



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20099642
 Business Unit # 60800
 Purchase Order # 0000008346

Payment Terms: NET30 **Freight Terms:** See Detail Below **Ship Via:** See Detail Below **PCC:** 0 **Date:** 05/19/20 **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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Rosemary Zamora
Phone: 512/465-4199
Fax: 512/495-5641

Bill To Fax:

Email: Rosemary.Zamora@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.

Texas SmartBuy PO: 20099642

Term Contract#: 207-A2; 615-A1; 620-A1; 832-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:

Monica Hernandez
 Phone: 512/465-1261
 Email: monica.hernandez@txdmv.gov

Mary Menoskey

Authorized Signature

Rosemary Zamora

05/19/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20099642
 Business Unit # 60800
 Purchase Order # 0000008346

Email: mary.menoskey@txdmv.gov
 Phone: (512) 465-4011

Mary "Rachel" Vasquez
 Phone: 512/719-6911
 Email: rachel.vasquez@txdmv.gov

Khadija Brown
 Email: khadija.brown@txdmv.gov
 Phone: 713/316-6131

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	PEN, BALPOINT, WITH CAP, SOFT GRIP, MEDIUM POINT	620/80	5.0000	DOZ	\$7.63000	\$38.15	06/05/2020

Ship To: 1P03

Delivery Instructions:

1001 E. Parmer
 Lane, Ste. A
 Austin TX 78753
 United States

Schedule Total

ReqID:
0000009090

TxDmv Contact: Mary "Rachel" Vasquez
 Phone: 512/719-6911
 Email: rachel.vasquez@txdmv.gov

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	PEN, RETRACTABLE, REFILLABLE, .7 MM MEDIUM POINT, GEL INK	620/80	8.0000	DOZ	\$9.46000	\$75.68	06/05/2020

Ship To: 1P03

Delivery Instructions:

1001 E. Parmer
 Lane, Ste. A
 Austin TX 78753
 United States

Schedule Total

ReqID:
0000009090

TxDmv Contact: Mary "Rachel" Vasquez
 Phone: 512/719-6911
 Email: rachel.vasquez@txdmv.gov

Item Total for Line # 2

Authorized Signature

Rosemary Lamora

05/19/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	PEN, RETRACTABLE, GEL INK, RUBBER GRIP, .7MM MEDIUM POINT, ZEBRA SARASA	620/80	8.0000	DOZ	\$10.50000	\$84.00	06/05/2020	
Ship To: 1P03		Delivery Instructions:						
1001 E. Parmer Lane, Ste. A Austin TX 78753 United States								
						Schedule Total	\$84.00	
						RegID: 0000009090		
TxDMV Contact: Mary "Rachel" Vasquez Phone: 512/719-6911 Email: rachel.vasquez@txdmv.gov							Item Total for Line # 3	\$84.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	MARKER, PERMANENT, CHISEL TIP, 12 EACH/BOX	620/90	3.0000	DOZ	\$5.21000	\$15.63	06/05/2020	
Ship To: 1P03		Delivery Instructions:						
1001 E. Parmer Lane, Ste. A Austin TX 78753 United States								
						Schedule Total	\$15.63	
						RegID: 0000009090		
TxDMV Contact: Mary "Rachel" Vasquez Phone: 512/719-6911 Email: rachel.vasquez@txdmv.gov							Item Total for Line # 4	\$15.63

Authorized Signature

Rosemary Lamora

05/19/2020



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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	5.0000	EA	\$6.04000	\$30.20	06/05/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$30.20
						ReqID: 0000009069	
TxDMV Contact: Mary Menoskey Email: mary.menoskey@txdmv.gov Phone: (512) 465-4011						Item Total for Line # 5	\$30.20
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Ball Point Pen, stick pen without eraser.POINT/INK: Medium Blue, SP # 62080031008	620/80	7.0000	DOZ	\$2.00000	\$14.00	06/05/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$14.00
						ReqID: 0000009082	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 6	\$14.00

Authorized Signature

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05/19/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Retractable 07mm gel ink pen has a translucent colored barrel, clip, grip, and plunger cover to indicate ink color. Blue. SP # 45888468108	620/80	4.0000	DOZ	\$10.50000	\$42.00	06/05/2020	
Ship To: 1P16		Delivery Instructions:						
2110 E. Governors Circle Houston TX 77092 United States								
						Schedule Total	\$42.00	
						ReqID: 0000009082		
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131							Item Total for Line # 7	\$42.00

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	Tape; Transparent; Refill; 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack; WorkQuest #83220112	832/20	1.0000	PKG	\$5.91000	\$5.91	06/05/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$5.91	
						ReqID: 0000009088		
TxDMV Contact: Monica Hernandez Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov CFO Suite							Item Total for Line # 8	\$5.91

Authorized Signature
Rosemary Lamora
 05/19/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
9-1	Marker; Permanent; Fine Tip; WorkQuest #62090220989	620/90	2.0000	DOZ	\$7.88000	\$15.76	06/05/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	<input type="text" value="\$15.76"/>	
						RegID: 0000009088		
TxDMV Contact: Monica Hernandez Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov CFO Suite							Item Total for Line # 9	<input type="text" value="\$15.76"/>

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

05/19/2020



Purchase Order

PO No. 20099642

Order Date: 5/19/2020

Internal Tracking No.: 0000008346

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	62080	62080051006	Pen, Ballpoint, With Cap, Soft Grip, Medium Point, Plus Freight Order Less Than \$25 Attribute 1: Blue Medium-62080051006 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1001 E PARMER LANE AUSTIN TX 78753 Notes: Mary "Rachel" Vasquez Phone: 512/719-6911 Email: rachel.vasquez@txdmv.gov	5	DOZ	7.63	\$38.15



Purchase Order

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Order Date: 5/19/2020

Internal Tracking No.: 0000008346

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62080	62080100017	Pen, .7MM Medium Point, Retractable, Refillable, Gel ink, Plus Freight Order Less Than \$25 Attribute 1: Blue Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1001 E PARMER LANE AUSTIN TX 78753 Notes: Mary "Rachel" Vasquez Phone: 512/719-6911 Email: rachel.vasquez@txdmv.gov	8	DOZ	9.46	\$75.68
3	62080	62080231100	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25 Attribute 1: BLUE Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1001 E PARMER LANE AUSTIN TX 78753 Notes: Mary "Rachel" Vasquez Phone: 512/719-6911 Email: rachel.vasquez@txdmv.gov MPN: 46810D Manufacturer Name: Zebra	8	DOZ	10.50	\$84.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	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: 6/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1001 E PARMER LANE AUSTIN TX 78753 Notes: Mary "Rachel" Vasquez Phone: 512/719-6911 Email: rachel.vasquez@txdmv.gov	3	DOZ	5.21	\$15.63
5	20725	20725292005	Compressed Air 10 Oz. Can. Freight Added When Less Than \$25 Contract: 207-A2 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Mary Menoskey Email: mary.menoskey@txdmv.gov Phone: (512) 465-4011	5	EACH	6.04	\$30.20
6	62080	62080031008	Pen, Ballpoint, Stick with Cap, Recycled, Plus Freight Order Less Than \$25 Attribute 1: Fine Blue-62080031008 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131	7	DOZ	2.00	\$14.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
7	83220	83220112	Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack, Freight Order Less Than \$50 Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Monica Hernandez Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	1	PKG	5.91	\$5.91
8	62090	62090220989	Marker, Permanent, Fine Tip, Plus Freight Order Less Than \$25 Attribute 1: Black-62090220989 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Monica Hernandez Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	2	DOZ	7.88	\$15.76



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
9	62080	62080231100	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25 Attribute 1: BLUE Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/2/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 46810D Manufacturer Name: Zebra	4	DOZ	10.50	\$42.00

Total \$321.33