



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20086875
 Business Unit # 60800
 Purchase Order # 0000008172
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 04/01/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 04/17/20

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

Vendor: WORKQUEST
 1011 E 53rd St
 AUSTIN TX 78751
 United States

Ship To: See Detail Below

Vendor ID: 1741976051 1

Purchaser: Travis Reese
Phone: 512 4654180
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Travis.Reese@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Change Orders:

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 shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@txdmv.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

TxDMV Contacts:
 [See Line Details]

Vendor Contact:
 Audrey Cedillo
 smartbuy@tibh.org
 (512) 451-8145

TxSmartbuy PO# 20086875

Term Contracts: 615-A1, 640-A1, 645-A1

POCN1, Travis R, 04/17/2020: Cancelled line 2, items delayed multiple times. Cancel requested by Mary Menoskey.

Authorized Signature

04/17/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	WorkQuest, Pen, Gel Ink, Stick, Zebra, 4 Each/Set, Blue, SP # 62080210701	620/80	15.0000	SET	\$5.34000	\$80.10	04/22/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$80.10
						ReqID: 0000008912	
TxDMV Contact: Jessica Geter Jessica.Geter@TxDMV.gov (713) 316-6133							
						Item Total for Line # 1	\$80.10
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Towel, Paper, 10" x 16.5", Interfolded, 150/Dispenser Box Commodity Code: 64085102651	640/85	30.0000	EA	\$46.42000	\$0.00	CANCEL
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$0.00
						ReqID: 0000008935	
TxDMV Contact: Mary Menoskey Mary.Menoskey@TxDMV.gov (512) 465-4011							
						Item Total for Line # 2	\$0.00

Authorized Signature

04/17/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11" - SPN 64521411718	645/21	7.0000	CS	\$43.21000	\$302.47	04/22/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$302.47	
				ReqID: 0000008948				
TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386							Item Total for Line # 3	\$302.47
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Skillcraft Copy Paper, Premium No. 4 Bond, 20 lb., Virgin. Zone 5	645/33	8.0000	CTN	\$47.65000	\$381.20	04/22/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$381.20	
				ReqID: 0000008964				
TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211							Item Total for Line # 4	\$381.20

Authorized Signature

04/17/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Pens, Ball Point, Stick, Recycled	620/80	5.0000	DOZ	\$2.00000	\$10.00	04/22/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$10.00	
						ReqID: 0000008964		
TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211							Item Total for Line # 5	\$10.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Skillcraft Retractable Recycled Water bottle pen, Gel ink .7mm Medium Pont - Black Ink	620/80	2.0000	DOZ	\$9.46000	\$18.92	04/22/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$18.92	
						ReqID: 0000008964		
TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211							Item Total for Line # 6	\$18.92

Authorized Signature

04/17/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Liquid Magnus (Red Pens)	620/80	2.0000	DOZ	\$15.47000	\$30.94	04/22/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$30.94	
						RegID: 0000008964		
TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211							Item Total for Line # 7	\$30.94
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	Liquid Magnus (Blue Pens)	620/80	2.0000	DOZ	\$15.47000	\$30.94	04/22/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$30.94	
						RegID: 0000008964		
TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211							Item Total for Line # 8	\$30.94

Total PO Amount \$854.57

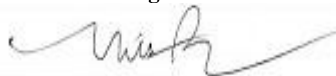
All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

04/17/2020

Authorized Signature

A handwritten signature in black ink, appearing to be 'Misha', written over a light gray horizontal line.

04/17/2020



Purchase Order Change Notice

PO No. 20086875

Order Date: 4/1/2020

Internal Tracking No.: 0000008172

Contractor Info

WorkQuest (formerly TIBH)
17419760511
1011 East 53 1/2 Street
Austin, TX 78751

(512) 451-8145

Bill To

4000 JACKSON AVENUE
AUSTIN TX 78731

Ship To

Items to be shipped to multiple addresses. See shipping details below for each line item.

NOTE TO CONTRACTOR:POCN1, Travis R, 04/17/2020: Cancelled line 2, item backordered until June

REVISION HISTORY:

PO Revision #: 2

PO Change Reasons (Aggregated): 4/17/2020 2:31 pm-Change to Line 2: Quantity changed from 30 to 0.

4/17/2020 2:31 pm-Change to Line 2: Notes changed to TxDMV Contact:

Mary Menoskey

Mary.Menoskey@TxDMV.gov

(512) 465-4011

Cancelled per Mary Menoskey's request. Item is backordered until June

4/17/2020 2:31 pm-Header level note changed From null to POCN1, Travis R, 04/17/2020: Cancelled line 2, item backordered until June

Disclaimer

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

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 in 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, or a Texas County, City, Special District, or Other Political Subdivision.

Bobby Pounds

Texas Comptroller of Public Accounts – Statewide Procurement Division

Agency/CO-OP Member	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Travis Reese	Travis.Reese@TxDMV.gov	(512) 465-4180



Purchase Order Change Notice

PO No. 20086875

Order Date: 4/1/2020

Internal Tracking No.: 0000008172

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	62080	62080210701	Pen, Gel Ink, Stick, Zebra, 4/Set, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080210800 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/15/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: TxDMV Contact: Jessica Geter Jessica.Geter@TxDMV.gov (713) 316-6133	15	Set	5.34	\$80.10
2	64085	64085102651	Towel, Paper, 10" x 16.5", Interfolded, 150/Dispenser Box, 6 Box/CS Contract: 640-A1 Contract Type: Term Delivery ARO (days): 7 Delivery Date: 4/8/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Mary Menoskey Mary.Menoskey@TxDMV.gov (512) 465-4011 Cancelled per Mary Menoskey's request. Item is backordered until June	0	CASE	46.42	\$0.00



Purchase Order Change Notice

PO No. 20086875

Order Date: 4/1/2020

Internal Tracking No.: 0000008172

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
3	64521	64521411718	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included. Qty price breaks at 80, 200, 500, and 800 cases. Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 4/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386 Manufacturer Name: Skilcraft	7	CRTN	43.21	\$302.47
4	64521	64521350104-10	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 4/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211 Manufacturer Name: Skilcraft	8	CRTN	47.65	\$381.20



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PO No. 20086875

Order Date: 4/1/2020

Internal Tracking No.: 0000008172

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
5	62080	62080031008	Pen, Ballpoint, Stick with Cap, Recycled, Plus Freight Order Less Than \$25 Attribute 1: Medium Blue-62080035009 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/15/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211	5	DOZ	2.00	\$10.00
6	62080	62080100017	Pen, .7MM Medium Point, Retractable, Refillable, Gel ink, Plus Freight Order Less Than \$25 Attribute 1: Black Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/15/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211	2	DOZ	9.46	\$18.92



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
7	62080	62080181001	Pen, Rollerball, With Cap, Magnus Free Ink, Plus Freight Order Less Than \$25 Attribute 1: 0.5mm Red 62080182504 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/15/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211	2	DOZ	15.47	\$30.94
8	62080	62080181001	Pen, Rollerball, With Cap, Magnus Free Ink, Plus Freight Order Less Than \$25 Attribute 1: 0.7mm Blue 62080184005 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/15/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211	2	DOZ	15.47	\$30.94

Total \$854.57