



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007552

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **Vendor Delivery Serv** PCC: **0** Date: **10/2** PO Method: **5/19** **DG** 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: See Detail Below

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Rosemary Zamora
Phone: 512/465-4199
Fax: 512/495-5641
Email: Rosemary.Zamora@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: 20025427

This purchase was processed in accordance with contracts: 645-A1.

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

TxDMV Contact:
 "SEE PO"

Ship to Comments:

Rosemary Zamora



Texas Department of Motor Vehicles
Business Unit # 60800
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Copy Paper Bond Recycled White (WorkQuest 64521411718)	645/21	50.0000	EA	\$47.65000	\$2,382.50	11/15/2019
						Schedule Total	<input type="text" value="\$2,382.50"/>
						<u>ReqID:</u> 0000008382	
Jacqueline Duckworth 4000 Jackson Avenue Austin, TX 78731 Phone: 512/465-1458 Email: jackie.duckworth@txdmv.gov						Item Total for Line # 1	<input type="text" value="\$2,382.50"/>
2- 1	Paper, Bond, Recycled, Prem No. 4, 20 lb, Letter, 1-39 Ctns 64521350104	645/21	6.0000	CTN	\$47.65000	\$285.90	11/15/2019
						Schedule Total	<input type="text" value="\$285.90"/>
						<u>ReqID:</u> 0000008377	
TxDMV Contact: Claudia Leal 4000 JACKSON AVENUE, Bldg 1 (EXE) Austin, TX 78731 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov						Item Total for Line # 2	<input type="text" value="\$285.90"/>

Rosemary Zamora



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	64521411716 PAPER, BOND, RECYCLED, WHITE, PREM NO. 4, 20 LB, LETTER, QTY PRICE BREAKS	645/21	10.0000	BOX	\$47.65000	\$476.50	11/15/2019
						Schedule Total	<input type="text" value="\$476.50"/>
						<u>ReqID:</u> 0000008379	
TxDMV Contact: Philip Valdez 15150 Nacogdoches Rd., Ste. 100 SAN ANTONIO, TX 78247 Phone: 210/731-2165 Email: Philip.valdez@txdmv.gov						Item Total for Line # 3	<input type="text" value="\$476.50"/>
4- 1	Workquest Paper, Bond, Premium No. 4, 20 lb., Letter, 8-1/2" x 11", SPN# 64521350104-11	645/21	40.0000	CTN	\$47.65000	\$1,906.00	11/15/2019
						Schedule Total	<input type="text" value="\$1,906.00"/>
						<u>ReqID:</u> 0000008204	
TxDMV Contact: Jessica Geter 2110 East Governors Circle HOUSTON, TX 77092 Phone: 713/316-6133 Email: jessica.geter@txdmv.gov						Item Total for Line # 4	<input type="text" value="\$1,906.00"/>

Rosemary Zamora



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
5- 1	Paper, Bond, Virgin, Prem #4, 20Lb, Letter, 1-39 Ctns. WorkQuest Comm#64521350054-4	645/21	8.0000	CTN	\$47.65000	\$381.20	11/15/2019
						Schedule Total	<input type="text" value="\$381.20"/>
						ReqID:	
						0000008387	
<p>TxDMV Contact: Maria Guevara 4549 W. Loop 281 Longview, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov</p>						Item Total for Line # 5	<input type="text" value="\$381.20"/>

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>

Rosemary Zamora



Purchase Order

PO No. 20025427

Order Date: 10/25/2019

Internal Tracking No.: 0000007552

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: See PO for (4) different shipping locations.

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	Rosemary Zamora	Rosemary.Zamora@TxDMV.gov	



Purchase Order

PO No. 20025427

Order Date: 10/25/2019

Internal Tracking No.: 0000007552

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	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: 11/14/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Jackie Duckworth (50 CRTNS) 4000 JACKSON AVENUE (VTR) Austin, TX 78731 Phone: 512/465-1458 Email: jackie.duckworth@txdmv.gov Claudia Leal (6 CRTNS) 4000 JACKSON AVENUE, Bldg 1 (EXE) Austin, TX 78731 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov Manufacturer Name: Skilcraft	56	CRTN	47.65	\$2,668.40
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: 11/14/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 15150 Nacogdoches Rd., Ste. 100 SAN ANTONIO TX 78247 Notes: Philip Valdez (10 CRTNS) 15150 Nacogdoches Rd., Ste. 100 SAN ANTONIO, TX 78247 Phone: 210/731-2165 Email: Philip.valdez@txdmv.gov Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50



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PO No. 20025427

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
3	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: 11/14/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: Jesica Geter (40 CRTNS) 2110 East Governors Circle HOUSTON, TX 77092 Phone: 713/316-6133 Email: jesica.geter@txdmv.gov Manufacturer Name: Skilcraft	40	CRTN	47.65	\$1,906.00
4	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: 11/14/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: Maria Guevara (8 CRTNS) 4549 W LOOP 281 LONGVIEW, TX 75604 Phone: 903/237-2816 Email: maria.guevara@txdmv.gov Manufacturer Name: Skilcraft	8	CRTN	47.65	\$381.20

Total \$5,432.10