



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20117514  
 Business Unit # 60800  
 Purchase Order # 000008493

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 07/08/20 **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# 20117514

**Contracts:**  
 Ln 1 = 735-A1  
 Ln 2, 3 = 640-A1  
 Ln 4, 5, 6, 7 = 620-A1

**Authorized Signature**

**07/08/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Wipers, Industrial, Sheet Size: 9 x 16.75, 100 Sheets per Box, 5 BX/CS; SPN # 25023	735/60	2.0000	CS	\$46.20000	\$92.40	07/14/2020
<b>Ship To:</b> 1P16		<b>Delivery Instructions:</b>					
2110 E. Governors Circle Houston TX 77092 United States							
						<b>Schedule Total</b>	\$92.40
						<b>ReqID:</b> 0000009277	
TxDMV Contact: Khadija Brown Khadija.Brown@TxDMV.gov (713) 316-6131						<b>Item Total for Line # 1</b>	\$92.40
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Boardwalk Multifold Paper Towels, White, 250 Towels/Pack, Carton of 16 (290541) TXMAS	485/83	2.0000	CTN	\$70.88000	\$141.76	07/14/2020
<b>Ship To:</b> 1P17		<b>Delivery Instructions:</b>					
4549 W. Loop 281 Longview TX 75604 United States							
						<b>Schedule Total</b>	\$141.76
						<b>ReqID:</b> 0000009271	
TxDMV Contact: Cynthia Fagan Cynthia.Fagan@TxDMV.gov (903) 237-2811						<b>Item Total for Line # 2</b>	\$141.76

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07/08/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Disposable Wipes	485/83	2.0000	CS	\$61.85000	\$123.70	07/14/2020
<b>Ship To:</b> 1P19		<b>Delivery Instructions:</b>					
3901 East Hwy. 80 Odessa TX 79761 United States							
						<b>Schedule Total</b>	\$123.70
						<b>ReqID:</b> 0000009275	
TxDMV Contact: Adale Bishop Adale.Bishop@TxDMV.gov (512) 465-4067						<b>Item Total for Line # 3</b>	\$123.70
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Pencil, Mechanical, American Classic. Item # 62060283003	620/20	2.0000	PAK	\$14.55000	\$29.10	07/14/2020
<b>Ship To:</b> 1P25		<b>Delivery Instructions:</b>					
1601-A Southwest Parkway Wichita Falls TX 76302 United States							
						<b>Schedule Total</b>	\$29.10
						<b>ReqID:</b> 0000009268	
TxDMV Contact: Suzanne Long Suzanne.Long@TxDMV.gov (940) 235-4817						<b>Item Total for Line # 4</b>	\$29.10

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07/08/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Skilcraft Bio Write Black, Mediun point, # SKU 62080058001-1	620/80	6.0000	DOZ	\$7.27000	\$43.62	07/14/2020	
<b>Ship To:</b> 1P13		<b>Delivery Instructions:</b>						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						<b>Schedule Total</b>	\$43.62	
						<b>ReqID:</b> 0000009315		
TxDMV Contact: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512							<b>Item Total for Line # 5</b>	\$43.62
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Skilcraft Highlighter Yellow, 12/box, SKU 62090363003	620/90	3.0000	DOZ	\$8.30000	\$24.90	07/14/2020	
<b>Ship To:</b> 1P13		<b>Delivery Instructions:</b>						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						<b>Schedule Total</b>	\$24.90	
						<b>ReqID:</b> 0000009315		
TxDMV Contact: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512							<b>Item Total for Line # 6</b>	\$24.90

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	SKILCRAFT CHISEL TIP MARKER, BLACK, 12/BOX, SKU 62090161027	620/90	3.0000	DOZ	\$5.21000	\$15.63	07/14/2020	
<b>Ship To:</b> 1P13		<b>Delivery Instructions:</b>						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						<b>Schedule Total</b>	<input type="text" value="\$15.63"/>	
				<b>ReqID:</b> 0000009315				
TxDMV Contact: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512							<b>Item Total for Line # 7</b>	<input type="text" value="\$15.63"/>

**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

07/08/2020



# Purchase Order

## PO No. 20117514

Order Date: 7/8/2020

Internal Tracking No.: 0000008493

**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	<a href="mailto:Travis.Reese@TxDMV.gov">Travis.Reese@TxDMV.gov</a>	(512) 465-4180

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	73560	73560945023	<b>Wipers, Industrial, Sheet Size: 9 x16.75, 100 Sheets/Box, 5 Boxes per CS, Freight is included.</b> Contract: 735-A1 Contract Type: Term Delivery ARO (days): 7 Delivery Date: 7/15/2020 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 MPN: 25023 Manufacturer Name: Brawny	2	CASE	46.20	\$92.40



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	64085	64085103527	<b>Towel, Paper, 14.25" x 13.25", 4-Ply Reinforced, 100/Dispenser Box, 9 Box/CTN</b> Contract: 640-A1 Contract Type: Term Delivery ARO (days): 7 Delivery Date: 7/15/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4549 W LOOP 281 LONGVIEW TX 75604 Notes: TxDMV Contact: Cynthia Fagan Cynthia.Fagan@TxDMV.gov (903) 237-2811	2	CRTN	70.88	\$141.76
3	64085	64085121008	<b>Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS</b> Contract: 640-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 7/23/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Adale Bishop Adale.Bishop@TxDMV.gov (512) 465-4067	2	CASE	61.85	\$123.70
4	62020	62060283003	<b>Pencil, Mechanical, American Classic, Black Barrell, 12 Pencils/ Pack, Freight Included</b> Attribute 1: 0.7mm-62060283003-2 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/22/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: TxDMV Contact: Suzanne Long Suzanne.Long@TxDMV.gov (940) 235-4817	2	PACK	14.55	\$29.10



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	62080	62080058001	<b>Pen, Ball Point, Retractable, Bio-Based, Bio-Degradable, 12 Ea/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Medium Attribute 2: Black Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/22/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TxDMV Contact: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512	6	DOZ	7.27	\$43.62
6	62090	62090361007	<b>Highlighter, Wedge Tip, 12 Each, Plus Freight Order Less Than \$25</b> Attribute 1: 62090363003-Yellow Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/22/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TxDMV Contact: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512	3	DOZ	8.30	\$24.90





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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
7	62090	62090161027	<b>Marker, Permanent, Chisel Tip, 12 Each, Plus Freight Order Less Than \$25</b> Attribute 1: Black-62090161027 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 7/22/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TxDMV Contact: Christy McDaniel Christy.McDaniel@TxDMV.gov (817) 285-1512	3	DOZ	5.21	\$15.63

**Total \$471.11**