



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20046736
 Business Unit # 60800
 Purchase Order # 0000007756

Payment **NET3** Freight **PREPAY** Ship Via: **VNDR** PCC: **0** Date: **12/19/19** PO Method: **DG** Dispatch: **Dispatch** Rev Dt:
 Terms: **0** Terms: **AND ALLOW** **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: 1P16 - Houston Region
 2110 E. Governors Circle
 Houston TX 77092
 United States

Vendor ID: 1741976051 1

Purchaser: Rosemary Zamora
Phone: 512/465-4199
Fax: 512/495-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill to **Fax:**

Email: Rosemary.Zamora@txdmv.gov

Bill to **Email:** DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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: 20046736

This purchase was processed in accordance with contracts: 615-A1.

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

TxDMV Contact:

"SEE PO"

Authorized Signature

Rosemary Zamora

12/23/2019



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 1-1	Line Description: WorkQuest- YR 2020, Calendar, Wall, Monthly, 22 In x 31.25 In. Wirebound SP# 61519703504	Class/Item: 615/19	Quantity: 2.0000	UOM: EA	Unit Price: \$17.79000	Extended Amt: \$35.58	Due Date: 01/07/2020
						Schedule Total	<input type="text" value="\$35.58"/>
						ReqID: 0000008554	
Requestor: Jessica Geter						Item Total for Line # 1	<input type="text" value="\$35.58"/>
Line-Sch: 2-1	Line Description: WorkQuest, YR 2020 Appointment Planner, Weekly, Black, Wire Bound, 8-7/8 X 11-1/4, Black, SP# 61515074505	Class/Item: 615/19	Quantity: 22.0000	UOM: EA	Unit Price: \$9.49000	Extended Amt: \$208.78	Due Date: 01/07/2020
						Schedule Total	<input type="text" value="\$208.78"/>
						ReqID: 0000008554	
Requestor: Jessica Geter						Item Total for Line # 2	<input type="text" value="\$208.78"/>
Line-Sch: 3-1	Line Description: WorkQuest, YR 2020, Appointment Book, Daily, Black, Wire Bound, 6 X 8 1/4, SP# 61515074501	Class/Item: 615/19	Quantity: 8.0000	UOM: EA	Unit Price: \$11.90000	Extended Amt: \$95.20	Due Date: 01/07/2020
						Schedule Total	<input type="text" value="\$95.20"/>
						ReqID: 0000008554	
Requestor: Jessica Geter						Item Total for Line # 3	<input type="text" value="\$95.20"/>

Authorized Signature

Rosemary Lamora

12/23/2019



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20046736
Business Unit # 60800
Purchase Order # 0000007756

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4-1	WorkQuest, YR 2020, Calendar, Desk Pad, 22 x 17, SP# 61519130779	615/19	2.0000	EA	\$8.49000	\$16.98	01/07/2020
						Schedule Total	<input type="text" value="\$16.98"/>
				ReqID: 0000008554			
Requestor: Jessica Geter						Item Total for Line # 4	<input type="text" value="\$16.98"/>
						Total PO Amount	<input type="text" value="\$356.54"/>

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
Rosemary Lamora
12/23/2019



Purchase Order

PO No. 20046736

Order Date: 12/23/2019

Internal Tracking No.: 0000007756

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
2110 East Governors Circle
HOUSTON TX 77092

NOTE TO CONTRACTOR: Deliver to:

Jessica Geter
2110 E. Governors Circle
Houston, TX 77092

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	

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61519	61519130779	Calendar, Desk Pad, 22 x 17, 12 Months, Plus Freight Order Less Than \$25 Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2020 Notes: TxDMV Contact: Jessica Geter Phone: 713/316-6133 Email: jessica.geter@txdmv.gov MPN: HOD124 Manufacturer Name: House of Doolittle	2	EACH	8.49	\$16.98



Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61515	61515074501	Appointment Book, Daily, Black, Wire Bound, 6 X 8 1/4, 100% Post-Consumer Recycled, Plus Freight Order Less Than \$25 Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2020 Notes: TxDMV Contact: Jessica Geter Phone: 713/316-6133 Email: jessica.geter@txdmv.gov	8	EACH	11.90	\$95.20
3	61515	61515074505	Appointment Planner, Monthly, Black, Wire Bound, 8-7/8 X 11-1/4, Black, 100% Post-Consumer Recycled, Plus Freight Order Less Than \$25 Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2020 Notes: TxDMV Contact: Jessica Geter Phone: 713/316-6133 Email: jessica.geter@txdmv.gov	22	EACH	9.49	\$208.78
4	61519	61519703504	Calendar, Wall, Monthly, 22 In x 31.25 In. Wirebound, Plus Freight Order Less Than \$25 Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2020 Notes: TxDMV Contact: Jessica Geter Phone: 713/316-6133 Email: jessica.geter@txdmv.gov MPN: HOD334 Manufacturer Name: House of Doolittle	2	EACH	17.79	\$35.58

Total \$356.54