



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20088231  
 Business Unit # 60800  
 Purchase Order # 0000008218

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 04/10/20 **PO Method:** DG **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

**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.

**TxDmv Contacts:**

[ See Line Details ]

**Vendor Contact:**

Audrey Cedillo  
 smartbuy@workquest.com  
 (512) 451-8145

TxSmartbuy PO# 20088231

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

**Authorized Signature**

**04/10/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Clipboard Pad Holder, Recycled Vinyl	615/25	12.0000	EA	\$3.83000	\$45.96	04/23/2020
<b>Ship To:</b> 1P04		<b>Delivery Instructions:</b>					
8550 Eastex Freeway Beaumont TX 77708 United States							
						<b>Schedule Total</b>	\$45.96
						<b>RegID:</b> 0000008992	
TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211						<b>Item Total for Line # 1</b>	\$45.96
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Retractable Fluorescent Highlighters	620/90	5.0000	PAK	\$6.08000	\$30.40	04/23/2020
<b>Ship To:</b> 1P04		<b>Delivery Instructions:</b>					
8550 Eastex Freeway Beaumont TX 77708 United States							
						<b>Schedule Total</b>	\$30.40
						<b>RegID:</b> 0000008992	
TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211						<b>Item Total for Line # 2</b>	\$30.40

Authorized Signature

04/10/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Highlighter, Wedge Tip, Fluorescent Yellow, 12/Pk, Skilcraft (TIBH); Comodity Code 62090361007- YELLOW; SUPPLIER #62090361007-YELLOW	620/90	2.0000	BOX	\$8.30000	\$16.60	04/23/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$16.60
						<b>ReqID:</b> 0000009000	
TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048						<b>Item Total for Line # 3</b>	\$16.60
4-1	Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa 4/ pk; Commodity Code 62080230105-BLUE INK	620/80	4.0000	PKG	\$6.08000	\$24.32	04/23/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$24.32
						<b>ReqID:</b> 0000009000	
TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048						<b>Item Total for Line # 4</b>	\$24.32

Authorized Signature

04/10/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Compressed Inert Gas, 10 Oz. Can, Air Duster ; Commodity Code 20725292005	207/25	3.0000	EA	\$6.04000	\$18.12	04/23/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	<input type="text" value="\$18.12"/>
						<b>ReqID:</b>	
						0000009000	
TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048						<b>Item Total for Line # 5</b>	<input type="text" value="\$18.12"/>

**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**  
  
**04/10/2020**



# Purchase Order

## PO No. 20088231

Order Date: 4/10/2020

Internal Tracking No.: 0000008218

**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	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	61525	61525083004-1	<b>Clipboard Pad Holder, Letter Size, Virgin Vinyl, No Clip, White Paper Pad, 12/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Blue-61525083004-3 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/24/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211	12	EACH	3.83	\$45.96



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62090	62090381013	<b>Highlighters, Retractable, Assoted Colors, 5/Pkg., Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/24/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Ashley.Lopez@TxDMV.gov (409) 895-3211	5	PKG	6.08	\$30.40
3	62090	62090361007	<b>Highlighter, Wedge Tip, 12 Each, Plus Freight Order Less Than \$25</b> Attribute 1: 62090363003-Yellow Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/24/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048	2	DOZ	8.30	\$16.60



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Order Date: 4/10/2020

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	62080	62080230105	<b>Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/ Pack, Plus Freight Order Less Than \$25</b> Attribute 1: Blue-62080230204 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/24/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048	4	PACK	6.08	\$24.32
5	20725	20725292005	<b>Compressed Air 10 Oz. Can. Freight Added When Less Than \$25</b> Contract: 207-A2 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/24/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Lori Paul Lori.G.Paul@TxDMV.gov (512) 465-4048	3	EACH	6.04	\$18.12

**Total \$135.40**