



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20107340
 Business Unit # 60800
 Purchase Order # 0000008395

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 06/05/20 **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: Rosemary Zamora
Phone: 512/465-4199
Fax: 512/495-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Rosemary.Zamora@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.

Texas SmartBuy PO: 20107340

Contract #: 207-A2; 615-A1; 620-A1; 640-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:

Lori Paul
 Email:
 lori.paul@txdmv.gov
 Phone: 512/465-4048

Khadija Brown

Authorized Signature

Rosemary Zamora

06/05/2020



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20107340
 Business Unit # 60800
 Purchase Order # 0000008395

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

ASHLEY LOPEZ
 Phone: (409) 895-3214
 Email: Ashley.lopez@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa - BLUE INK	620/80	6.0000	DOZ	\$10.50000	\$63.00	06/05/2020

Ship To: 1P00
 4000 Jackson Avenue
 Austin TX 78731
 United States

Delivery Instructions:

Schedule Total

ReqID:
0000009183

Lori Paul
 Email:lori.paul@txdmv.gov
 Phone: 512/465-4048

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Highlighter, Wedge Tip, 12 Each, Fluorescent Yellow	620/90	2.0000	DOZ	\$8.30000	\$16.60	06/05/2020

Ship To: 1P00
 4000 Jackson Avenue
 Austin TX 78731
 United States

Delivery Instructions:

Schedule Total

ReqID:
0000009183

Lori Paul
 Email:lori.paul@txdmv.gov
 Phone: 512/465-4048

Item Total for Line # 2

Authorized Signature

Rosemary Lamora

06/05/2020



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Purchase Order # 0000008395

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Paper, Bond, Recycled, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, SP # 64521411718	645/21	40.0000	CTN	\$47.65000	\$1,906.00	06/22/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$1,906.00
						ReqID:	0000009184
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 3	\$1,906.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Ball Point Pen, stick pen without eraser.POINT/INK: Medium Blue, SP # 62080031008	620/80	5.0000	DOZ	\$2.00000	\$10.00	06/22/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$10.00
						ReqID:	0000009187
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 4	\$10.00

Authorized Signature

Rosemary Lamora

06/05/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Self Stick Note Pad, 3" x 3", Yellow, SP #61562384000	615/62	5.0000	PKG	\$9.39000	\$46.95	06/22/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$46.95
						ReqID: 0000009187	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 5	\$46.95
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Air Duster	207/25	5.0000	EA	\$6.04000	\$30.20	06/11/2020
Ship To: 1P04		Delivery Instructions:					
8550 Eastex Freeway Beaumont TX 77708 United States							
						Schedule Total	\$30.20
						ReqID: 0000009190	
ASHLEY LOPEZ Phone: (409) 895-3214 Email: Ashley.lopez@txdmv.gov						Item Total for Line # 6	\$30.20

Authorized Signature

Rosemary Lamora

06/05/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Self Stick Note Pad	615/62	4.0000	PKG	\$7.67000	\$30.68	06/11/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$30.68	
				ReqID: 0000009190				
ASHLEY LOPEZ Phone: (409) 895-3214 Email: Ashley.lopez@txdmv.gov							Item Total for Line # 7	\$30.68
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	Quarterford Disposable Wipes	640/50	1.0000	CS	\$61.85000	\$61.85	06/11/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$61.85	
				ReqID: 0000009190				
ASHLEY LOPEZ Phone: (409) 895-3214 Email: Ashley.lopez@txdmv.gov							Item Total for Line # 8	\$61.85

Authorized Signature

Rosemary Lamora

06/05/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Skillcraft Copy Paper, Premium No. 4 Bond, 20 lb., Virgin. ZONE 5	645/33	8.0000	CTN	\$47.65000	\$381.20	06/11/2020
Ship To: 1P04		Delivery Instructions:					
8550 Eastex Freeway Beaumont TX 77708 United States							
						Schedule Total	<input type="text" value="\$381.20"/>
						ReqID:	
						0000009190	
ASHLEY LOPEZ Phone: (409) 895-3214 Email: Ashley.lopez@txdmv.gov						Item Total for Line # 9	<input type="text" value="\$381.20"/>

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

06/05/2020



Purchase Order

PO No. 20107340

Order Date: 6/5/2020

Internal Tracking No.: 0000008395

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	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: 6/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Lori Paul Email:lori.paul@txdmv.gov Phone: 512/465-4048 MPN: 46810D Manufacturer Name: Zebra	6	DOZ	10.50	\$63.00



Purchase Order

PO No. 20107340

Order Date: 6/5/2020

Internal Tracking No.: 0000008395

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62090	62090361007	Highlighter, Wedge Tip, 12 Each, Plus Freight Order Less Than \$25 Attribute 1: 62090363003-Yellow Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: Lori Paul Email: lori.paul@txdmv.gov Phone: 512/465-4048	2	DOZ	8.30	\$16.60
3	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: 6/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 Manufacturer Name: Skilcraft	40	CRTN	47.65	\$1,906.00
4	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: 6/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131	5	DOZ	2.00	\$10.00



Purchase Order

PO No. 20107340

Order Date: 6/5/2020

Internal Tracking No.: 0000008395

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	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: 6/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131	5	PKG	9.39	\$46.95
6	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: 6/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: ASHLEY LOPEZ Phone: (409) 895-3214 Email: Ashley.lopez@txdmv.gov	5	EACH	6.04	\$30.20
7	61562	61562383601	Self Stick Note Pad, 3" x 3", Neon, 100 Sheets/Pad, 6 Pads/Pk, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/19/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: ASHLEY LOPEZ Phone: (409) 895-3214 Email: Ashley.lopez@txdmv.gov Manufacturer Name: 3M	4	PACK	7.67	\$30.68



Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
8	64085	64085121008	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS Contract: 640-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 6/22/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: ASHLEY LOPEZ Phone: (409) 895-3214 Email: Ashley.lopez@txdmv.gov	1	CASE	61.85	\$61.85
9	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: 6/25/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: ASHLEY LOPEZ Phone: (409) 895-3214 Email: Ashley.lopez@txdmv.gov Manufacturer Name: Skilcraft	8	CRTN	47.65	\$381.20

Total \$2,546.48