



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20089823  
 Business Unit # 60800  
 Purchase Order # 0000008262

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 04/23/20 **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 Contact:**  
 [ See Line Details ]

**Vendor Contact:**  
 Audrey Cedillo  
 smartbuy@workquest.com  
 (512) 451-8145

TxSmartbuy PO# 20089823

Term Contracts: 832-A1, 615-A1, 620-A1

**Authorized Signature**

**04/23/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack CC# 83220112	832/20	6.0000	BOX	\$5.91000	\$35.46	05/07/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$35.46
						<b>ReqID:</b> 0000009060	
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420							
						<b>Item Total for Line # 1</b>	\$35.46
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Correction Tape, Standard Tip, White, Single Line CC# 61529301006	615/29	30.0000	EA	\$1.77000	\$53.10	05/07/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$53.10
						<b>ReqID:</b> 0000009060	
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420							
						<b>Item Total for Line # 2</b>	\$53.10

Authorized Signature

04/23/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Highlighter, Free Ink, 6/Box BLUE - CC# 62090352006	620/90	6.0000	BOX	\$6.56000	\$39.36	05/07/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$39.36	
				<b>ReqID:</b> 0000009060				
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420							<b>Item Total for Line # 3</b>	\$39.36
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Highlighter, Free Ink, 6/Box GREEN - CC# 62090353004	620/90	6.0000	BOX	\$6.56000	\$39.36	05/07/2020	
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
						<b>Schedule Total</b>	\$39.36	
				<b>ReqID:</b> 0000009060				
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420							<b>Item Total for Line # 4</b>	\$39.36

Authorized Signature

04/23/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Highlighter, Free Ink, 6/Box PINK - CC# 62090354002	620/90	6.0000	BOX	\$6.56000	\$39.36	05/07/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$39.36
						<b>RegID:</b> 0000009060	
TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420							
						<b>Item Total for Line # 5</b>	\$39.36

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Self Stick Note Pad, 3" x 3", Yellow. Item # 61562384000	615/62	3.0000	PKG	\$9.39000	\$28.17	05/15/2020
<b>Ship To:</b> 1P25		<b>Delivery Instructions:</b>					
1601-A Southwest Parkway Wichita Falls TX 76302 United States							
						<b>Schedule Total</b>	\$28.17
						<b>RegID:</b> 0000009058	
TxDMV Contact: Lori Stovall Lori.Stovall@TxDMV.gov (940) 235-4816							
						<b>Item Total for Line # 6</b>	\$28.17

**Total PO Amount** \$234.81

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

04/23/2020



# Purchase Order

## PO No. 20089823

Order Date: 4/23/2020

Internal Tracking No.: 0000008262

**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	83220	83220112	<b>Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack, Freight Order Less Than \$50</b> Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Renee Israel <a href="mailto:Renee.Israel@TxDMV.gov">Renee.Israel@TxDMV.gov</a> (512) 465-1420	6	PKG	5.91	\$35.46



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Order Date: 4/23/2020

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61529	61529301006	<b>Correction Tape, Standard Tip, White, Single Line, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	30	EACH	1.77	\$53.10
3	62090	62090501010	<b>Highlighter, Free Ink, 6/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Blue-62090352006 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	6	Box	6.56	\$39.36
4	62090	62090501010	<b>Highlighter, Free Ink, 6/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Green-62090353004 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420	6	Box	6.56	\$39.36



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## PO No. 20089823

Order Date: 4/23/2020

Internal Tracking No.: 0000008262

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	62090	62090501010	<b>Highlighter, Free Ink, 6/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Pink-62090354002 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731	6	Box	6.56	\$39.36
6	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: 5/7/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: TxDMV Contact: Lori Stovall Lori.Stovall@TxDMV.gov (940) 235-4816	3	PKG	9.39	\$28.17

**Total \$234.81**