



Texas Department of Motor Vehicles
Texas SmartBuy
Business Unit # 60800
Purchase Order # 0000007115
Purchase Order Change Notice (# 1)

Payment Terms: NET30 Freight Terms: See Detail Below Ship Via: See Detail Below PCC: A Date: 07/25/19 PO Method: AT Dispatch: Dispatch Via Print Rev Dt: 07/25/19

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:

TexasSmartBuy Purchase Order No. 19146333 (Attached)

Contract Numbers: 640-A1, 645-A1, 832-A1 and 204-A1

TxDMV Contact (Lines 1 and 2)
 Angela Gonzalez
 Angela.Gonzalez@txdmv.gov
 (512) 465-4229

TxDMV Contact (Line 3)
 Rita Gutierrez
 Rita.Gutierrez@txdmv.gov
 (806) 748-2911

TxDMV Contact (Line 5)
 Renee Israel
 Renee.Israel@txdmv.gov
 (512) 465-1420

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

Authorized Signature

Monica C Hernandez **07/25/2019**



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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.
 POCN #1 - 7/25/2019 - MHernandez canceled line 4

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	64085121008 Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS	640/85	1.0000	CS	\$58.36000	\$58.36	08/08/2019
	Ship To: 1P00 4000 Jackson Avenue Austin TX 78731 United States						
						Schedule Total	\$58.36
					ReqID: 0000007880		
						Item Total for Line # 1	\$58.36
2- 1	64521350104-10 Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included	645/21	15.0000	CTN	\$47.65000	\$714.75	08/16/2019
	Ship To: 1P00 4000 Jackson Avenue Austin TX 78731 United States						
						Schedule Total	\$714.75
					ReqID: 0000007880		
						Item Total for Line # 2	\$714.75

Authorized Signature

Marcos Hernandez 07/25/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	83220112 Tape, Transparent, Refill, 1" x 1000", Core 1", Multi-Purpose, 6/Pack, Freight Order Less Than \$50	615/88	6.0000	PAK	\$5.91000	\$35.46	08/09/2019
	Ship To:	1P18					
		135 Slaton Road Building B - VTR Lubbock TX 79404 United States					
						Schedule Total	\$35.46
					ReqID: 0000007924		
						Item Total for Line # 3	\$35.46
4- 1	60585074002 Stapler, Electric, 25 Sheets Capacity, Freight Included	445/30	4.0000	EA	\$37.17000	\$0.00	CANCEL
	Ship To:	1P00					
		4000 Jackson Avenue Austin TX 78731 United States					
						Schedule Total	\$0.00
					ReqID: 0000007938		
						Item Total for Line # 4	\$0.00

Authorized Signature

Norman C. Hernandez 07/25/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
5- 1	20468595457 Mouse Pad, Anti-Static, 9-3/8 " X 7-7/8 ", Blue; 12/Pkg Plus Freight Order Less Than \$50	204/68	1.0000	DOZ	\$27.21000	\$27.21	08/26/2019
	Ship To:	1P00					
		4000 Jackson Avenue Austin TX 78731 United States					
						Schedule Total	[\$27.21]
					ReqID: 0000007938		
						Item Total for Line # 5	[\$27.21]

Total PO Amount [\$835.78]

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

Monica A. Hernandez 07/25/2019



Purchase Order Change Notice

PO No. 19146333

Order Date: 7/25/2019

Internal Tracking No.: 7115

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:Corrected TxDMV Internal Tracking Number back to 7115

REVISION HISTORY:

PO Revision #: 2

PO Change Reasons (Aggregated): 7/25/2019 5:35 pm-Header level note changed From null to TxDMV Tracking Number Updated
7/25/2019 5:35 pm-Internal tracking number changed From 7115 to 7117
7/26/2019 10:23 am-Header level note changed From TxDMV Tracking Number Updated to Corrected TxDMV Internal Tracking Number back to 7115
7/26/2019 10:23 am-Internal tracking number changed From 7117 to 7115

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	Monica Hernandez	monica.hernandez@txdmv.gov	(512) 465-1261



Purchase Order Change Notice

PO No. 19146333

Order Date: 7/25/2019

Internal Tracking No.: 7115

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	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: 8/9/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Angela Gonzalez Angela.Gonzalez@txdmv.gov (512) 465-4229	1	CASE	58.36	\$58.36
2	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: 8/14/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Angela Gonzalez Angela.Gonzalez@txdmv.gov (512) 465-4229 Manufacturer Name: Skilcraft	15	CRTN	47.65	\$714.75



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Internal Tracking No.: 7115

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
3	83220	83220112	Tape, Transparent, Refill, 1" x 1000", Core 1", Multi-Purpose, 6/Pack, Freight Order Less Than \$50 Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/8/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 135 SLATON ROAD Building B - VTR LUBBOCK TX 79404 Notes: TxDMV Contact: Rita Gutierrez Rita.Gutierrez@txdmv.gov (806) 748-2911	6	PKG	5.91	\$35.46
4	20468	20468595457	Mouse Pad, Anti-Static, Red, 9-3/8 " X 7-7/8 ", 12/Pkg Plus Freight Order Less Than \$50 Attribute 1: Blue-20468595507 Contract: 204-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 8/26/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Renee Israel Renee.Israel@txdmv.gov (512) 465-1420	1	DOZ	27.21	\$27.21

Total \$835.78