



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20067880  
 Business Unit # 60800  
 Purchase Order # 0000007987

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 02/21/20 **PO Method:** DG **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:** Travis Reese  
**Phone:** 512 4654180  
**Fax:** 512/465-5641

**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# 20067880

Term Contracts: 620-A1, 615-A1, 207-A2

**Authorized Signature**

**02/24/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Commodity Code: 6208071001 Item Detail: Pen, Rollerball, Retractable, Magnus POINT: 0.7mm INK COLOR: Blue	620/60	6.0000	DOZ	\$13.08000	\$78.48	02/26/2020
						Schedule Total	\$78.48
						<b>ReqID:</b> 0000008768	
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420						Item Total for Line # 1	\$78.48
2-1	Commodity Code: 6208071001 Item Detail: Pen, Rollerball, Retractable, Magnus POINT: 0.7mm INK COLOR: Black	620/60	6.0000	DOZ	\$13.08000	\$78.48	02/26/2020
						Schedule Total	\$78.48
						<b>ReqID:</b> 0000008768	
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420						Item Total for Line # 2	\$78.48

Authorized Signature

02/24/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Commodity Code: 61569187653 Item Detail: Clam Clip Refill, Medium	615/69	11.0000	BOX	\$2.34000	\$25.74	02/26/2020
						Schedule Total	\$25.74
						ReqID:	0000008768
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420						Item Total for Line # 3	\$25.74
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Commodity Code: 61573162106 COLOR: White- 61573162106-1 Desc: Binder, 1 1/2" Capacity, 3 Ring, Vinyl View	615/73	24.0000	EA	\$4.17000	\$100.08	02/26/2020
						Schedule Total	\$100.08
						ReqID:	0000008768
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420						Item Total for Line # 4	\$100.08

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Commodity Code: 62080171002 Item Detail: Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ POINT/INK: Fine Black 62080171002	620/80	6.0000	DOZ	\$6.06000	\$36.36	02/26/2020
						Schedule Total	\$36.36
						<b>ReqID:</b> 0000008768	
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420						Item Total for Line # 5	\$36.36
6-1	Commodity Code: 62080171002 Item Detail: Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ POINT/INK: Fine Blue 62080171507	620/80	6.0000	DOZ	\$6.06000	\$36.36	02/26/2020
						Schedule Total	\$36.36
						<b>ReqID:</b> 0000008768	
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420						Item Total for Line # 6	\$36.36

Authorized Signature

02/24/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Commodity Code: 62080171002 Item Detail: Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ POINT/INK: Medium Red 62080172604	620/80	6.0000	DOZ	\$6.06000	\$36.36	02/26/2020
						Schedule Total	\$36.36
						ReqID:	0000008768
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420						Item Total for Line # 7	\$36.36
8-1	Commodity Code: 61562382004 Item Detail: Self Stick Note Pad, 2" x 3", Multi-Color, 100 Sheets/Pad, 9 Pads, 3 Each Color COLOR: Multi-Color- 61562382004	615/62	5.0000	PKG	\$7.65000	\$38.25	03/03/2020
						Schedule Total	\$38.25
						ReqID:	0000008789
TxDMV Contact: Graham Northcutt Graham.Northcutt@TxDMV.gov (512) 465-4043						Item Total for Line # 8	\$38.25

Authorized Signature

02/24/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Commodity Code: 20772901815 Item Detail: Toner, High Yield, CC364X; HPLJP4015	207/72	9.0000	EA	\$93.96000	\$845.64	03/03/2020
						<b>Schedule Total</b>	<input type="text" value="\$845.64"/>
				<b>ReqID:</b>			
				0000008789			
<b>TxDMV Contact:</b> Graham Northcutt Graham.Northcutt@TxDMV.gov (512) 465-4043						<b>Item Total for Line # 9</b>	<input type="text" value="\$845.64"/>

**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>

Authorized Signature

02/24/2020



# Purchase Order

## PO No. 20067880

Order Date: 2/24/2020

Internal Tracking No.: 0000007987

**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:****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	Travis.Reese@TxDMV.gov	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	62060	6208071001	<b>Pen, Rollerball, Retractable, Magnus, 12/Pack, Freight Included</b> Attribute 1: 0.7mm Attribute 2: Blue Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/9/2020 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	6	PACK	13.08	\$78.48



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PO No. 20067880

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62060	6208071001	<b>Pen, Rollerball, Retractable, Magnus, 12/Pack, Freight Included</b> Attribute 1: 0.7mm Attribute 2: Black Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/9/2020 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	6	PACK	13.08	\$78.48
3	61569	61569187653	<b>Clam Clip Refill, Medium, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 3/25/2020 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	11	BOX	2.34	\$25.74
4	61573	61573162106	<b>Binder, 1 1/2" Capacity, 3 Ring, Vinyl View, Inside Front/Back Pockets, Plus Freight Order Less Than \$25</b> Attribute 1: White-61573162106-1 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 3/16/2020 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	24	EACH	4.17	\$100.08
5	62080	62080171002	<b>Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ, Plus Freight Order Less Than \$25</b> Attribute 1: Fine Black 62080171002 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 3/5/2020 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	6	DOZ	6.06	\$36.36





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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	62080	62080171002	<b>Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ, Plus Freight Order Less Than \$25</b> Attribute 1: Fine Blue 62080171507 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 3/5/2020 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	6	DOZ	6.06	\$36.36
7	62080	62080171002	<b>Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ, Plus Freight Order Less Than \$25</b> Attribute 1: Medium Red 62080172604 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 3/5/2020 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	6	DOZ	6.06	\$36.36
8	61562	61562382004	<b>Self Stick Note Pad, 2" x 3", Multi-Color, 100 Sheets/Pad, 9 Pads, 3 Each Color, Plus Freight Order Less Than \$25</b> Attribute 1: Multi-Color-61562382004 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/9/2020 Notes: TxDMV Contact: Graham Northcutt Graham.Northcutt@TxDMV.gov (512) 465-4043	5	PKG	7.65	\$38.25
9	20772	20772901815	<b>Toner, High Yield, CC364X; HPLJP4015 Freight Included</b> Contract: 207-A2 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 3/10/2020 Notes: TxDMV Contact: Graham Northcutt Graham.Northcutt@TxDMV.gov (512) 465-4043	9	EACH	93.96	\$845.64



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**Total \$1,275.75**