



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20100066
 Business Unit # 60800
 Purchase Order # 0000008368

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 05/22/20 **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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 United States

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: 20100066

Term Contract#: 615-A1; 620-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:

Renee Israel
 Phone: 512/465-1420
 Email: renee.israel.txdmv.gov

Monica Hernandez
 Phone: 512/465-1261

Authorized Signature

Rosemary Zamora

05/22/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20100066
 Business Unit # 60800
 Purchase Order # 0000008368

Email: monica.hernandez@txdmv.gov

Stacey Cullen
 Email: stacey.cullen@txdmv.gov
 Phone: (512) 465-4164

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pen, Retractable, Gel Ink, Red Ink; 62080220106 (WQUEST) 62080220304 (Rocket K-gel)	620/80	8.0000	DOZ	\$9.30000	\$74.40	05/22/2020

Schedule Total

ReqID:
0000009088

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

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Paper, Bond, Recycled	645/21	10.0000	BOX	\$47.65000	\$476.50	05/22/2020

Schedule Total

ReqID:
0000009131

TxDmv Contact: Stacey Cullen
 Email: stacey.cullen@txdmv.gov
 Phone: (512) 465-4164

Item Total for Line # 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Self Stick Note Pad, 3" x 3", Yellow CC# 61562384000	615/62	3.0000	PKG	\$9.39000	\$28.17	05/25/2020

Schedule Total

ReqID:
0000009135

TxDmv Contact: Renee Israel
 Phone: 512/465-1420
 Email: renee.israel@txdmv.gov
 Renee Israel - bldg. 6

Item Total for Line # 3

Authorized Signature

Rosemary Lamora

05/22/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa - BLACK - CC# 62080231100 BLACK	620/80	6.0000	DOZ	\$10.50000	\$63.00	05/25/2020	
						Schedule Total	<input type="text" value="\$63.00"/>	
				ReqID:				
				0000009135				
TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov renee Israel - bldg. 6							Item Total for Line # 4	<input type="text" value="\$63.00"/>
5-1	Pencil, Mechanical, 0.7mm, Rubber Grip, Plastic Absolute III CC# 62060370038	620/60	3.0000	PKG	\$11.26000	\$33.78	05/25/2020	
						Schedule Total	<input type="text" value="\$33.78"/>	
				ReqID:				
				0000009135				
TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov Renee Israel - bldg. 6							Item Total for Line # 5	<input type="text" value="\$33.78"/>
6-1	Pencil, Mechanical, Rubber Grip, Ergonomic Oversized Barrel 0.7mm	620/60	3.0000	PKG	\$10.94000	\$32.82	05/25/2020	
						Schedule Total	<input type="text" value="\$32.82"/>	
				ReqID:				
				0000009135				
TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov Renee Israel - bldg. 6							Item Total for Line # 6	<input type="text" value="\$32.82"/>

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted

Authorized Signature

Rosemary Lamora

05/22/2020



Texas Department of Motor Vehicles
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Page: 4 of 4

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

05/22/2020



Purchase Order

PO No. 20100066

Order Date: 5/22/2020

Internal Tracking No.: 0000008368

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

Texas Department Of Motor Vehicles - 608
4000 JACKSON AVENUE
AUSTIN TX 78731

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	62080220106	Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25 Attribute 1: Medium Red-62080220304 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/5/2020 Notes: TxDMV Contact: Monica Hernandez Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	8	DOZ	9.30	\$74.40



Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	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: 6/11/2020 Notes: TxDMV Contact: Stacey Cullen Email: stacey.cullen@txdmv.gov Phone: (512) 465-4164 Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50
3	61562	61562384000	Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/5/2020 Notes: TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov	3	PKG	9.39	\$28.17
4	62080	62080231100	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25 Attribute 1: BLACK Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/5/2020 Notes: TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov MPN: 46810D Manufacturer Name: Zebra	6	DOZ	10.50	\$63.00
5	62060	62060370038	Pencil, Mechanical, 0.7mm, Rubber Grip, Plastic Barrel, Absolute III, 6/Box, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 6/22/2020 Notes: TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov	3	BOX	11.26	\$33.78



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	62060	62060380011	Pencil, Mechanical, Rubber Grip, Ergonomic Oversized Barrel, 6/Box, Plus Freight Order Less Than \$25 Attribute 1: 0.7mm-62060380052 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 6/22/2020 Notes: TxDMV Contact: Renee Israel Phone: 512/465-1420 Email: renee.israel.txdmv.gov	3	Box	10.94	\$32.82

Total \$708.67