



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20065895  
 Business Unit # 60800  
 Purchase Order # 0000007952

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: **A** Date: **02/10/20** 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:** See Detail Below

**Vendor ID:** 1741976051 1

**Purchaser:** Travis Reese  
**Phone:** 512 4654180  
**Fax:** 512/465-5641

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

Bill to **Fax:**

**Email:** Travis.Reese@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.

TxDMV Contacts:  
 [See Line Details]

Vendor Contact:  
 Audrey Cedillo  
 Smartbuy@Tibh.Org  
 (512) 451-8145

TxSmartbuy PO# 20065895

Term Contracts: 645-A1, 615-A1, 640-A1

**Authorized Signature**

**02/11/2020**



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 Texas SmartBuy PO # 20065895  
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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 1-1	<b>Line Description:</b> Commodity Code: 64521350104-10 Item Detail: Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11"	<b>Class/Item:</b> 645/21	<b>Quantity:</b> 10.0000	<b>UOM:</b> CTN	<b>Unit Price:</b> \$47.65000	<b>Extended Amt:</b> \$476.50	<b>Due Date:</b> 02/17/2020
	Ship To: 1P03	<b>Delivery Instructions:</b>					
	1001 E. Parmer Lane, Ste. A Austin TX 78753 United States					<b>Schedule Total</b>	\$476.50
				<b>ReqID:</b> 0000008738			
	Requestor: Rachel Vasquez Rachel.Vasquez@TxDMV.gov (512) 719-6911					<b>Item Total for Line # 1</b>	\$476.50
<b>Line-Sch:</b> 2-1	<b>Line Description:</b> Commodity Code: 61519700717 Item Detail: Calendar, Refill, Jan to Dec, 3.5 in x 6 in	<b>Class/Item:</b> 615/19	<b>Quantity:</b> 3.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$2.81000	<b>Extended Amt:</b> \$8.43	<b>Due Date:</b> 03/01/2020
	Ship To: 1P02	<b>Delivery Instructions:</b>					
	5715 I-27 Amarillo TX 79110 United States					<b>Schedule Total</b>	\$8.43
				<b>ReqID:</b> 0000008732			
	Requestor: Amanda Porter-Brown Amanda.PorterBrown@TxDMV.gov (806) 457-3611					<b>Item Total for Line # 2</b>	\$8.43

Authorized Signature

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 3-1	<b>Line Description:</b> Commodity Code: 61515074505 Item Detail: Appointment Planner, Monthly, Black, Wire Bound, 8-7/8 X 11-1/4	<b>Class/Item:</b> 615/15	<b>Quantity:</b> 1.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$9.49000	<b>Extended Amt:</b> \$9.49	<b>Due Date:</b> 03/01/2020	
Ship To: 1P02		<b>Delivery Instructions:</b>						
5715 I-27 Amarillo TX 79110 United States								
						<b>Schedule Total</b>	\$9.49	
				<u>ReqID:</u> 0000008732				
Requestor: Amanda Porter-Brown Amanda.PorterBrown@TxDMV.gov (806) 457-3611							<b>Item Total for Line # 3</b>	\$9.49
<b>Line-Sch:</b> 4-1	<b>Line Description:</b> Commodity Code: 61519130779 Item Detail: Calendar, Desk Pad, 22 x 17, 12 Months	<b>Class/Item:</b> 615/19	<b>Quantity:</b> 4.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$8.49000	<b>Extended Amt:</b> \$33.96	<b>Due Date:</b> 03/01/2020	
Ship To: 1P02		<b>Delivery Instructions:</b>						
5715 I-27 Amarillo TX 79110 United States								
						<b>Schedule Total</b>	\$33.96	
				<u>ReqID:</u> 0000008732				
Requestor: Amanda Porter-Brown Amanda.PorterBrown@TxDMV.gov (806) 457-3611							<b>Item Total for Line # 4</b>	\$33.96

Authorized Signature

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 5-1	<b>Line Description:</b> Commodity Code: 64085121008 Item Detail: Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS	<b>Class/Item:</b> 640/85	<b>Quantity:</b> 2.0000	<b>UOM:</b> CS	<b>Unit Price:</b> \$61.85000	<b>Extended Amt:</b> \$123.70	<b>Due Date:</b> 02/21/2020
	Ship To: 1P12	<b>Delivery Instructions:</b>					
	4000 Jackson Avenue Austin TX 78731 United States						
						<b>Schedule Total</b>	\$123.70
				<b>ReqID:</b> 0000008740			
	Requestor: Dawn McNabb Dawn.McNabb@TxDMV.gov (512) 465-1262					<b>Item Total for Line # 5</b>	\$123.70
<b>Line-Sch:</b> 6-1	<b>Line Description:</b> Commodity Code: 64521350104-10 Item Detail: Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11"	<b>Class/Item:</b> 645/21	<b>Quantity:</b> 10.0000	<b>UOM:</b> CTN	<b>Unit Price:</b> \$47.65000	<b>Extended Amt:</b> \$476.50	<b>Due Date:</b> 02/21/2020
	Ship To: 1P12	<b>Delivery Instructions:</b>					
	4000 Jackson Avenue Austin TX 78731 United States						
						<b>Schedule Total</b>	\$476.50
				<b>ReqID:</b> 0000008740			
	Requestor: Dawn McNabb Dawn.McNabb@TxDMV.gov (512) 465-1262					<b>Item Total for Line # 6</b>	\$476.50

Authorized Signature

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 7-1	<b>Line Description:</b> Commodity Code: 61562381501 Item Detail: Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pkg	<b>Class/Item:</b> 615/62	<b>Quantity:</b> 3.0000	<b>UOM:</b> PAK	<b>Unit Price:</b> \$4.58000	<b>Extended Amt:</b> \$13.74	<b>Due Date:</b> 02/28/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$13.74	
						<u>ReqID:</u> 0000008735		
Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386							<b>Item Total for Line # 7</b>	\$13.74
<b>Line-Sch:</b> 8-1	<b>Line Description:</b> Commodity Code: 61562384000 Item Detail: Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg	<b>Class/Item:</b> 615/62	<b>Quantity:</b> 2.0000	<b>UOM:</b> PAK	<b>Unit Price:</b> \$9.39000	<b>Extended Amt:</b> \$18.78	<b>Due Date:</b> 02/28/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$18.78	
						<u>ReqID:</u> 0000008735		
Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386							<b>Item Total for Line # 8</b>	\$18.78

Authorized Signature

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Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20065895  
 Business Unit # 60800  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
9-1	Commodity Code: 61562383601 Item Detail: Self Stick Note Pad, 3" x 3", Neon, 100 Sheets/Pad, 6 Pads/Pk Supplier Part Number: MMM65414	615/62	2.0000	PAK	\$7.67000	\$15.34	02/28/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$15.34	
						<u>ReqID:</u> 0000008735		
Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386							<b>Item Total for Line # 9</b>	\$15.34

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
10-1	Commodity Code: 61562384315 Item Detail: Self Stick Note Pad, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pkg	615/62	2.0000	PAK	\$11.92000	\$23.84	02/28/2020	
Ship To: 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$23.84	
						<u>ReqID:</u> 0000008735		
Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386							<b>Item Total for Line # 10</b>	\$23.84

Authorized Signature

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
<b>Line-Sch:</b> 11-1	<b>Line Description:</b> Commodity Code: 61541221950 Item Detail: File Pocket, 3 1/2" Expansion	<b>Class/Item:</b> 615/41	<b>Quantity:</b> 25.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$1.61000	<b>Extended Amt:</b> \$40.25	<b>Due Date:</b> 02/28/2020
Ship To: 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$40.25
						<b>ReqID:</b> 0000008735	
Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386							
						<b>Item Total for Line # 11</b>	\$40.25
<b>Line-Sch:</b> 12-1	<b>Line Description:</b> Commodity Code: 61593421500 Item Detail: Self Stick Flags, . 5" x 1.7", Multi color, 1 color per dispenser,35 flags/Dispenser, 4 Dispensers/Pk Supplier Part# MMM6834	<b>Class/Item:</b> 615/93	<b>Quantity:</b> 12.0000	<b>UOM:</b> PAK	<b>Unit Price:</b> \$3.57000	<b>Extended Amt:</b> \$42.84	<b>Due Date:</b> 02/28/2020
Ship To: 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$42.84
						<b>ReqID:</b> 0000008735	
Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386							
						<b>Item Total for Line # 12</b>	\$42.84
						<b>Total PO Amount</b>	\$1,283.37

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted

**Authorized Signature**  
  
02/11/2020



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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

A handwritten signature in black ink, appearing to be "M. H. Smith", written over a light blue horizontal line.

02/11/2020





# Purchase Order

## PO No. 20065895

Order Date: 2/11/2020

Internal Tracking No.: 0000007952

**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:** Multiple ship-to locations, please see line details

**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	Travis Reese	<a href="mailto:Travis.Reese@TxDMV.gov">Travis.Reese@TxDMV.gov</a>	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	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: 3/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1001 E PARMER LANE AUSTIN TX 78753 Notes: Requestor: Rachel Vasquez <a href="mailto:Rachel.Vasquez@TxDMV.gov">Rachel.Vasquez@TxDMV.gov</a> (512) 719-6911 Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50



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## PO No. 20065895

Order Date: 2/11/2020

Internal Tracking No.: 0000007952

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61519	61519700717	<b>Calendar, Refill, Jan to Dec, 3.5 in x 6 in, Plus Freight Order Less Than 15 Ea</b> Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: Requestor: Amanda Porter-Brown Amanda.PorterBrown@TxDMV.gov (806) 457-3611 MPN: HOD4717 Manufacturer Name: House of Doolittle	3	EACH	2.81	\$8.43
3	61515	61515074505	<b>Appointment Planner, Monthly, Black, Wire Bound, 8-7/8 X 11-1/4, Black, 100% Post-Consumer Recycled, Plus Freight Order Less Than \$25</b> Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: Requestor: Amanda Porter-Brown Amanda.PorterBrown@TxDMV.gov (806) 457-3611	1	EACH	9.49	\$9.49



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	61519	61519130779	<b>Calendar, Desk Pad, 22 x 17, 12 Months, Plus Freight Order Less Than \$25</b> Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 5715 Canyon Dr., Building H AMARILLO TX 79110 Notes: Requestor: Amanda Porter-Brown Amanda.PorterBrown@TxDMV.gov (806) 457-3611 MPN: HOD124 Manufacturer Name: House of Doolittle	4	EACH	8.49	\$33.96
5	64085	64085121008	<b>Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS</b> Contract: 640-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 2/26/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Dawn McNabb Dawn.McNabb@TxDMV.gov (512) 465-1262	2	CASE	61.85	\$123.70



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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: 3/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Dawn McNabb Dawn.McNabb@TxDMV.gov (512) 465-1262 Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50
7	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: 2/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386	3	PKG	4.58	\$13.74
8	61562	61562384000	<b>Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386	2	PKG	9.39	\$18.78



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
9	61562	61562383601	<b>Self Stick Note Pad, 3" x 3", Neon, 100 Sheets/Pad, 6 Pads/Pk, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386 Manufacturer Name: 3M	2	PACK	7.67	\$15.34
10	61562	61562384315	<b>Self Stick Note Pad, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386	2	PKG	11.92	\$23.84
11	61541	61541221950	<b>File Pocket, 3 1/2" Expansion, Freight included</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 21 Delivery Date: 3/3/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386	25	EACH	1.61	\$40.25



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
12	61593	61593421500	<b>Self Stick Flags, .5" x 1.7", Multi color, 1 color per dispenser,35 flags/Dispenser, 4 Dispensers/Pk, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Requestor: Jennifer Whittaker Jennifer.Whittaker@TxDMV.gov (512) 465-1386 Manufacturer Name: 3M	12	PACK	3.57	\$42.84

**Total \$1,283.37**