



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20067923
 Business Unit # 60800
 Purchase Order # 0000007990

Payment Terms: NET30 **Freight Terms:** PREPAY **AND ADD** **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: 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

Email: Rosemary.Zamora@txdmv.gov

Bill To Fax:
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: 20067923

This purchase was processed in accordance with contracts: 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

02/24/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20067923
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Dry Erase Marker, Retractable, Chisel Tip, 4 Each/Pkg; Supplier Part Number: 62086509304	620/86	3.0000	PKG	\$4.23000	\$12.69	03/13/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$12.69
						ReqID: 0000008711	
TxDMV Contact: Graham Northcutt Email: graham.northcutt@txdmv.gov Phone: 512/465-4043 Deliver to Joe or Donna.							
						Item Total for Line # 1	\$12.69
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Calendar, Wall, 1 Year Planner, Block 1 In x 1.5 In; Supplier Part Number: 61519703506; Manufacturer Part #: HOD390	615/19	2.0000	EA	\$13.30000	\$26.60	03/13/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$26.60
						ReqID: 0000008711	
TxDMV Contact: Graham Northcutt Email: graham.northcutt@txdmv.gov Phone: 512/465-4043 Deliver to Graham							
						Item Total for Line # 2	\$26.60

Authorized Signature

Rosemary Lamora

02/24/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20067923
 Business Unit # 60800
 Purchase Order # 0000007990

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Self Stick Note Pad, 3" x 3", Neon; Supplier Part Number: MMM65414; Manufacturer: 3M	615/62	2.0000	PAK	\$7.67000	\$15.34	03/13/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$15.34	
						RegID: 0000008711		
TxDMV Contact: Graham Northcutt Email: graham.northcutt@txdmv.gov Phone: 512/465-4043 Deliver to Graham							Item Total for Line # 3	\$15.34

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	64521350104-10 (WorkQuest) Paper, Bond, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks 7-39 Cases	645/21	30.0000	CTN	\$47.65000	\$1,429.50	03/13/2020	
Skilcraft Copy Paper SKU# 64521411718-4								
Ship To: 1P13		Delivery Instructions:						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						Schedule Total	\$1,429.50	
						RegID: 0000008748		
TxDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov							Item Total for Line # 4	\$1,429.50

Authorized Signature
Rosemary Lamora
 02/24/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Dry Erase System - SPN 62086509221	620/86	1.0000	SET	\$19.06000	\$19.06	03/13/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$19.06
						ReqID: 0000008746	
TxDMV Contact: Jennifer Whittaker 4000 Jackson Ave., Bldg #1 Austin, TX 78731 Phone: 512/465-1386 jennifer.whittaker@txdmv.gov For Tracey Beaver's Office							
						Item Total for Line # 5	\$19.06
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Marker, Permanent, Chisel Tip, BLACK	620/90	4.0000	BOX	\$5.21000	\$20.84	03/13/2020
Ship To: 1P05		Delivery Instructions:					
810 FM 2821 Huntsville TX 77349 United States							
						Schedule Total	\$20.84
						ReqID: 0000008754	
TxDMV Contact: Brad Beaty Email: brad.beaty@txdmv.gov Phone: 512/465-1438							
						Item Total for Line # 6	\$20.84

Authorized Signature

Rosemary Lamora

02/24/2020



Texas Department of Motor Vehicles
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Pen, Ball Point, Retractable, BLACK	620/80	4.0000	DOZ	\$7.27000	\$29.08	03/13/2020
Ship To: 1P05		Delivery Instructions:					
810 FM 2821 Huntsville TX 77349 United States							
						Schedule Total	<input type="text" value="\$29.08"/>
				RegID: 0000008754			
TxDMV Contact: Brad Beaty Email: brad.beaty@txdmv.gov Phone: 512/465-1438						Item Total for Line # 7	<input type="text" value="\$29.08"/>

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

Rosemary Lamora

02/24/2020



Purchase Order

PO No. 20067923

Order Date: 2/24/2020

Internal Tracking No.: 0000007990

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	62086	62086509304	Marker, Dry Erase, Retractable, Chisel Tip, 4 Each/Pkg, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/9/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Graham Northcutt Email: graham.northcutt@txdmv.gov Phone: 512/465-4043	3	PKG	4.23	\$12.69



Purchase Order

PO No. 20067923

Order Date: 2/24/2020

Internal Tracking No.: 0000007990

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61519	61519703506	Calendar, Wall, 1 Year Planner, Block 1 In x 1.5 In, Plus Freight Order Less Than \$25 Attribute 1: 2020 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/9/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Graham Northcutt Email: graham.northcutt@txdmv.gov Phone: 512/465-4043 MPN: HOD390 Manufacturer Name: House of Doolittle	2	EACH	13.30	\$26.60
3	61562	61562383601	Self Stick Note Pad, 3" x 3", Neon, 100 Sheets/Pad, 6 Pads/Pk, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/9/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Graham Northcutt Email: graham.northcutt@txdmv.gov Phone: 512/465-4043 Manufacturer Name: 3M	2	PACK	7.67	\$15.34



Purchase Order

PO No. 20067923

Order Date: 2/24/2020

Internal Tracking No.: 0000007990

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
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: 3/16/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TxDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov Manufacturer Name: Skilcraft	30	CRTN	47.65	\$1,429.50
5	62086	62086509221	Dry Erase System, 4 Fine Markers, 8 Chisel Tip, Eraser, Cleaner, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/9/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Jennifer Whittaker Bldg #1 Phone: 512/465-1386 jennifer.whittaker@txdmv.gov	1	SET	19.06	\$19.06



Purchase Order

PO No. 20067923

Order Date: 2/24/2020

Internal Tracking No.: 0000007990

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	62090	62090161027	Marker, Permanent, Chisel Tip, 12 Each, Plus Freight Order Less Than \$25 Attribute 1: Black-62090161027 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/9/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 TDCJ-TxDMV 810 FM 2821 W Wynne Unit, License Plate Plant Attn.: Brad Beaty 512-465-1438 Huntsville TX 77349 Notes: TxDMV Contact: Brad Beaty Email: brad.beaty@txdmv.gov Phone: 512/465-1438	4	DOZ	5.21	\$20.84
7	62080	62080058001	Pen, Ball Point, Retractable, Bio-Based, Bio-Degradable, 12 Ea/Box, Plus Freight Order Less Than \$25 Attribute 1: Medium Attribute 2: Black Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/9/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 TDCJ-TxDMV 810 FM 2821 W Wynne Unit, License Plate Plant Attn.: Brad Beaty 512-465-1438 Huntsville TX 77349 Notes: TxDMV Contact: Brad Beaty Email: brad.beaty@txdmv.gov Phone: 512/465-1438	4	DOZ	7.27	\$29.08

Total \$1,553.11