



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20118569
Business Unit # 60800
Purchase Order # 0000008513

Page: 1 of 8

Payment Terms: NET30
Freight Terms: See Detail
Ship Via: See Detail Below
PCC: 0
Date: 07/16/20
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

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: 20118569

Term Contract#: 615-A1; 620-A1; 640-A1; 645-A1; 832-A1

Vendor Contact Info:

Workquest:

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:

Brad Beaty
Email: brad.beaty@txdmv.gov
Phone: 512/465-1438

Authorized Signature

Rosemary Zamora

07/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20118569
Business Unit # 60800
Purchase Order # 0000008513

Page: 2 of 8

Julie Payne
Phone: (432) 276-4411
Email: julie.payne@txdmv.gov

Debbie Wilson
Email: debbie.wilson@txdmv.gov
Phone: 254/296-2711

Rachel Bills
Email: rachel.bills@txdmv.gov
Phone: 512/465-4084

Seberina Palomarez
Phone: 210/731-2151
Email: seberina.palomarez@txdmv.gov

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

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	64075750956 Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS CC: 64085121008 (WQuest)	640/66	1.0000	CS	\$61.85000	\$61.85	07/17/2020

Towels, Disposable, Bio-
Degradable

Ship To: 1P24

Delivery Instructions:

2203 Austin
Avenue
Waco TX 76701
United States

Schedule Total

ReqID:
0000009270

TxDmv Contact:
Debbie Wilson
Email: debbie.wilson@txdmv.gov
Phone: 254/296-2711

Item Total for Line # 1

Authorized Signature

Rosemary Lamora

07/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20118569
Business Unit # 60800
Purchase Order # 0000008513

Page: 3 of 8

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Paper, Bond, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks 7-39 Cases CC: 64521350104-10 (WQuest) Paper, Bond, White, No. 4, 20lb, Letter	645/21	7.0000	CTN	\$47.65000	\$333.55	07/16/2020
Ship To: 1P05		Delivery Instructions:					
810 FM 2821 Huntsville TX 77349 United States							
						Schedule Total	\$333.55
						ReqID: 0000009299	
TxDMV Contact: Brad Beaty Email: brad.beaty@txdmv.gov Phone: 512/465-1438							
						Item Total for Line # 2	\$333.55

Authorized Signature

Rosemary Lamora

07/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20118569
Business Unit # 60800
Purchase Order # 0000008513

Page: 4 of 8

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Pen, .7MM Medium Point, Retractable, Refillable, Gel ink, Plus Freight Order CC: 62080100017 (WQuest)	620/80	4.0000	DOZ	\$9.46000	\$37.84	07/16/2020
 Skillcraft Retractable Recycled Water bottle pen, Gel ink .7mm Medium Pont - Blue Ink							
Ship To: 1P04		Delivery Instructions:					
8550 Eastex Freeway Beaumont TX 77708 United States							
						Schedule Total	\$37.84
 ReqID: 0000009316							
SKU: 62080100017-2 (WorkQuest)							
REQUESTOR: ASHLEY LOPEZ (409) 895-3214 Email: Ashley.lopez@txdmv.gov							
						Item Total for Line # 3	\$37.84

Authorized Signature

Rosemary Lamora

07/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20118569
Business Unit # 60800
Purchase Order # 0000008513

Page: 5 of 8

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	MTape, Transparent, Refill, 3/4" x 1000", Core 1", Multi- Purpose, 6/Pack, CC: 83220112 (WQuest) Multi-purpose Transparent Matte Tape	832/20	6.0000	PKG	\$5.91000	\$35.46	07/16/2020
Ship To: 1P04		Delivery Instructions:					
8550 Eastex Freeway Beaumont TX 77708 United States							
						Schedule Total	\$35.46
ReqID: 0000009316							
Commodity Code: 83220112							
REQUESTOR: ASHLEY LOPEZ (409) 895-3214 Email: Ashley.lopez@txdmv.gov							
						Item Total for Line # 4	\$35.46

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150/Dispenser Box, 6 Box/CS CC: 64085121008 (WQuest) Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2"	640/85	3.0000	CS	\$61.85000	\$185.55	07/22/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$185.55
ReqID: 0000009350							
TxDMV Contact: Rachel Bills Email: rachel.bills@txdmv.gov Phone: 512/465-4084							
						Item Total for Line # 5	\$185.55

Authorized Signature

Rosemary Lamora

07/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20118569
Business Unit # 60800
Purchase Order # 0000008513

Page: 6 of 8

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pkg CC: 61562381501 (WQuest) Self Stick Note Pad SKU# 61562381501	615/60	5.0000	EA	\$4.58000	\$22.90	08/01/2020
Ship To: 1P22		Delivery Instructions:					
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States							
						Schedule Total	\$22.90
ReqID: 0000009361							
TxDMV Contact: Seberina Palomarez Phone: 210/731-2151 Email: seberina.palomarez@txdmv.gov							
						Item Total for Line # 6	\$22.90

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Self Stick Note Pad, 2" x 3", Multi-Color, 100 Sheets/Pad, 9 Pads, 3 Each Color CC: 61562382004 (WQuest) Self Stick Note Pad SKU#61562382004	615/60	5.0000	EA	\$7.65000	\$38.25	08/01/2020
Ship To: 1P22		Delivery Instructions:					
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States							
						Schedule Total	\$38.25
ReqID: 0000009361							
TxDMV Contact: Seberina Palomarez Phone: 210/731-2151 Email: seberina.palomarez@txdmv.gov							
						Item Total for Line # 7	\$38.25

Authorized Signature

Rosemary Lamora

07/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20118569
Business Unit # 60800
Purchase Order # 0000008513

Page: 7 of 8

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg CC: 61562384000 (WQuest) Self Stick Note Pad SKU#61562384000	615/60	5.0000	EA	\$9.39000	\$46.95	08/01/2020
Ship To: 1P22		Delivery Instructions:					
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States							
						Schedule Total	\$46.95
						ReqID: 0000009361	
TxDMV Contact: Seberina Palomarez Phone: 210/731-2151 Email: seberina.palomarez@txdmv.gov							
						Item Total for Line # 8	\$46.95

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Correction Tape, White, Single Line, Sideways Delivery, Non-Refillable CC: 61529311005 (WQuest) Correction Tape with sideways delivery SKU#61529311005	615/60	30.0000	EA	\$2.44000	\$73.20	08/01/2020
Ship To: 1P22		Delivery Instructions:					
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States							
						Schedule Total	\$73.20
						ReqID: 0000009361	
TxDMV Contact: Seberina Palomarez Phone: 210/731-2151 Email: seberina.palomarez@txdmv.gov							
						Item Total for Line # 9	\$73.20

Authorized Signature

Rosemary Lamora

07/16/2020



Texas Department of Motor Vehicles
Texas SmartBuy PO # 20118569
Business Unit # 60800
Purchase Order # 0000008513

Page: 8 of 8

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11" CC: 64521350104-10 copier paper Recycles; 8-1/2 x 11	645/21	7.0000	CTN	\$47.65000	\$333.55	07/16/2020
Ship To: 1P19		Delivery Instructions:					
3901 East Hwy. 80 Odessa TX 79761 United States							
						Schedule Total	\$333.55
						ReqID: 0000009323	
Julie Payne Phone: (432) 276-4411 Email: julie.payne@txdmv.gov						Item Total for Line # 10	\$333.55

Total PO Amount \$1,169.10

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

07/16/2020