



Texas Department of Motor Vehicles
Texas SmartBuy
Business Unit # 60800
Purchase Order # 0000006989

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **A** Date: **06/07/19** 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: 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:

Office supplies for the TxDMS FAS Division
TxSmartBuy PO No. 19128583
Term Contracts: 620-A1 and 645-A1

TxDMV Contact:
Monica Hernandez
(512) 465-1261
Monica.Hernandez@TxDMV.gov

Vendor Contact:
(512) 451-8145
information@workquesttx.com

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.

Texas Industries for the Blind and Handicapped (TIBH):

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

Authorized Signature

Sarah M. Gresham, CTCM, CTCB

06/07/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	WorkQuest #64521411718 Paper, Bond, Recycled, White, Prem No. 4, 20 lb, Letter	645/21	24.0000	CTN	\$41.32000	\$991.68	06/27/2019
						Schedule Total	\$991.68
						<u>ReqID:</u> 0000007774	
10 cartons - Purchasing 10 cartons - Budget 4 cartons - CFO Suite						Item Total for Line # 1	\$991.68
2- 1	WorkQuest #62080220304 Pens, gel ink rollerball; red ink	620/80	4.0000	DOZ	\$9.30000	\$37.20	06/21/2019
						Schedule Total	\$37.20
						<u>ReqID:</u> 0000007774	
Requestor: CFO Suite						Item Total for Line # 2	\$37.20
3- 1	WorkQuest #62090161027 Marker, Permanent, Chisel Tip, 12 Each/Box; Black	620/90	5.0000	DOZ	\$5.21000	\$26.05	06/21/2019
						Schedule Total	\$26.05
						<u>ReqID:</u> 0000007774	
CFO Suite						Item Total for Line # 3	\$26.05
						Total PO Amount	\$1,054.93

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

06/07/2019



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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

06/07/2019



Purchase Order

PO No. 19128583

Order Date: 6/7/2019

Internal Tracking No.: 0000006989

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:

Monica Hernandez
(512) 465-1261
Monica.Hernandez@TxDMV.gov

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	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: 6/27/2019 Manufacturer Name: Skilcraft	24	CRTN	41.32	\$991.68
2	62080	62080220106	Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25 Attribute 1: Medium Red-62080220304 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/21/2019	4	DOZ	9.30	\$37.20



Purchase Order

PO No. 19128583

Order Date: 6/7/2019

Internal Tracking No.: 0000006989

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
3	62090	62090161027	Marker, Permanent, Chisel Tip, 12 Each, Plus Freight Order Less Than \$25 Attribute 1: Black-62090161027 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/21/2019	5	DOZ	5.21	\$26.05

Total \$1,054.93