



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000007202**

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: **A** Date: **08/19/19** 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:**

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

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.

TxSmartbuy Purchase order: 19159312

This purchase was processed in accordance with contracts: 486-A1, 605-A1, 620-A1, 645-A1, 640-A1

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

**Authorized Signature**

*Rodrigo Garcia*

**08/19/2019**



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000007202

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11".	645/21	2.0000	EA	\$52.11000	\$104.22	09/09/2019
						<b>Schedule Total</b>	<input type="text" value="\$104.22"/>
						ReqID:	
						0000007834	
TxDMV Contact: Dawn McNabb, (512) 465-1262, Dawn.McNabb@TxDMV.gov						<b>Item Total for Line # 1</b>	<input type="text" value="\$104.22"/>
2- 1	Pen, Rollerball, Free Ink, Needle Point Magnus Point 0.5mm, Blue 62080510662	620/80	5.0000	DOZ	\$15.47000	\$77.35	09/02/2019
						<b>Schedule Total</b>	<input type="text" value="\$77.35"/>
						ReqID:	
						0000007961	
TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 2</b>	<input type="text" value="\$77.35"/>
3- 1	Pen, Rollerball, Free Ink, Needle Point, Magnus, Point Pen 0.7 mm Blue 62080510712	620/80	5.0000	DOZ	\$15.47000	\$77.35	09/02/2019
						<b>Schedule Total</b>	<input type="text" value="\$77.35"/>
						ReqID:	
						0000007961	
TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 3</b>	<input type="text" value="\$77.35"/>

Authorized Signature

*Rodrigo Garcia*

08/19/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4-1	Pencil, Mechanical, 0.5mm Lead, Maroon Barrel, 62060161007	620/60	5.0000	DOZ	\$23.07000	\$115.35	09/19/2019
						<b>Schedule Total</b>	<input type="text" value="\$115.35"/>
						ReqID:	
						0000007961	
TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 4</b>	<input type="text" value="\$115.35"/>
5-1	Pencil, Mechanical, 0.7mm Lead, Black Barrel, 62060162005	620/60	5.0000	DOZ	\$23.22000	\$116.10	09/19/2019
						<b>Schedule Total</b>	<input type="text" value="\$116.10"/>
						ReqID:	
						0000007961	
TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 5</b>	<input type="text" value="\$116.10"/>
6-1	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11". 64521350104-10	645/21	10.0000	CTN	\$47.65000	\$476.50	09/09/2019
						<b>Schedule Total</b>	<input type="text" value="\$476.50"/>
						ReqID:	
						0000007961	
TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 6</b>	<input type="text" value="\$476.50"/>

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08/19/2019



Texas Department of Motor Vehicles  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
7- 1	Towel, Paper, 14.25" x 13.25", 4-Ply Reinforced, 100/Dispenser Box, 9 Box/CTN 64085103527	640/85	1.0000	CTN	\$70.88000	\$70.88	08/26/2019
						<b>Schedule Total</b>	<input type="text" value="\$70.88"/>
						ReqID:	
						0000007961	
TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 7</b>	<input type="text" value="\$70.88"/>
8- 1	Scissor, Straight, 8" Length, 60569453065	605/69	2.0000	EA	\$4.83000	\$9.66	09/02/2019
						<b>Schedule Total</b>	<input type="text" value="\$9.66"/>
						ReqID:	
						0000007961	
TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov						<b>Item Total for Line # 8</b>	<input type="text" value="\$9.66"/>
9- 1	Hand Sanitizer, Foaming, Instant, Green Certified, ADX-12 System, 3/ CS, 48613508	486/13	30.0000	CS	\$59.19000	\$1,775.70	09/06/2019
						<b>Schedule Total</b>	<input type="text" value="\$1,775.70"/>
						ReqID:	
						0000007957	
TxDMV contact: Debbie Rohrer, 512-465-4111, Debbie.Rohrer@TxDMV.gov						<b>Item Total for Line # 9</b>	<input type="text" value="\$1,775.70"/>

Authorized Signature

*Rodrigo Garcia*

08/19/2019



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000007202

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
10- 1	Pen, Rollerball, Free Ink, Needle Point, Magnus. Point 0.5mm Blue 62080510662	620/80	1.0000	EA	\$15.47000	\$15.47	09/02/2019
						<b>Schedule Total</b>	<input type="text" value="\$15.47"/>
						ReqID:	0000007982
TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com						<b>Item Total for Line # 10</b>	<input type="text" value="\$15.47"/>
11- 1	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/Pack, Black- 62080230105	620/80	1.0000	EA	\$6.08000	\$6.08	09/02/2019
						<b>Schedule Total</b>	<input type="text" value="\$6.08"/>
						ReqID:	0000007982
TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com						<b>Item Total for Line # 11</b>	<input type="text" value="\$6.08"/>
12- 1	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/Pack, Blue- 62080230204	620/80	1.0000	EA	\$6.08000	\$6.08	09/02/2019
						<b>Schedule Total</b>	<input type="text" value="\$6.08"/>
						ReqID:	0000007982
TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com						<b>Item Total for Line # 12</b>	<input type="text" value="\$6.08"/>

Authorized Signature

*Rodrigo Garcia*

08/19/2019



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000007202**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
13- 1	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/Pack, Red-62080230303	620/80	1.0000	EA	\$6.08000	\$6.08	09/02/2019
						<b>Schedule Total</b>	<input type="text" value="\$6.08"/>
						<u>ReqID:</u> 0000007982	
TxDMV contact: Stacey Cullen, (512) 465-4164, Stacey.Cullen@TxDMV.com						<b>Item Total for Line # 13</b>	<input type="text" value="\$6.08"/>

**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*

08/19/2019



# Purchase Order

## PO No. 19159312

Order Date: 8/19/2019

Internal Tracking No.: 0000007202

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

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	64521	64521350104-6	<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: 9/9/2019 Notes: TxDMV Contact: Dawn McNabb, (512) 465-1262, Dawn.McNabb@TxDMV.gov Manufacturer Name: Skilcraft	2	CRTN	52.11	\$104.22



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PO No. 19159312

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62080	62080510654	<b>Pen, Rollerball, Free Ink, Needle Point, Magnus, Plus Freight Order Less Than \$25</b> Attribute 1: 0.5mm Blue 62080510662 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 9/2/2019 Notes: TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov	5	DOZ	15.47	\$77.35
3	62080	62080510654	<b>Pen, Rollerball, Free Ink, Needle Point, Magnus, Plus Freight Order Less Than \$25</b> Attribute 1: 0.7mm Blue 62080510712 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 9/2/2019 Notes: TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov	5	DOZ	15.47	\$77.35
4	62060	62060161007	<b>Pencil, Mechanical, 0.5mm Lead, Maroon Barrel, Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 9/18/2019 Notes: TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov	5	DOZ	23.07	\$115.35
5	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: 9/18/2019 Notes: TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov	5	DOZ	23.22	\$116.10





# Purchase Order

## PO No. 19159312

Order Date: 8/19/2019

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	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: 9/9/2019 Notes: TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50
7	64085	64085103527	<b>Towel, Paper, 14.25" x 13.25", 4-Ply Reinforced, 100/Dispenser Box, 9 Box/CTN</b> Contract: 640-A1 Contract Type: Term Delivery ARO (days): 7 Delivery Date: 8/26/2019 Notes: TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov	1	CRTN	70.88	\$70.88
8	60569	60569453065	<b>Scissor, Straight, 8" Length, Plus Freight Order Less Than \$25</b> Contract: 605-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 9/2/2019 Notes: TxDMV contact: Angela Gonzalez, (512) 465-4229, Angela.Gonzalez@TxDMV.gov	2	EACH	4.83	\$9.66
9	48613	48613508	<b>Hand Sanitizer, Foaming, Instant, Green Certified, ADX-12 System, 3/CS</b> Contract: 486-A1 Contract Type: Term Delivery ARO (days): 18 Delivery Date: 9/6/2019 Notes: TxDMV contact: Debbie Rohrer, 5 1 2 - 4 6 5 - 4 1 1 1 , Debbie.Rohrer@TxDMV.gov	30	CASE	59.19	\$1,775.70



# Purchase Order

## PO No. 19159312

Order Date: 8/19/2019

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
10	62080	62080510654	<b>Pen, Rollerball, Free Ink, Needle Point, Magnus, Plus Freight Order Less Than \$25</b> Attribute 1: 0.5mm Blue 62080510662 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 9/2/2019 Notes: TxDMV contact: Stacey Cullen, ( 5 1 2 ) 4 6 5 - 4 1 6 4 , Stacey.Cullen@TxDMV.com	1	DOZ	15.47	\$15.47
11	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: Black-62080230105 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 9/2/2019 Notes: TxDMV contact: Stacey Cullen, ( 5 1 2 ) 4 6 5 - 4 1 6 4 , Stacey.Cullen@TxDMV.com	1	PACK	6.08	\$6.08
12	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: 9/2/2019 Notes: TxDMV contact: Stacey Cullen, ( 5 1 2 ) 4 6 5 - 4 1 6 4 , Stacey.Cullen@TxDMV.com	1	PACK	6.08	\$6.08
13	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: 9/2/2019 Notes: TxDMV contact: Stacey Cullen, ( 5 1 2 ) 4 6 5 - 4 1 6 4 , Stacey.Cullen@TxDMV.com	1	PACK	6.08	\$6.08



# Purchase Order

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Order Date: 8/19/2019

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**Total \$2,856.82**