



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21012091
 Business Unit # 60800
 Purchase Order # 0000008811

Payment Terms: NET30 **Freight Terms:** See Detail **Ship Via:** See Detail **PCC:** 0 **Date:** 10/06/20 **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: Amanda Leigh Maxwell
Phone:
Fax:

Bill To Fax:

Email: Amanda.Maxwell@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 Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Texas SmartBuy PO: 21012091

Term Contract #: 615-A1

Vendor Contact: Audrey Cedillo
 Email: smartbuy@workquest.com
 Phone: (512) 451-8145

TXDMV Contact: Monica Hernandez
 Finance
 Phone: 512/465-1261
 Email: monica.hernandez@txdmv.gov

TxDMV Contact: Julie Payne
 Vehicle Titles Reg Division
 Phone: (432) 276-4411

Authorized Signature

10/06/2020



Texas Department of Motor Vehicles
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Email: julie.payne@txdmv.gov

TxDMV Contact: Renee Israel
 Motor Carrier Operations
 Phone: 512/465-1420
 Email: renee.israel@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Chair mats/ ergonomic floor cover, cleated vinyl for use with carpets, non-reversible, heavy gauge, beveled edge; WorkQuest #61523160366	615/23	1.0000	EA	\$65.95000	\$65.95	10/21/2020

Ship To: 1P00

Delivery Instructions:

4000 Jackson Avenue
 Austin TX 78731
 United States

Schedule Total

ReqID:
0000009752

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

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Correction Tape, White, Single Line, Sideways Delivery; Supplier #61529311005	615/29	24.0000	EA	\$2.44000	\$58.56	10/20/2020

Ship To: 1P00

Delivery Instructions:

4000 Jackson Avenue
 Austin TX 78731
 United States

Schedule Total

ReqID:
0000009752

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

Item Total for Line # 2

Authorized Signature

10/06/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Pencil, Mechanical, 0.7mm Lead, Black Barrel; WorkQuest #62060162005	620/60	2.0000	DOZ	\$23.22000	\$46.44	11/05/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$46.44	
						ReqID: 0000009752		
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov							Item Total for Line # 3	\$46.44
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Pencil, Mechanical, 0.5mm Lead, Maroon Barrel; WorkQuest #62060161007	620/60	2.0000	DOZ	\$23.07000	\$46.14	11/05/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$46.14	
						ReqID: 0000009752		
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov							Item Total for Line # 4	\$46.14

Authorized Signature

[Handwritten Signature]
 Purchaser

10/06/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Note Pad, Self Stick, 1.5" x 2", Yellow; WorkQuest #61562381501	615/62	12.0000	PKG	\$4.58000	\$54.96	10/20/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$54.96
						ReqID: 0000009752	
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						Item Total for Line # 5	\$54.96
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Highlighter, Pocket, 3 Each- Yellow, Blue, Pink, Green; WorkQuest #62090384009	620/90	2.0000	DOZ	\$7.22000	\$14.44	10/13/2020
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$14.44
						ReqID: 0000009752	
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						Item Total for Line # 6	\$14.44

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	General Use Gel Ink Pens; Rocket K-gel; Red Ink; WorkQuest #62080220304	620/80	4.0000	DOZ	\$9.30000	\$37.20	10/20/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$37.20	
						ReqID: 0000009752		
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov							Item Total for Line # 7	\$37.20
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	Self Stick Note Pad, 3" x 3", Yellow CC# 61562384000	615/62	4.0000	PAK	\$9.39000	\$37.56	10/20/2020	
Ship To: 1P19		Delivery Instructions:						
3901 East Hwy. 80 Odessa TX 79761 United States								
						Schedule Total	\$37.56	
						ReqID: 0000009754		
Julie Payne Vehicle Titles Reg Division Phone: (432) 276-4411 Email: julie.payne@txdmv.gov							Item Total for Line # 8	\$37.56

Authorized Signature

10/06/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Note Pad, Self Stick, 1.5" x 2", Yellow; WorkQuest #61562381501	615/62	6.0000	PAK	\$4.58000	\$27.48	10/20/2020
Ship To: 1P19		Delivery Instructions:					
3901 East Hwy. 80 Odessa TX 79761 United States							
						Schedule Total	\$27.48
						RegID:	
						0000009754	
Julie Payne Vehicle Titles Reg Division Phone: (432) 276-4411 Email: julie.payne@txdmv.gov							
						Item Total for Line # 9	\$27.48
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	General Use Gel Ink Pens; Rocket K-gel; blue Ink; WorkQuest #POINT/INK: Medium Blue-62080220205	620/80	5.0000	PAK	\$9.30000	\$46.50	10/20/2020
Ship To: 1P19		Delivery Instructions:					
3901 East Hwy. 80 Odessa TX 79761 United States							
						Schedule Total	\$46.50
						RegID:	
						0000009754	
Julie Payne Vehicle Titles Reg Division Phone: (432) 276-4411 Email: julie.payne@txdmv.gov							
						Item Total for Line # 10	\$46.50

Authorized Signature

10/06/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
11-1	Correction Tape, Standard Tip, White, Single Line CC# 61529301006	615/29	15.0000	EA	\$1.77000	\$26.55	10/20/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$26.55	
						ReqID: 0000009750		
TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov							Item Total for Line # 11	\$26.55

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
12-1	Self Stick Note Pad, 3" x 3", Yellow CC# 61562384000	615/52	6.0000	PKG	\$9.39000	\$56.34	10/20/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$56.34	
						ReqID: 0000009750		
TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov							Item Total for Line # 12	\$56.34

Total PO Amount \$518.12

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

 Purchaser
 10/06/2020



Purchase Order

PO No. 21012091

Order Date: 10/6/2020

Internal Tracking No.: 0000008811

Contractor Info

WorkQuest, Inc.
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: MULTIPLE SHIP TO ADDRESSES**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	Amanda Maxwell	Amanda.maxwell@txdmv.gov	(512) 465-1226



Purchase Order

PO No. 21012091

Order Date: 10/6/2020

Internal Tracking No.: 0000008811

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61523	61523160366	Chair Mat 60" x 46", Lip 25" x 12", Cleated for Carpet, 3 Year Warranty, Freight Description - Chair mats that are shipped Rolled take 24 hours to uncurl. Chair mats that are shipped flat come on a pallet and must have a dock to receive and will incur additional shipping charges. Attribute 1: Rolled Contract: 615-A1 Contract Type: Term Delivery ARO (days): 15 Delivery Date: 10/21/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	1	EACH	65.95	\$65.95
2	61529	61529311005	Correction Tape, White, Single Line, Sideways Delivery, Non-Refillable, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 10/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	24	EACH	2.44	\$58.56



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
3	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: 11/5/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	2	DOZ	23.22	\$46.44
4	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: 11/5/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	2	DOZ	23.07	\$46.14



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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: 10/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	12	PKG	4.58	\$54.96
6	62090	62090384009	Highlighter, Pocket, 3 Each-Yellow, Blue, Pink, Green, Rubberized Barrel, Plus Freight Order Less Than \$25 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 7 Delivery Date: 10/13/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	2	DOZ	7.22	\$14.44



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
7	62080	62080220106	Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25 Attribute 1: Medium Red-62080220304 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 10/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov	4	DOZ	9.30	\$37.20
8	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: 10/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 3901 E HIGHWAY 80 ODESSA TX 79761 Notes: TxDMV Contact: Julie Payne Vehicle Titles & Reg Division Phone: (432) 276-4411 Email: julie.payne@txdmv.gov	4	PKG	9.39	\$37.56



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
9	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: 10/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 3901 E HIGHWAY 80 ODESSA TX 79761 Notes: TxDMV Contact: Julie Payne Vehicle Titles & Reg Division Phone: (432) 276-4411 Email: julie.payne@txdmv.gov	6	PKG	4.58	\$27.48
10	62080	62080220106	Pen, Rollerball, Gel Ink, Retractable, Rubber Grip, General Use, Plus Freight Order Less Than \$25 Attribute 1: Medium Blue-62080220205 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 10/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 3901 E HIGHWAY 80 ODESSA TX 79761 Notes: TxDMV Contact: Julie Payne Vehicle Titles & Reg Division Phone: (432) 276-4411 Email: julie.payne@txdmv.gov	5	DOZ	9.30	\$46.50



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
11	61529	61529301006	Correction Tape, Standard Tip, White, Single Line, Plus Freight Order Less Than \$25 Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 10/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	15	EACH	1.77	\$26.55
12	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: 10/20/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	6	PKG	9.39	\$56.34

Total \$518.12