



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20079070
 Business Unit # 60800
 Purchase Order # 0000008112
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 03/19/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 09/17/20

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

Email: Travis.Reese@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.

Texas SmartBuy PO: 20079070

Term Contracts#: 486-A1; 605-A1; 615-A1620-A1; 640-A1; 645-A1

Vendor Contact Information:

VID: 17419760511
 Contractor: WorkQuest (formerly TIBH)
 Audrey Cedillo
 Email: smartbuy@tibh.org
 Phone: (512) 451-8145
 Address: 1011 East 53 1/2 Street Austin TX 78751

TxDMV Contacts: "SEE PO"

POCN 1, Travis R. 09/17/2020: Cancelled Line 8, product was shipped to incorrect location, and Huntsville no longer requires this product. Updated buyer name for PO changes.

Authorized Signature

09/17/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20079070
Business Unit # 60800
Purchase Order # 0000008112
Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Paper, Bond, Recycled, White, Prem No. 4, 20 lb, Letter; WorkQuest #64521411718	645/21	5.0000	CTN	\$43.21000	\$216.05	03/19/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$216.05	
						ReqID: 0000008839		
TxDMV Contact: Claudia Leal, Bldg 1 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov							Item Total for Line # 1	\$216.05
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	BLUE Gel Ink Pens; Medium, General Use #62080220205, CC#62080220106, WorkQuest	620/80	4.0000	DOZ	\$9.30000	\$37.20	03/19/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$37.20	
						ReqID: 0000008839		
TxDMV Contact: Claudia Leal, Bldg 1 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov							Item Total for Line # 2	\$37.20

Authorized Signature

Claudia Leal, CTCD

09/17/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20079070
Business Unit # 60800
Purchase Order # 0000008112
Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	RED Gel Ink Pens; General Use, #62080220304, CC#62080220106, WorkQuest	620/80	4.0000	DOZ	\$9.30000	\$37.20	03/19/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$37.20
						ReqID:	0000008839
TxDMV Contact: Claudia Leal, Bldg 1 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov							
						Item Total for Line # 3	\$37.20
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Multi-Highlighter, Pocket, 3 Each-Yellow, Blue, Pink, Green; WorkQuest #62090384009	620/90	2.0000	DOZ	\$7.22000	\$14.44	03/19/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$14.44
						ReqID:	0000008839
TxDMV Contact: Claudia Leal, Bldg 1 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov							
						Item Total for Line # 4	\$14.44

Authorized Signature

09/17/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20079070
Business Unit # 60800
Purchase Order # 0000008112
Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Highlighter, Wedge Tip, 12 Each; Blue; WorkQuest #62090361007	620/90	2.0000	DOZ	\$8.30000	\$16.60	03/19/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$16.60
						ReqID: 0000008839	
TxDMV Contact: Claudia Leal, Bldg 1 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov						Item Total for Line # 5	\$16.60
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Highlighter, Free Ink, 6/Box-Pink; SmartBuy 62090	620/86	2.0000	BOX	\$6.56000	\$13.12	03/19/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$13.12
						ReqID: 0000008839	
TxDMV Contact: Claudia Leal, Bldg 1 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov						Item Total for Line # 6	\$13.12

Authorized Signature

09/17/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20079070
 Business Unit # 60800
 Purchase Order # 0000008112
 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2"; TXMAS #64085121008	640/85	4.0000	CS	\$61.85000	\$247.40	03/19/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$247.40	
						ReqID: 0000008839		
TxDMV Contact: Claudia Leal, Bldg 1 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov							Item Total for Line # 7	\$247.40
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	Toilet Paper, 2 ply, Green Cert.	640/75	1.0000	CS	\$47.72000	\$0.00	CANCEL	
Ship To: 1P05		Delivery Instructions:						
810 FM 2821 Huntsville TX 77349 United States								
						Schedule Total	\$0.00	
						ReqID: 0000008754		
TxDMV Contact: Wynne Unit, License Plate Plant Brad Beaty Email: brad.beaty@txdmv.gov Phone: 512-465-1438							Item Total for Line # 8	\$0.00

Authorized Signature

Travis Peltz, CTCD

09/17/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20079070
Business Unit # 60800
Purchase Order # 0000008112
Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
9-1	Scissors, straight trimmers, SKU: 60569453065	605/69	10.0000	EA	\$4.83000	\$48.30	03/20/2020	
Ship To: 1P13		Delivery Instructions:						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						Schedule Total	\$48.30	
						ReqID: 0000008841		
TxDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov							Item Total for Line # 9	\$48.30
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
10-1	Black,Skilcraft Bio Write Ball Med Point Pens, , SKU: 62080058001-1, Workquest	620/80	10.0000	DOZ	\$7.27000	\$72.70	03/20/2020	
Ship To: 1P13		Delivery Instructions:						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						Schedule Total	\$72.70	
						ReqID: 0000008841		
TxDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov							Item Total for Line # 10	\$72.70

Authorized Signature

09/17/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20079070
 Business Unit # 60800
 Purchase Order # 0000008112
 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
11-1	Blue Skilcraft Bio-Write Ball Point Pen, Med SKU: 62080058001-2, Workquest	620/80	10.0000	DOZ	\$7.27000	\$72.70	03/20/2020	
Ship To: 1P13		Delivery Instructions:						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						Schedule Total	\$72.70	
						ReqID: 0000008841		
Requestor: Christy McDaniel							Item Total for Line # 11	\$72.70
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
12-1	PEN, GEL INK, 0.7MM, RETRACTABLE, RUBBER GRIP, ZEBRA SARASA, BLACK	620/80	6.0000	PAK	\$6.08000	\$36.48	03/25/2020	
Ship To: 1P21		Delivery Instructions:						
600 West Expressway 83 Pharr TX 78577 United States								
						Schedule Total	\$36.48	
						ReqID: 0000008864		
TxDMV Contact: Ariana Rosa Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov							Item Total for Line # 12	\$36.48

Authorized Signature

Ariana Rosa, CTCD

09/17/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20079070
 Business Unit # 60800
 Purchase Order # 0000008112
 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
13-1	BINDER, 2" CAPACITY, 3 SLANT D RING, VINYL VIEW, 61573184324, WQuest	615/73	2.0000	EA	\$5.38000	\$10.76	03/25/2020	
Ship To: 1P21		Delivery Instructions:						
600 West Expressway 83 Pharr TX 78577 United States								
						Schedule Total	\$10.76	
						ReqID: 0000008864		
TxDMV Contact: Ariana Rosa Phone: 956/784-6712 Email: ariana.rosa@txdmv.gov							Item Total for Line # 13	\$10.76
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
14-1	Black Pen, Ballpoint, Medium Pint. 4.5' Z Grip - Doz/Pac (62080151541), Workquest	620/80	6.0000	EA	\$10.60000	\$63.60	03/20/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$63.60	
						ReqID: 0000008883		
TxDMV Contact: Jacqueline Duckworth Phone: 512/465-1458 Email: jackie.duckworth@txdmv.gov							Item Total for Line # 14	\$63.60
Request via Title Control								

Authorized Signature

Ariana Rosa, CTCD

09/17/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20079070
 Business Unit # 60800
 Purchase Order # 0000008112
 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
15-1	Self Stick Note Pad, 3x3, Yellow Doz/Pack (61562384000)	615/62	6.0000	EA	\$9.39000	\$56.34	03/20/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$56.34
						ReqID: 0000008883	
TxDMV Contact: Jacqueline Duckworth Phone: 512/465-1458 Email: jackie.duckworth@txdmv.gov							
Request via Title Control							
						Item Total for Line # 15	\$56.34

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
16-1	Scissors, Straight Trimmers, 8' Cut length 3 1/4 (60569453065)	605/69	3.0000	EA	\$4.83000	\$14.49	03/20/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$14.49
						ReqID: 0000008883	
TxDMV Contact: Jacqueline Duckworth Phone: 512/465-1458 Email: jackie.duckworth@txdmv.gov							
Request via Specialty Plates							
						Item Total for Line # 16	\$14.49

Authorized Signature

Janis P. [Signature], CTCD

09/17/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20079070
 Business Unit # 60800
 Purchase Order # 0000008112
 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
17-1	Hand Sanitizer, Instant, Purell, Green Seal, 1.2L Cartridge CC# 48613503	435/73	2.0000	CS	\$42.56000	\$85.12	03/30/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$85.12
						RegID: 0000008908	
TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov bldg. 6							
						Item Total for Line # 17	\$85.12
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
18-1	3-Ring Binder Dividers - Month Jan-Dec WorkQuest SKU: 61511062400	615/39	15.0000	PAK	\$2.12000	\$31.80	03/20/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$31.80
						RegID: 0000008839	
TxDMV Contact: Claudia Leal, Bldg 1 Phone: 512/374-5396 Email: claudia.leal@txdmv.gov							
						Item Total for Line # 18	\$31.80

Total PO Amount \$1,074.30

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

Renee Israel, CTCD

09/17/2020

Authorized Signature

Louis P. ..., CTCD

09/17/2020