



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 20107797
 Business Unit # 60800
 Purchase Order # 0000008407

Payment Terms: NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 06/09/20 **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 Contacts:
 [See Line Details]

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

TxSmartbuy PO# 20107797

Term Contracts: 485-A1 (ln 1), 640-A1 (ln 2), 615-A1 (ln 3, 4, 5), 620-A1 (ln 6)

Authorized Signature

06/09/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Purell/Skilcraft, instant hand sanitizer, 2L pump bottle original gel formula. 4/CS, SP # 48513504067	485/13	2.0000	CS	\$82.14000	\$164.28	06/19/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$164.28
						ReqID:	0000009082
TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131						Item Total for Line # 1	\$164.28
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Towel, Paper, Quarter Fold, 100% Paper, 6.5" x 6.5", CC #64085121008 (Texas SmartBuy)	640/85	1.0000	EA	\$61.85000	\$61.85	06/19/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$61.85
						ReqID:	0000009210
TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001						Item Total for Line # 2	\$61.85

Authorized Signature

06/09/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Self Stick Note Pad, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, CC# 61562384315 (Texas SmartBuy)	615/62	5.0000	PKG	\$11.92000	\$59.60	06/19/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$59.60	
						ReqID: 0000009210		
TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001							Item Total for Line # 3	\$59.60
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, CC# 61562384000 (Texas SmartBuy)	615/62	5.0000	PKG	\$9.39000	\$46.95	06/19/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$46.95	
						ReqID: 0000009210		
TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001							Item Total for Line # 4	\$46.95

Authorized Signature

06/09/2020



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 Purchase Order # 0000008407

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Self Stick Note Pad, 1.5" x 2", 100 Sheets/Pad, 12 Pads/Pkg, CC# 61562381501 (Texas SmartBuy)	615/62	5.0000	PKG	\$4.58000	\$22.90	06/19/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$22.90	
						ReqID: 0000009210		
TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001							Item Total for Line # 5	\$22.90

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Pencil, Mechanical, 0.7mm Lead, Black Barrel, CC#62060162005 (Texas SmartBuy)	620/60	2.0000	EA	\$23.22000	\$46.44	06/19/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$46.44	
						ReqID: 0000009210		
TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001							Item Total for Line # 6	\$46.44

Total PO Amount \$402.02

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

06/09/2020



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Page: 5 of 5

Authorized Signature

A handwritten signature in black ink, appearing to be "M. Smith", written over a horizontal line.

06/09/2020



Purchase Order

PO No. 20107797

Order Date: 6/9/2020

Internal Tracking No.: 0000008407

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	Travis.Reese@TxDMV.gov	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	48513	48513504067	Hand Sanitizer, 2 Liter With Pump, Purell/Skilcraft, 4/CS Contract: 485-A1 Contract Type: Term Delivery ARO (days): 18 Delivery Date: 6/29/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131	2	CASE	82.14	\$164.28



Purchase Order

PO No. 20107797

Order Date: 6/9/2020

Internal Tracking No.: 0000008407

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	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: 6/24/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001	1	CASE	61.85	\$61.85
3	61562	61562384315	Self Stick Note Pad, 3" x 5", 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: 6/23/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001	5	PKG	11.92	\$59.60
4	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: 6/23/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001	5	PKG	9.39	\$46.95



Purchase Order

PO No. 20107797

Order Date: 6/9/2020

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	61562	61562381501	Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/ Pkg, Plus Freight Less Than 12 Pkg Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 6/23/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001	5	PKG	4.58	\$22.90
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: 7/9/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Victoria Nichols Victoria.Nichols@TxDMV.gov (512) 465-4001	2	DOZ	23.22	\$46.44

Total \$402.02