



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000007022**

Payment Terms: NET30 Freight Terms: PREPAY AND ADD Ship Via: VNDR PCC: A Date: 06/20/19 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:** See Detail Below

**Vendor ID:** 1741976051 1

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Monica C Hernandez  
**Phone:**  
**Fax:**  
**Email:** Monica.Hernandez@txdmv.gov

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Per the following term contracts:  
 207-A1  
 615-A1  
 620-A1  
 645-A1

Texas SmartBuy Purchase Order No. 19130885 (attached)

TxDMV Contact (Lines 1 - 3)  
 Amanda Porter-Brown  
 Amanda.PorterBrown@txdmv.gov  
 (806) 457-3611

TxDMV Contact (Lines 4 - 6)  
 Jessica Geter  
 Jessica.Geter@txdmv.gov  
 (713) 316-6133

Vendor 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.

Authorized Signature

*Monica C Hernandez* 07/09/2019



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**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000007022**

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

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	61573165109 Binder, 3" Capacity, 3 Oval Rings, Vinyl View, Inside Front/Back Pockets, Plus Freight Order Less Than \$25	615/73	10.0000	EA	\$7.12000	\$71.20	07/11/2019
	Ship To:	1P16					
		2110 E. Governors Circle Houston TX 77092 United States					
						Schedule Total	\$71.20
					ReqID: 0000007737		
						Item Total for Line # 1	\$71.20
2- 1	62080031008 Pen, Ballpoint, Stick with Cap, Recycled, Medium Point; Blue Ink; Plus Freight Order Less Than \$25	620/80	13.0000	DOZ	\$2.00000	\$26.00	07/05/2019
	Ship To:	1P16					
		2110 E. Governors Circle Houston TX 77092 United States					
						Schedule Total	\$26.00
					ReqID: 0000007737		
						Item Total for Line # 2	\$26.00

Authorized Signature

*Monica C. Hernandez* 07/09/2019



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000007022**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	62080220106 Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Medium Point, Blue Ink; Plus Freight Order Less Than \$25	620/80	10.0000	DOZ	\$9.30000	\$93.00	07/05/2019
	Ship To:	1P16					
		2110 E. Governors Circle Houston TX 77092 United States					
						Schedule Total	[ \$93.00 ]
					ReqID: 0000007737		
						Item Total for Line # 3	[ \$93.00 ]
4- 1	64521350104-10 Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is include	645/21	10.0000	CTN	\$47.65000	\$476.50	07/12/2019
	Ship To:	1P02					
		5715 I-27 Amarillo TX 79110 United States					
						Schedule Total	[ \$476.50 ]
					ReqID: 0000007752		
						Item Total for Line # 4	[ \$476.50 ]

Authorized Signature

*Morise C. Hernandez* 07/09/2019



Texas Department of Motor Vehicles  
Texas SmartBuy  
Business Unit # 60800  
Purchase Order # 0000007022

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
5- 1	62080151541 Pen Ballpoint, Medium Point, Blue Ink; 4.5", Z Grip Max, Plus Freight Order Less Than \$25	620/80	1.0000	PAK	\$10.60000	\$10.60	07/05/2019
	Ship To:	1P02					
		5715 I-27 Amarillo TX 79110 United States					
						Schedule Total	\$10.60
					ReqID: 0000007752		
						Item Total for Line # 5	\$10.60
6- 1	20772922812 CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included	207/72	6.0000	EA	\$152.01000	\$912.06	07/09/2019
	Ship To:	1P02					
		5715 I-27 Amarillo TX 79110 United States					
						Schedule Total	\$912.06
					ReqID: 0000007752		
						Item Total for Line # 6	\$912.06
						Total PO Amount	\$1,589.36

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

  
07/09/2019



# Purchase Order

## PO No. 19130885

Order Date: 6/20/2019

Internal Tracking No.: 7022

**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:** TxDMV Contact (Lines 1 - 3)

Amanda Porter-Brown  
Amanda.PorterBrown@txdmv.gov

## TxDMV Contact (Lines 4 - 6)

Jesica Geter  
Jesica.Geter@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	Monica Hernandez	<a href="mailto:monica.hernandez@txdmv.gov">monica.hernandez@txdmv.gov</a>	(512) 465-1261

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	64521	64521350104-10	<b>Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included</b> Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 7/10/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50



# Purchase Order

PO No. 19130885

Order Date: 6/20/2019

Internal Tracking No.: 7022

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62080	62080151541	<b>Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25</b> Attribute 1: Blue-62080151541 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/4/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110	1	DOZ	10.60	\$10.60
3	20772	20772922812	<b>CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included</b> Contract: 207-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 7/5/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110	6	EACH	152.01	\$912.06
4	61573	61573165109	<b>Binder, 3" Capacity, 3 Ring, Vinyl View, Inside Front/Back Pockets, Plus Freight Order Less Than \$25</b> Attribute 1: Black-61573165109-2 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 7/10/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092	10	EACH	7.12	\$71.20



# Purchase Order

PO No. 19130885

Order Date: 6/20/2019

Internal Tracking No.: 7022

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	62080	62080031008	<b>Pen, Ballpoint, Stick with Cap, Recycled, Plus Freight Order Less Than \$25</b> Attribute 1: Medium Blue-62080035009 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/4/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092	13	DOZ	2.00	\$26.00
6	62080	62080220106	<b>Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25</b> Attribute 1: Medium Blue-62080220205 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/4/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092	10	DOZ	9.30	\$93.00

**Total \$1,589.36**