



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000007178**

Payment Terms: NET30 Freight Terms: PREPAY AND ADD Ship Via: VNDR PCC: A Date: 08/12/19 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:** IP00 - 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:** Monica C Hernandez  
**Phone:**  
**Fax:**  
**Email:** Monica.Hernandez@txdmv.gov

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

**PO Information:**

TexasSmartBuy Purchase Order No. 19158554 (attached)

Term Contracts:  
 620-A1  
 640-A1  
 645-A1  
 615-A1

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.

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**

*Monica C Hernandez* **08/15/2019**



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000007178**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	62060162005 Pencil, Mechanical, 0.7mm Lead, Black Barrel	620/60	3.0000	DOZ	\$23.22000	\$69.66	09/11/2019
						Schedule Total	<input type="text" value="\$69.66"/>
						ReqID:	0000007958
TxDMV Contact: Victoria Nichols Victoria.Nichols@txdmv.gov (512) 465-4001						Item Total for Line # 1	<input type="text" value="\$69.66"/>
2- 1	64085121008 Towel, Paper, Quarter Fold, 100% Paper, 6- 1/2" x 6-1/2"	640/85	2.0000	CS	\$58.36000	\$116.72	08/27/2019
						Schedule Total	<input type="text" value="\$116.72"/>
						ReqID:	0000008001
TxDMV Contact: Debbie Rohrer Debbie.Rohrer@txdmv.gov (512) 465-4111						Item Total for Line # 2	<input type="text" value="\$116.72"/>
3- 1	62086509221 Dry Erase System, 4 Fine, 8 Chisel Tip, Eraser, Cleaner	620/86	2.0000	PAK	\$13.21000	\$26.42	08/26/2019
						Schedule Total	<input type="text" value="\$26.42"/>
						ReqID:	0000008001
TxDMV Contact: Debbie Rohrer Debbie.Rohrer@txdmv.gov (512) 465-4111						Item Total for Line # 3	<input type="text" value="\$26.42"/>

Authorized Signature

*Monica C. Howard* 08/15/2019



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000007178**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	64521350104-10 Paper, Bond, White, Prem No 4, 20 lb, Letter	645/21	8.0000	CTN	\$47.65000	\$381.20	09/02/2019
						Schedule Total	<input type="text" value="\$381.20"/>
						ReqID:	0000008017
TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386						Item Total for Line # 4	<input type="text" value="\$381.20"/>
5- 1	64085121008 Towel, Paper, Quarter Fold, 100% Paper, 6-1/2" x 6-1/2"	640/85	1.0000	BOX	\$58.36000	\$58.36	08/27/2019
						Schedule Total	<input type="text" value="\$58.36"/>
						ReqID:	0000008017
TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386						Item Total for Line # 5	<input type="text" value="\$58.36"/>
6- 1	61573161108 Binder, 1" Capacity, 3 Ring, Vinyl View; White	615/73	10.0000	EA	\$3.83000	\$38.30	09/02/2019
						Schedule Total	<input type="text" value="\$38.30"/>
						ReqID:	0000008017
TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386						Item Total for Line # 6	<input type="text" value="\$38.30"/>

Authorized Signature

*Nonica Hernandez* 08/15/2019



Texas Department of Motor Vehicles  
Texas SmartBuy  
Business Unit # 60800  
Purchase Order # 0000007178

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
7-1	62080220106 Pen, Rollerball, Gel Ink, Medium Black, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25	620/80	3.0000	DOZ	\$9.30000	\$27.90	08/26/2019
						Schedule Total	\$27.90
						ReqID:	0000008017
TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386						Item Total for Line # 7	\$27.90
8-1	62080220205 Pen, Rollerball, Gel Ink, Medium Blue, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25	620/80	3.0000	DOZ	\$9.30000	\$27.90	08/26/2019
						Schedule Total	\$27.90
						ReqID:	0000008017
TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386						Item Total for Line # 8	\$27.90

Authorized Signature

*Monica E. Hernandez* 08/15/2019





Texas Department of Motor Vehicles  
Texas SmartBuy  
Business Unit # 60800  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
9- 1	62080220304 Pen, Rollerball, Gel Ink,Medium Red, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25	620/80	3.0000	DOZ	\$9.30000	\$27.90	08/26/2019
						Schedule Total	\$27.90
						ReqID:	0000008017
TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386						Item Total for Line # 9	\$27.90

Total PO Amount \$774.36

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

*Norma E. Hernandez* 08/15/2019



# Purchase Order

## PO No. 19158554

Order Date: 8/12/2019  
Internal Tracking No.: 7178

**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:****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	monica.hernandez@txdmv.gov	(512) 465-1261

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	62060	62060162005	<b>Pencil, Mechanical, 0.7mm Lead, Black Barrel, Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 9/11/2019 Notes: TxDMV Contact: Victoria Nichols Victoria.Nichols@txdmv.gov (512) 465-4001	3	DOZ	23.22	\$69.66



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PO No. 19158554

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	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: 8/27/2019 Notes: TxDMV Contact: Debbie Rohrer Debbie.Rohrer@txdmv.gov (512) 465-4111	2	CASE	58.36	\$116.72
3	62086	62086509221	<b>Dry Erase System, 4 Fine Markers, 8 Chisel Tip, Eraser, Cleaner, Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/26/2019 Notes: TxDMV Contact: Debbie Rohrer Debbie.Rohrer@txdmv.gov (512) 465-4111	2	SET	13.21	\$26.42
4	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: 9/2/2019 Notes: TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386 Manufacturer Name: Skilcraft	8	CRTN	47.65	\$381.20
5	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: 8/27/2019 Notes: TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386	1	CASE	58.36	\$58.36



# Purchase Order

PO No. 19158554

Order Date: 8/12/2019

Internal Tracking No.: 7178

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	61573	61573161108	<b>Binder, 1" Capacity, 3 Ring, Vinyl View, Inside Front/Back Pockets, Plus Freight Order Less Than \$25</b> Attribute 1: White-61573161108-1 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 9/2/2019 Notes: TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386	10	EACH	3.83	\$38.30
7	62080	62080220106	<b>Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25</b> Attribute 1: Medium Black-62080220106 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/26/2019 Notes: TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386	3	DOZ	9.30	\$27.90
8	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: 8/26/2019 Notes: TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386	3	DOZ	9.30	\$27.90





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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
9	62080	62080220106	<b>Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25</b> Attribute 1: Medium Red-62080220304 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 8/26/2019 Notes: TxDMV Contact: Jennifer Whittaker Jennifer.Whittaker@txdmv.gov (512) 465-1386	3	DOZ	9.30	\$27.90

**Total \$774.36**