: 34 TX Admin. Code 20.220

TERM Contract TERM 080-S1, 485-S1, 615-S1  
 Contract start date: 09/27/2021  
 Contract end date: 11/30/2026

Terms: 14-90 Days ARO

Contact  
 Robert Harriss  
 512-463-277  
 robert.harriss@twc.texas.gov

Vendor  
 VID: 17419760511  
 WorkQuest, Inc.  
 smartbuy@workquest.com  
 (512) 451-8145

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.

**Ship to Comments:**

5th Floor, Room 556

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**11/10/2023**



Procurement and Contracts  
 Texas SmartBuy PO # 24037604  
 Business Unit # 320AD  
 Purchase Order # 24-0001532

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	RAYOVAC ULTRA PRO AA BATTERIES, 24 PACK, ITEM # 45006100100		450/06	1.0000	PAK	\$8.70000	\$8.70	11/21/2023
							<b>Schedule Total</b>	<input type="text" value="\$8.70"/>
					<b>ReqID:</b>			
					0000045192			
45006100100								
							<b>Item Total for Line # 1</b>	<input type="text" value="\$8.70"/>
2-1	Hand Sanitizer, Instant, 2 Oz. bottle, 24/case		485/13	1.0000	CS	\$51.45000	\$51.45	11/21/2023
							<b>Schedule Total</b>	<input type="text" value="\$51.45"/>
					<b>ReqID:</b>			
					0000045192			
48513500206								
							<b>Item Total for Line # 2</b>	<input type="text" value="\$51.45"/>
3-1	ID Card Reel, Black, Bulldog Clip, 36" Retractable Cord, Reinforced Vinyl Card Clip, Without Dome		080/10	10.0000	EA	\$2.85000	\$28.50	11/21/2023
							<b>Schedule Total</b>	<input type="text" value="\$28.50"/>
					<b>ReqID:</b>			
					0000045192			
08010106451								
							<b>Item Total for Line # 3</b>	<input type="text" value="\$28.50"/>
							<b>Total PO Amount</b>	<input type="text" value="\$88.65"/>

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.

Authorized Signature  
*Sonya Babley, CTCD, CTCM*  
 Sonya Babley, CTCD, CTCM  
 11/10/2023



Procurement and Contracts  
Texas SmartBuy PO # 24037604  
Business Unit # 320AD  
Purchase Order # 24-0001532

Page: 3 of 3

**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

**11/10/2023**