



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20055287
 Business Unit # 60800
 Purchase Order # 0000007814

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **0** Date: **01/06/20** PO Method: **DG** Dispatch: **Dispatch** Rev Dt:
 Terms: **0** Terms: **Destination** **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:
 See Detail Below

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: 20055287

This purchase was processed in accordance with contracts: 207-A2; 615-A1; 620-A1; 645-A1.

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

TxDMV Contact:
 "SEE PO"

Authorized Signature

Rosemary Zamora

01/07/2020



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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 #61519703504 Calendar, Wall, Monthly, 22" x 31.25"	Class/Item: 615/19	Quantity: 1.0000	UOM: EA	Unit Price: \$17.79000	Extended Amt: \$17.79	Due Date: 01/22/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$17.79	
						<u>ReqID:</u> 0000008546		
REQUESTOR: Monica Hernandez							Item Total for Line # 1	\$17.79
Line-Sch: 2-1	Line Description: WorkQuest #61519700279 - Calendar, Monthly Planner, Black, 6.8" x 8.75"	Class/Item: 615/19	Quantity: 1.0000	UOM: EA	Unit Price: \$13.08000	Extended Amt: \$13.08	Due Date: 01/22/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$13.08	
						<u>ReqID:</u> 0000008546		
REQUESTOR: Monica Hernandez							Item Total for Line # 2	\$13.08

Authorized Signature

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
Line-Sch: 3-1	Line Description: WorkQuest #61519130779 Calendar, Desk Pad, 22" x 17"	Class/Item: 615/19	Quantity: 4.0000	UOM: EA	Unit Price: \$8.49000	Extended Amt: \$33.96	Due Date: 01/22/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	<input type="text" value="\$33.96"/>	
				<u>ReqID:</u> 0000008546				
REQUESTOR: Monica Hernandez							Item Total for Line # 3	<input type="text" value="\$33.96"/>
Line-Sch: 4-1	Line Description: Compressed Inert Gas, 10 Oz. Can, Air Duster. Item # 20725292005	Class/Item: 207/25	Quantity: 5.0000	UOM: EA	Unit Price: \$6.04000	Extended Amt: \$30.20	Due Date: 01/22/2020	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	<input type="text" value="\$30.20"/>	
				<u>ReqID:</u> 0000008560				
REQUESTOR: Lori Stovall							Item Total for Line # 4	<input type="text" value="\$30.20"/>

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
Line-Sch: 5-1	Line Description: Correction Tape, White, Single Line, Sideways Delivery. Item # 61529311005	Class/Item: 615/29	Quantity: 12.0000	UOM: EA	Unit Price: \$2.44000	Extended Amt: \$29.28	Due Date: 01/22/2020	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	\$29.28	
						<u>ReqID:</u> 0000008560		
REQUESTOR: Lori Stovall							Item Total for Line # 5	\$29.28
Line-Sch: 6-1	Line Description: Pen Ballpoint, Medium Point, 4.5", Z Grip Max (Blue ink). Item # 62080151541	Class/Item: 620/80	Quantity: 3.0000	UOM: DOZ	Unit Price: \$10.60000	Extended Amt: \$31.80	Due Date: 01/22/2020	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	\$31.80	
						<u>ReqID:</u> 0000008560		
REQUESTOR: Lori Stovall							Item Total for Line # 6	\$31.80

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
Line-Sch: 7-1	Line Description: 64521411716 PAPER, BOND, RECYCLED, WHITE, PREM NO. 4, 20 LB, LETTER, QTY PRICE BREAKS	Class/Item: 645/21	Quantity: 10.0000	UOM: BOX	Unit Price: \$47.65000	Extended Amt: \$476.50	Due Date: 01/22/2020	
Ship To: 1P22		Delivery Instructions:						
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States								
						Schedule Total	<input type="text" value="\$476.50"/>	
						<u>ReqID:</u> 0000008581		
REQUESTOR: Philip Valdez							Item Total for Line # 7	<input type="text" value="\$476.50"/>
Line-Sch: 8-1	Line Description: Appointment Planner, Monthly, Wire Bound, Black, 8-7/8 X 11-1/4, Black. Item # 61515074505	Class/Item: 615/15	Quantity: 15.0000	UOM: EA	Unit Price: \$9.49000	Extended Amt: \$142.35	Due Date: 01/22/2020	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	<input type="text" value="\$142.35"/>	
						<u>ReqID:</u> 0000008529		
REQUESTOR: Lori Stovall							Item Total for Line # 8	<input type="text" value="\$142.35"/>

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
Line-Sch: 9-1	Line Description: Calendar, Desk Pad, 22 x 17, 12 Months. Item # 61519130779	Class/Item: 615/19	Quantity: 1.0000	UOM: EA	Unit Price: \$8.49000	Extended Amt: \$8.49	Due Date: 01/22/2020	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	\$8.49	
						<u>ReqID:</u> 0000008529		
REQUESTOR: Lori Stovall							Item Total for Line # 9	\$8.49
Line-Sch: 10-1	Line Description: Calendar, Weekly Planner, Black, 5 in x 8 in. Item # 61519700278	Class/Item: 615/19	Quantity: 1.0000	UOM: EA	Unit Price: \$12.21000	Extended Amt: \$12.21	Due Date: 01/22/2020	
Ship To: 1P25		Delivery Instructions:						
1601-A Southwest Parkway Wichita Falls TX 76302 United States								
						Schedule Total	\$12.21	
						<u>ReqID:</u> 0000008529		
REQUESTOR: Lori Stovall							Item Total for Line # 10	\$12.21

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01/07/2020



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 11-1	Line Description: Monthly Desk Pad Calendar 22x17 Inches Elemental black on white in black holder for simplicity Product#61519130779	Class/Item: 615/19	Quantity: 5.0000	UOM: EA	Unit Price: \$8.49000	Extended Amt: \$42.45	Due Date: 01/22/2020
Ship To: 1P17		Delivery Instructions:					
4549 W. Loop 281 Longview TX 75604 United States							
						Schedule Total	<input type="text" value="\$42.45"/>
						ReqID: 0000008570	
REQUESTOR: Maria Guevara							
						Item Total for Line # 11	<input type="text" value="\$42.45"/>
Line-Sch: 12-1	Line Description: Desk Calendar Refill Daily Economy 3 1/2 x 6 inches. An economical refill for the popular #17 desk calendar holder HOD4717 Product#61519700717	Class/Item: 615/19	Quantity: 6.0000	UOM: EA	Unit Price: \$2.81000	Extended Amt: \$16.86	Due Date: 01/22/2020
Ship To: 1P17		Delivery Instructions:					
4549 W. Loop 281 Longview TX 75604 United States							
						Schedule Total	<input type="text" value="\$16.86"/>
						ReqID: 0000008570	
REQUESTOR: Maria Guevara							
						Item Total for Line # 12	<input type="text" value="\$16.86"/>

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>

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01/07/2020



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Purchase Order

PO No. 20055287

Order Date: 1/7/2020

Internal Tracking No.: 0000007814

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:**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	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: 1/27/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 15150 Nacogdoches Rd., Ste. 100 SAN ANTONIO TX 78247 Notes: Requestor: Philip Valdez Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	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: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Monica Hernandez MPN: HOD334 Manufacturer Name: House of Doolittle	1	EACH	17.79	\$17.79
3	61519	61519700279	Calendar, Monthly Planner, Black, 6.8 In x 8.75 In, Plus Freight Order Less Than \$25 Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Monica Hernandez MPN: HOD262602 Manufacturer Name: House of Doolittle	1	EACH	13.08	\$13.08



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	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: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Monica Hernandez MPN: HOD124 Manufacturer Name: House of Doolittle	4	EACH	8.49	\$33.96
5	20725	20725292005	Compressed Air 10 Oz. Can. Freight Added When Less Than \$25 Contract: 207-A2 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: Requestor: Lori Stovall	5	EACH	6.04	\$30.20
6	61529	61529311005	Correction Tape, White, Single Line, Sideways Delivery, Non-Refillable, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: Requestor: Lori Stovall	12	EACH	2.44	\$29.28



Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
7	62080	62080151541	Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080151541 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: Requestor: Lori Stovall	3	DOZ	10.60	\$31.80
8	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: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: Requestor: Lori Stovall	15	EACH	9.49	\$142.35
9	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: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: Requestor: Maria Guevara MPN: HOD124 Manufacturer Name: House of Doolittle	1	EACH	8.49	\$8.49



Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
10	61519	61519700278	Calendar, Weekly Planner, Black, 5 in x 8 in, Plus Freight Order Less Than \$25 Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: Requestor: Lori Stovall MPN: HOD278 Manufacturer Name: House of Doolittle	1	EACH	12.21	\$12.21
11	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: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: Requestor: Maria Guevara MPN: HOD124 Manufacturer Name: House of Doolittle	5	EACH	8.49	\$42.45



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
12	61519	61519700717	Calendar, Refill, Jan to Dec, 3.5 in x 6 in, Plus Freight Order Less Than 15 Ea Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: Requestor: Maria Guevara MPN: HOD4717 Manufacturer Name: House of Doolittle	6	EACH	2.81	\$16.86

Total \$854.97