



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20100252
 Business Unit # 60800
 Purchase Order # 0000008372

Payment Terms: NET30 **Freight Terms:** See Detail **Ship Via:** See Detail **PCC:** 0 **Date:** 05/26/20 **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: 20100252

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

Angela Gonzalez
 Phone: 512/465-4229

Authorized Signature

Rosemary Zamora

05/26/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20100252
 Business Unit # 60800
 Purchase Order # 0000008372

Email: Angela.Gonzalez@TxDMV.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ; 62080171002; POINT/INK: Medium Red 62080172604	620/80	5.0000	DOZ	\$6.06000	\$30.30	05/26/2020

Schedule Total

ReqID:
0000008831

TxDMV Contact: Monica Hernandez
 Phone: 512/465-1261
 Email: monica.hernandez@txdmv.gov
 Requester: Cash Room

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Copy Paper, No 4 Virgin 64521350153	645/21	15.0000	CTN	\$47.65000	\$714.75	05/26/2020

Schedule Total

ReqID:
0000009149

TxDMV Contact: Angela Gonzalez
 Phone: 512/465-4229
 Email: Angela.Gonzalez@TxDMV.gov

Item Total for Line # 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Magnus Free Ink Needle Point Pen 0.5 mm Blue 62080510662	620/80	5.0000	DOZ	\$15.47000	\$77.35	05/28/2020

Schedule Total

ReqID:
0000009149

TxDMV Contact: Angela Gonzalez
 Phone: 512/465-4229
 Email: Angela.Gonzalez@TxDMV.gov

Item Total for Line # 3

Authorized Signature

Rosemary Lamora

05/26/2020



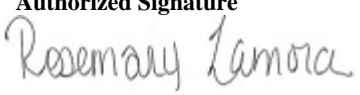
Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20100252
 Business Unit # 60800
 Purchase Order # 0000008372

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Magnus Free Ink Needle Point Pen 0.7 mm Blue 62080510712	620/80	5.0000	DOZ	\$15.47000	\$77.35	05/28/2020	
						Schedule Total	<input type="text" value="\$77.35"/>	
				ReqID:				
				0000009149				
TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov							Item Total for Line # 4	<input type="text" value="\$77.35"/>
5-1	Mechanical Pencil Continuous Feed, Dual Action 0.5 mm lead 62060161007	620/60	5.0000	DOZ	\$23.07000	\$115.35	05/28/2020	
						Schedule Total	<input type="text" value="\$115.35"/>	
				ReqID:				
				0000009149				
TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov							Item Total for Line # 5	<input type="text" value="\$115.35"/>
6-1	Mechanical Pencil, Continuous Feed, Dual Action 0.7 mm 62060162005	620/60	5.0000	DOZ	\$23.22000	\$116.10	05/28/2020	
						Schedule Total	<input type="text" value="\$116.10"/>	
				ReqID:				
				0000009149				
TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov							Item Total for Line # 6	<input type="text" value="\$116.10"/>

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

05/26/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20100252
Business Unit # 60800
Purchase Order # 0000008372

Page: 4 of 4

Authorized Signature

Rosemary Lamora

05/26/2020



Purchase Order

PO No. 20100252

Order Date: 5/26/2020

Internal Tracking No.: 0000008372

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	62080171002	Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ, Plus Freight Order Less Than \$25 Attribute 1: Medium Red 62080172604 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 6/5/2020 Notes: TxDMV Contact: Monica Hernandez Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	5	DOZ	6.06	\$30.30



Purchase Order

PO No. 20100252

Order Date: 5/26/2020

Internal Tracking No.: 0000008372

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: 6/15/2020 Notes: TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov Manufacturer Name: Skilcraft	15	CRTN	47.65	\$714.75
3	62080	62080510654	Pen, Rollerball, Free Ink, Needle Point, Magnus, Plus Freight Order Less Than \$25 Attribute 1: 0.5mm Blue 62080510662 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/9/2020 Notes: TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov	5	DOZ	15.47	\$77.35
4	62080	62080510654	Pen, Rollerball, Free Ink, Needle Point, Magnus, Plus Freight Order Less Than \$25 Attribute 1: 0.7mm Blue 62080510712 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/9/2020 Notes: TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov	5	DOZ	15.47	\$77.35
5	62060	62060161007	Pencil, Mechanical, 0.5mm Lead, Maroon Barrel, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 6/25/2020 Notes: TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov	5	DOZ	23.07	\$115.35



Purchase Order

PO No. 20100252

Order Date: 5/26/2020

Internal Tracking No.: 0000008372

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	62060	62060162005	Pencil, Mechanical, 0.7mm Lead, Black Barrel, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 6/25/2020 Notes: TxDMV Contact: Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov	5	DOZ	23.22	\$116.10

Total \$1,131.20