



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20001361  
 Business Unit # 60800  
 Purchase Order # 0000007351

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: A Date: **09/1** PO Method: **2/19** AT Dispatch: **Dispatch** Rev Dt: **Via Print**

**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:** Monica C Hernandez  
**Phone:** 512/465-1261  
**Fax:** 512/465-5641  
**Email:** Monica.Hernandez@txdmv.gov

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

**PO Information:**

TexasSmartBuy Purchase Order No 20001361 (attached)

Contract Type: Term  
 Contract Numbers: 620-A1,615-A1, and 207-A1,

TxDMV Contact  
 Jackie Duckworth  
 Jackie.Duckworth@TxDMV.gov  
 (512) 465-1458

Vendor Contact  
 Audrey Cedillo  
 Smartbuy@tibh.org  
 (512) 451-8145

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

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.

Authorized Signature

*Monica C Hernandez* 09/13/2019



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20001361  
Business Unit # 60800  
Purchase Order # 0000007351

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Dry Erase Starter Kit, 4 Chisel Tip Markers, Eraser, Cleaner, Plus Freight Order Less Than \$25; Commodity Code 62086509205	620/86	4.0000	SET	\$5.61000	\$22.44	09/26/2019
						Schedule Total	\$22.44
						ReqID:	0000008188
						Item Total for Line # 1	\$22.44
2- 1	Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Less Than 12 Pkg; Commodity Code 61562381501	615/62	2.0000	PKG	\$4.58000	\$9.16	09/26/2019
						Schedule Total	\$9.16
						ReqID:	0000008188
						Item Total for Line # 2	\$9.16
3- 1	CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included; Commodity Code 20772922812	207/72	4.0000	EA	\$152.01000	\$608.04	09/27/2019
						Schedule Total	\$608.04
						ReqID:	0000008188
						Item Total for Line # 3	\$608.04

Authorized Signature

  
09/13/2019



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20001361  
Business Unit # 60800  
Purchase Order # 0000007351

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	Highlighter, Yellow, Pocket, Rubberized Barrel, Plus Freight Order Less Than \$25; Commodity Code 62090383507	620/90	4.0000	DOZ	\$7.22000	\$28.88	09/19/2019
						Schedule Total	\$28.88
						ReqID:	0000008188
						Item Total for Line # 4	\$28.88
5- 1	Correction Tape, Standard Tip, White, Single Line, Plus Freight Order Less Than \$25; Commodity Code 61529301006	615/29	8.0000	EA	\$1.77000	\$14.16	09/26/2019
						Schedule Total	\$14.16
						ReqID:	0000008188
						Item Total for Line # 5	\$14.16
6- 1	Pen Ballpoint, Medium Point, Blue Ink; 4.5", Z Grip Max, Plus Freight Order Less Than \$25; Commodity Code 62080151541	620/80	4.0000	DOZ	\$10.60000	\$42.40	09/26/2019
						Schedule Total	\$42.40
						ReqID:	0000008188
						Item Total for Line # 6	\$42.40

Authorized Signature

  
09/13/2019



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 20001361  
Business Unit # 60800  
Purchase Order # 0000007351

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
7-1	Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25; Medium Red-62080220304	620/80	4.0000	DOZ	\$9.30000	\$37.20	09/26/2019
						Schedule Total	\$37.20
						ReqID:	0000008188
						Item Total for Line # 7	\$37.20

Total PO Amount \$762.28

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

  
09/13/2019



# Purchase Order

## PO No. 20001361

Order Date: 09/12/2019  
Internal Tracking No.: 7351

**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: TxDMV Contact**

Jackie Duckworth  
Jackie.Duckworth@TxDMV.gov  
(512) 465-1458

**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	62086	62086509205	<b>Dry Erase Starter Kit, 4 Chisel Tip, Eraser, Cleaner, Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 9/26/2019	4	SET	5.61	\$22.44
2	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: 9/26/2019	2	PKG	4.58	\$9.16



# Purchase Order

PO No. 20001361

Order Date: 09/12/2019

Internal Tracking No.: 7351

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
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: 9/27/2019	4	EACH	152.01	\$608.04
4	62090	62090383507	<b>Highlighter, Yellow, Pocket, Rubberized Barrel, Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 7 Delivery Date: 9/19/2019	4	DOZ	7.22	\$28.88
5	61529	61529301006	<b>Correction Tape, Standard Tip, White, Single Line, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 9/26/2019	8	EACH	1.77	\$14.16
6	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: 9/26/2019	4	DOZ	10.60	\$42.40
7	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: 9/26/2019	4	DOZ	9.30	\$37.20

**Total \$762.28**