



Texas Department of Motor Vehicles
Texas SmartBuy
Business Unit # 60800
Purchase Order # 0000006677

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: **A** Date: **03/18/19** 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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: David J Moran
Phone: 512/465-4180
Fax:
Email: David.Moran@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

TxSmartBuy purchase order #19087610 attached.

Per State of Texas contract pricing, contract #207-A1, 615-A1, 620-A1, 640-A1, 645-A1

TxDMV Contact:
 Victoria Nichols
 Victoria.Nichols@txdmv.gov
 (512) 465-4001

Workquest Contact:
 Audrey Cedillo
 smartbuy@tibh.org
 (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

03/18/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS CC# 64521411718	645/21	7.0000	CTN	\$41.32000	\$289.24	04/08/2019
						Schedule Total	\$289.24
						ReqID:	0000007442
						Item Total for Line # 1	\$289.24
2- 1	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS CC# 64085121008	640/85	1.0000	CS	\$58.36000	\$58.36	04/02/2019
						Schedule Total	\$58.36
						ReqID:	0000007442
						Item Total for Line # 2	\$58.36
3- 1	Pencil, Mechanical, 0.7mm Lead, Black Barrel CC# 62060162005	620/60	2.0000	EA	\$23.22000	\$46.44	04/17/2019
						Schedule Total	\$46.44
						ReqID:	0000007442
						Item Total for Line # 3	\$46.44

Authorized Signature

David Mann
Sarah Gresham

03/18/2019



Texas Department of Motor Vehicles
Texas SmartBuy
Business Unit # 60800
Purchase Order # 0000006677

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Attribute 1: BLUE CC# 62080231100	620/80	2.0000	EA	\$10.50000	\$21.00	04/01/2019
						Schedule Total	\$21.00
						ReqID: 0000007442	
						Item Total for Line # 4	\$21.00
5- 1	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Attribute 1: RED CC# 62080231100	620/80	2.0000	EA	\$10.50000	\$21.00	04/01/2019
						Schedule Total	\$21.00
						ReqID: 0000007442	
						Item Total for Line # 5	\$21.00
6- 1	CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501 CC# 20772922812	207/72	2.0000	EA	\$152.01000	\$304.02	04/02/2019
						Schedule Total	\$304.02
						ReqID: 0000007442	
						Item Total for Line # 6	\$304.02
						Total PO Amount	\$740.06

Authorized Signature
Glenn Mann
Sarah Gresham
03/18/2019



Texas Department of Motor Vehicles

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**Texas SmartBuy
Business Unit # 60800
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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.

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

Authorized Signature

Sarah Mann
Sarah Oresh

03/18/2019



Purchase Order

PO No. 19087610

Order Date: 3/18/2019

Internal Tracking No.: 0000006677

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
4000 JACKSON AVENUE
AUSTIN TX 78731

NOTE TO CONTRACTOR: TxDMV Contact:

Victoria Nichols
Victoria.Nichols@TxDMV.gov
(512) 465-4001

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	David Moran	David.Moran@TxDMV.gov	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	64521	64521411718	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 4/8/2019 Manufacturer Name: Skilcraft	7	CRTN	41.32	\$289.24
2	64085	64085121008	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS Contract: 640-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 4/2/2019	1	CASE	58.36	\$58.36



Purchase Order

PO No. 19087610

Order Date: 3/18/2019

Internal Tracking No.: 0000006677

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
3	62060	62060162005	Pencil, Mechanical, 0.7mm Lead, Black Barrel, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 4/17/2019	2	DOZ	23.22	\$46.44
4		62080231100	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25 Attribute 1: BLUE Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/1/2019 MPN: 46810D Manufacturer Name: Zebra	2	DOZ	10.50	\$21.00
5		62080231100	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25 Attribute 1: RED Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/1/2019 MPN: 46810D Manufacturer Name: Zebra	2	DOZ	10.50	\$21.00
6	20772	20772922812	CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included Contract: 207-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 4/2/2019	2	EACH	152.01	\$304.02

Total \$740.06