



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000007125**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **A** Date: **07/30/19** 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:** Rodrigo Garcia  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641  
**Email:** Rodrigo.Garcia@txdmv.gov

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

**PO Information:**

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

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 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.

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 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.

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 TxSmartbuy Purchase order: 19156645

This purchase was processed in accordance with contracts: 207-A1, 615-A1, 620-A1, 645-A1, 640-A1 832-A1

Supplier contact information: Audrey Cedillo, email: Smartbuy@tibh.Org, phone: (512) 451-8145

**Authorized Signature**

*Rodrigo Garcia*

07/30/2019



Texas Department of Motor Vehicles  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	62090361007 Highlighter, Wedge Tip, 12 Each; Yellow	620/90	4.0000	DOZ	\$6.49000	\$25.96	08/13/2019
						Schedule Total	\$25.96
						ReqID:	0000007858
CFO Suite TxDMV Contact: Monica Hernandez, (512) 465-1261, Monica.Hernandez@TxDMV.gov						Item Total for Line # 1	\$25.96
2- 1	62080230105 Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/ Pack	620/80	12.0000	EA	\$6.08000	\$72.96	08/13/2019
						Schedule Total	\$72.96
						ReqID:	0000007956
Specialty Plates TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov						Item Total for Line # 2	\$72.96
3- 1	62080100017 Pen, .7MM Medium Point, Retractable, Refillable, Rubber Grip: Black	620/80	6.0000	EA	\$9.46000	\$56.76	08/13/2019
						Schedule Total	\$56.76
						ReqID:	0000007956
Specialty Plates TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov						Item Total for Line # 3	\$56.76

Authorized Signature

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Purchase Order # 0000007125

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	61562381501 Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pkg	615/62	8.0000	EA	\$4.58000	\$36.64	08/13/2019
						Schedule Total	\$36.64
						ReqID:	0000007956
Specialty Plates TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov						Item Total for Line # 4	\$36.64
5- 1	61562384000 Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg	615/62	8.0000	EA	\$9.39000	\$75.12	08/13/2019
						Schedule Total	\$75.12
						ReqID:	0000007956
Specialty Plates TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov						Item Total for Line # 5	\$75.12
6- 1	62080230105 Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/Pack	620/80	6.0000	EA	\$6.08000	\$36.48	08/13/2019
						Schedule Total	\$36.48
						ReqID:	0000007956
Specialty Plates TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov						Item Total for Line # 6	\$36.48

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Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000007125

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
7- 1	83220112 Tape, Transparent, Refill, 1" x 1000", Core 1", Multi-Purpose, 6/Pack	832/20	6.0000	EA	\$5.91000	\$35.46	08/13/2019
						Schedule Total	\$35.46
Specialty Plates TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov						Item Total for Line # 7	\$35.46
8- 1	61529311005 Correction Tape, White, Single Line, Sideways Delivery, Non-Refillable	615/29	6.0000	EA	\$2.44000	\$14.64	08/13/2019
						Schedule Total	\$14.64
Specialty Plates TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov						Item Total for Line # 8	\$14.64
						ReqID: 0000007956	
9- 1	20772922812 CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501	207/72	4.0000	EA	\$152.01000	\$608.04	08/13/2019
						Schedule Total	\$608.04
Specialty Plates TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov						Item Total for Line # 9	\$608.04
						ReqID: 0000007956	

Authorized Signature

*Rodrigo Garcia*

07/30/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
10- 1	64521350104-11 Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11"	645/21	40.0000	EA	\$38.64000	\$1,545.60	08/13/2019
						Schedule Total	\$1,545.60
						ReqID:	0000007956
Title Control, Specialty Plates, Front Office TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov						Item Total for Line # 10	\$1,545.60
11- 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	08/13/2019
						Schedule Total	\$58.36
						ReqID:	0000007962
TxDMV contact: Stacy Steenken, (512) 302-2380, Stacy.Steenken@TxDMV.gov						Item Total for Line # 11	\$58.36
12- 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	EA	\$58.36000	\$58.36	08/13/2019
						Schedule Total	\$58.36
						ReqID:	0000007982
TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com						Item Total for Line # 12	\$58.36

Authorized Signature

07/30/2019



Texas Department of Motor Vehicles  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
13- 1	62090501010 Highlighter, Free Ink, 6/Box / Attribute 1: Yellow-62090355009	620/90	1.0000	EA	\$6.56000	\$6.56	08/13/2019
						Schedule Total	<input type="text" value="\$6.56"/>
						ReqID: 0000007982	
TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com						Item Total for Line # 13	<input type="text" value="\$6.56"/>
14- 1	62090501010 Highlighter, Free Ink, 6/Box / Attribute 1: Blue-62090352006	620/90	1.0000	EA	\$6.59000	\$6.59	08/13/2019
						Schedule Total	<input type="text" value="\$6.59"/>
						ReqID: 0000007982	
TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com						Item Total for Line # 14	<input type="text" value="\$6.59"/>
15- 1	62090501010 Highlighter, Free Ink, 6/Box / Attribute 1: Green-62090353004	620/90	1.0000	EA	\$6.56000	\$6.56	08/13/2019
						Schedule Total	<input type="text" value="\$6.56"/>
						ReqID: 0000007982	
TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com						Item Total for Line # 15	<input type="text" value="\$6.56"/>

Authorized Signature

*Rodrigo Garcia*

07/30/2019



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000007125**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
16- 1	62090501010 Highlighter, Free Ink, 6/Box / - Attribute 1: Pink-62090354002	620/90	1.0000	EA	\$6.56000	\$6.56	08/13/2019
						<b>Schedule Total</b>	<input type="text" value="\$6.56"/>
				<b>ReqID:</b>			
				0000007982			
TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com						<b>Item Total for Line # 16</b>	<input type="text" value="\$6.56"/>

**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**

*Rodrigo Garcia*

**07/30/2019**



# Purchase Order Change Notice

## PO No. 19156645

Order Date: 7/30/2019

Internal Tracking No.: 0000007125

**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:**Please see comments listed in each line item.

**REVISION HISTORY:**

**PO Revision #:** 1

**PO Change Reasons (Aggregated):** 7/30/2019 3:17 pm-Change to Line 1: Quantity changed from 1 to 4.

**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	Rodrigo Garcia	Rodrigo.Garcia@TxDMV.gov	(512) 465-4181

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	62090	62090361007	<b>Highlighter, Wedge Tip, 12 Each, Plus Freight Order Less Than \$25</b> Attribute 1: 62090363003-Yellow Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV Contact: Monica Hernandez, (512) 465-1261, Monica.Hernandez@TxDMV.gov	4	DOZ	6.49	\$25.96





# Purchase Order Change Notice

PO No. 19156645

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
2	62080	62080230105	<b>Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/ Pack, Plus Freight Order Less Than \$25</b> Attribute 1: Blue-62080230204 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov	12	PACK	6.08	\$72.96
3	62080	62080100017	<b>Pen, .7MM Medium Point, Retractable, Refillable, Rubber Grip, Plus Freight Order Less Than \$25</b> Attribute 1: Black Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov	6	DOZ	9.46	\$56.76
4	61562	61562381501	<b>Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/ Pkg, Plus Freight Less Than 12 Pkg</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov	8	PKG	4.58	\$36.64
5	61562	61562384000	<b>Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov	8	PKG	9.39	\$75.12



# Purchase Order Change Notice

PO No. 19156645

Order Date: 7/30/2019

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
6	62080	62080230105	<b>Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/ Pack, Plus Freight Order Less Than \$25</b> Attribute 1: Red-62080230303 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov	6	PACK	6.08	\$36.48
7	83220	83220112	<b>Tape, Transparent, Refill, 1" x 1000", Core 1", Multi-Purpose, 6/Pack, Freight Order Less Than \$50</b> Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov	6	PKG	5.91	\$35.46
8	61529	61529311005	<b>Correction Tape, White, Single Line, Sideways Delivery, Non-Refillable, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov	6	EACH	2.44	\$14.64
9	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: 8/14/2019 Notes: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov	4	EACH	152.01	\$608.04



# Purchase Order Change Notice

PO No. 19156645

Order Date: 7/30/2019

Internal Tracking No.: 0000007125

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
10	64521	64521350104-11	<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: 8/19/2019 Notes: TxDMV contact: Jackie Duckworth, (512) 465-1458, Jackie.Duckworth@TxDMV.gov Manufacturer Name: Skilcraft	40	CRTN	38.64	\$1,545.60
11	64085	64085121008	<b>Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS</b> Contract: 640-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 8/14/2019 Notes: TxDMV contact: Stacy Steenken, (512) 302-2380, Stacy.Steenken@TxDMV.gov	1	CASE	58.36	\$58.36
12	62090	62090501010	<b>Highlighter, Free Ink, 6/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Yellow-62090355009 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com	1	Box	6.56	\$6.56
13	62090	62090501010	<b>Highlighter, Free Ink, 6/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Blue-62090352006 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com	1	Box	6.56	\$6.56



# Purchase Order Change Notice

PO No. 19156645

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
14	62090	62090501010	<b>Highlighter, Free Ink, 6/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Green-62090353004 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Stacey Cullen, ( 5 1 2 ) 4 6 5 - 4 1 6 4 , Stacey.Cullen@TxDMV.com	1	Box	6.56	\$6.56
15	62090	62090501010	<b>Highlighter, Free Ink, 6/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Pink-62090354002 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/13/2019 Notes: TxDMV contact: Stacey Cullen, ( 5 1 2 ) 4 6 5 - 4 1 6 4 , Stacey.Cullen@TxDMV.com	1	Box	6.56	\$6.56
16	64085	64085121008	<b>Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS</b> Contract: 640-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 8/14/2019 Notes: TxDMV contact: Stacey Cullen, ( 5 1 2 ) 4 6 5 - 4 1 6 4 , Stacey.Cullen@TxDMV.com	1	CASE	58.36	\$58.36

Total \$2,650.62