



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21013237
 Business Unit # 60800
 Purchase Order # 0000008827

Payment Terms: NET30 **Freight Terms:** See Detail **Ship Via:** See Detail **PCC:** 0 **Date:** 10/08/20 **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

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: 21013237

Contract #: 615-A1

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

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

TxDMV Contact: Ashley Lopez
 Vehicle Titles Reg Division
 Phone: 409/895-3214

Authorized Signature

10/14/2020



Texas Department of Motor Vehicles
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Email: ashley.lopez@txdmv.gov

TXDMV Contact: Suzanne Long
 Vehicle Titles Reg Division
 Email: Suzanne.long@TxDMV.gov
 Phone: 940/235-4817

TxDMV Contact: Angela Gonzalez
 Motor Vehicle Division
 Phone: 512/465-4229
 Email: Angela.Gonzalez@TxDMV.gov

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

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Packaging Tape 6 Pack Commodity Code: 83255190002	832/55	1.0000	PKG	\$12.31000	\$12.31	10/28/2020

Ship To: 1P00

Delivery Instructions:

4000 Jackson
 Avenue
 Austin TX 78731
 United States

Schedule Total

ReqID:
0000009682

Angela Gonzalez
 Phone: 512/465-4229
 Email: Angela.Gonzalez@TxDMV.gov

Item Total for Line # 1

Authorized Signature

[Handwritten Signature]
 Purchaser

10/14/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Self Stick Note Pad, 3" x 3", Yellow Commodity Code 61562384000	615/62	6.0000	PKG	\$9.39000	\$56.34	10/28/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$56.34	
						ReqID: 0000009682		
Angela Gonzalez Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov							Item Total for Line # 2	\$56.34
3-1	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa CC# 62080231100	620/80	8.0000	DOZ	\$10.50000	\$84.00	10/28/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$84.00	
						ReqID: 0000009750		
Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov							Item Total for Line # 3	\$84.00

Authorized Signature

[Handwritten Signature]
 Purchaser

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Paper, Bond, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks, Zones 4,5 Supplier Part Number: 64521350104-2 Skillcraft Copy Paper, Premium No. 4 Bond, 20 lb., Virgin. ZONE 5	645/33	8.0000	CTN	\$47.65000	\$381.20	11/03/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$381.20	
						ReqID: 0000009761		
Ashley Lopez Vehicle Titles Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov							Item Total for Line # 4	\$381.20

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Desk Stand Supplier Part Number: 61533921054	615/33	1.0000	EA	\$43.54000	\$43.54	11/03/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$43.54	
						ReqID: 0000009761		
Ashley Lopez Vehicle Titles Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov							Item Total for Line # 5	\$43.54

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Bag, Trash Can Liner, LLDPE 1.5 MIL, 40-44 Gallon - Clear Supplier Part Number: 48505115021 Trash Can Liner; LLDPE .5 MIL, 40-44 Gallon, 40X46 can liner, 200 bags per case	485/05	1.0000	CS	\$59.23000	\$59.23	10/28/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$59.23	
						ReqID: 0000009761		
Ashley Lopez Vehicle Titles Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov							Item Total for Line # 6	\$59.23

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Self Stick Note Pad Self Stick Note Pad, 3" x 3", Neon Supplier Part Number: MMM65414	615/62	4.0000	PKG	\$7.67000	\$30.68	10/28/2020	
Ship To: 1P04		Delivery Instructions:						
8550 Eastex Freeway Beaumont TX 77708 United States								
						Schedule Total	\$30.68	
						ReqID: 0000009761		
Ashley Lopez Vehicle Titles Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov							Item Total for Line # 7	\$30.68

Authorized Signature

[Handwritten Signature]
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10/14/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Paper, Bond, Recycled, White, Prem No. 4, 20 lb, Letter Supplier Part Number: 64521411708 HP Office Ultra White Paper, Letter Size Paper, 20 Lb, 500 Sheets Per Ream, Case Of 10 Reams	645/33	8.0000	CS	\$48.25000	\$386.00	11/03/2020
Ship To: 1P22		Delivery Instructions:					
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States							
						Schedule Total	<input type="text" value="\$386.00"/>
				ReqID: 0000009757			
Seberina Palomarez Phone: 210/731-2151 Email: seberina.palomarez@txdmv.gov						Item Total for Line # 8	<input type="text" value="\$386.00"/>

Authorized Signature

[Handwritten Signature]
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10/14/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
9-1	Paper, Bond, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks, Zones 4,5 Supplier Part Number: 64521350104-2	645/21	10.0000	CS	\$47.65000	\$476.50	11/03/2020	
	Paper, Bond, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks 7-39 Cases							
Ship To:	1P25	Delivery Instructions:						
	1601-A Southwest Parkway Wichita Falls TX 76302 United States							
						Schedule Total	\$476.50	
				ReqID:	0000009773			
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817							Item Total for Line # 9	\$476.50
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
10-1	Pen Ballpoint, Medium Point, 4.5", Z Grip Max (Blue ink) Supplier Part Number: 62080151541	620/80	3.0000	DOZ	\$10.60000	\$31.80	10/28/2020	
Ship To:	1P25	Delivery Instructions:						
	1601-A Southwest Parkway Wichita Falls TX 76302 United States							
						Schedule Total	\$31.80	
				ReqID:	0000009773			
Suzanne Long Vehicle Titles Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817							Item Total for Line # 10	\$31.80

Total PO Amount \$1,561.60

Authorized Signature

[Handwritten Signature]
Purchaser

10/14/2020



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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

[Handwritten Signature]
Purchaser

10/14/2020



Purchase Order

PO No. 21013237

Order Date: 10/14/2020

Internal Tracking No.: 0000008827

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

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: 10/28/2020 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 MPN: 46810D Manufacturer Name: Zebra	8	DOZ	10.50	\$84.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	64521	64521411708	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included. Qty price breaks at 3, 7, 40, 41, 121, 500, and 800 cases. Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 11/3/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 15150 Nacogdoches Rd., Ste. 100 SAN ANTONIO TX 78247 Notes: TxDMV Contact: Seberina Palomarez Phone: 210/731-2151 E m a i l : seberina.palomarez@txdmv.gov Manufacturer Name: Skilcraft	8	CRTN	48.25	\$386.00
3	64521	64521350104-2	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11" Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 11/3/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Vehicle Titles & Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov Manufacturer Name: Skilcraft	8	CRTN	47.65	\$381.20



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	61533	61533511008	Additional crystal clear tabbed display panels #1002, includes paper tab inserts. Set does not include spine. Freight is included. Contract: 615-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 11/3/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Vehicle Titles & Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov	1	SET	43.54	\$43.54
5	48505	48505115021	Bag, Trash Can Liner, LLDPE 1.5 MIL, 40-44 Gallon - Clear Contract: 485-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 10/28/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Vehicle Titles & Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov	1	CASE	59.23	\$59.23
6	48505	48505115021	Transportation and Freight Charge Delivery Date: 10/28/2020 Notes: TxDMV Contact: Ashley Lopez Vehicle Titles & Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov	1	EACH	10.00	\$10.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
7	83255	83255190002	Packaging Tape 6 Pack;Freight included Contract: 832-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 10/28/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Angela Gonzalez Motor Vehicle Division Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov	1	EACH	12.31	\$12.31
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: 10/28/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Angela Gonzalez Motor Vehicle Division Phone: 512/465-4229 Email: Angela.Gonzalez@TxDMV.gov	6	PKG	9.39	\$56.34



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
9	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: 10/28/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 8550 EASTEX FREEWAY BEAUMONT TX 77708 Notes: TxDMV Contact: Ashley Lopez Vehicle Titles & Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov Manufacturer Name: 3M	4	PACK	7.67	\$30.68
10	64521	64521350104-2	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11" Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 11/3/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: TXDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817 Manufacturer Name: Skilcraft	10	CRTN	47.65	\$476.50



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
11	62080	62080151541	Pen Ballpoint, Medium Point, 4.5", Z Grip Max, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080151541 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 10/28/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 1601-A SOUTHWEST PARKWAY WICHITA FALLS TX 76302 Notes: TXDMV Contact: Suzanne Long Vehicle Titles & Reg Division Email: Suzanne.long@TxDMV.gov Phone: 940/235-4817	3	DOZ	10.60	\$31.80

Total \$1,571.60