



Texas Department of Motor Vehicles
Texas SmartBuy
Business Unit # 60800
Purchase Order # 0000006652

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **A** Date: **03/13/19** PO Method: **AT** Dispatch: **Dispatch Via Print** Rev Dt:

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: 1P16 - Houston Region
2110 E. Governors Circle
Houston TX 77092
United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Sarah Marie Gresham
Phone: 512/465-4199
Fax: 512/465-5641
Email: Sarah.Gresham@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Copy paper for the TxDMV Houston Regional Office
Tx SmartBuy PO #19086995
Term Contract: 645-A1

TxDmv Contact:
Jessica Geter
(713) 316-6133
Jessica.Geter@TxDMV.gov

Vendor Contact:
WorkQuest
(512) 451-8145

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.

Authorized Signature

Sarah M. Gresham, CTCM, CTCB

03/13/2019



Texas Department of Motor Vehicles
Texas SmartBuy
Business Unit # 60800
Purchase Order # 0000006652

| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|----------|---|------------|----------|-----------------------------|------------|--------------------------------|---|
| 1- 1 | Paper - Bond - Virgin - Premium No. 4 - 20 Lb - 8- 1/2" X 11" - CC #64521350104-11 | 645/21 | 40.0000 | CTN | \$37.52000 | \$1,500.80 | 04/02/2019 |
| | | | | | | Schedule Total | <input type="text" value="\$1,500.80"/> |
| | | | | <u>ReqID:</u> 0000007408 | | | |
| | | | | | | Item Total for Line # 1 | <input type="text" value="\$1,500.80"/> |

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.

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

Authorized Signature

Sarah M. Gresham, CTCM, CTCD

03/13/2019



Purchase Order

PO No. 19086995

Order Date: 03/13/2019

Internal Tracking No.: 0000006652

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

Texas Department Of Motor Vehicles - 608
2110 East Governors Circle
HOUSTON TX 77092

NOTE TO CONTRACTOR: Please expedite delivery.

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 | Purchaser | Email | Phone |
|--|---------------|--|----------------|
| Texas Department Of Motor Vehicles - 608 | Sarah Gresham | Sarah.Gresham@TxDMV.gov | (512) 465-4199 |

| Line # | NIGP Code | Commodity Code/ Supplier Part # | Item | QTY | UOM | Unit Price | Extended Price |
|--------|-----------|---------------------------------|---|-----|------|------------|----------------|
| 1 | 64521 | 64521350104-11 | 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: 4/2/2019 Manufacturer Name: Skilcraft | 40 | CRTN | 37.29 | \$1,491.60 |

Total \$1,491.60