



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21024550
 Business Unit # 60800
 Purchase Order # 0000008961

Payment Terms: NET30 **Freight Terms:** See Detail **Ship Via:** See Detail **PCC:** 0 **Date:** 11/04/20 **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.

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

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Term Contract#: 615-A1
 620-A1
 640-A1
 645-S1

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

TxDMV Contact: Khadija Brown
 Email: khadija.brown@txdmv.gov
 Phone: 713/316-6131

TXDMV Contact: Debbie Wilson
 Vehicle Titles Reg Division
 Email: debbie.wilson@txdmv.gov

Authorized Signature

11/04/2020



Texas Department of Motor Vehicles
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Phone: 254/296-2711

TxDMV Contact: Julie Payne
 Vehicle Titles Reg Division
 Phone: (432) 276-4411
 Email: julie.payne@txdmv.gov

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

TxDMV Contact: Cynthia Cortinas
 Email: Cynthia.cortinas@txdmv.gov
 Phone: 361/808-3912

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Self Stick Note Pad, 3" x 3", Yellow Supplier Part Number: 61562384000	615/62	5.0000	PKG	\$9.39000	\$46.95	11/18/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$46.95
						ReqID: 0000009838	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 1	\$46.95

Authorized Signature

[Handwritten Signature]
 Purchaser

11/04/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Correction Tape, Standard Tip, White, Single Line Supplier Part Number: 61529301006	615/29	20.0000	PAK	\$1.77000	\$35.40	11/18/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	<input type="text" value="\$35.40"/>
						RegID: 0000009838	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 2	<input type="text" value="\$35.40"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Retractable 07mm gel ink pen has a translucent colored barrel, clip, grip, and plunger cover to indicate ink color. Blue Supplier Part Number: 45888468108 Manufacturer Part #: 46810D	620/80	2.0000	DOZ	\$10.50000	\$21.00	11/18/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	<input type="text" value="\$21.00"/>
						RegID: 0000009838	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 3	<input type="text" value="\$21.00"/>

Authorized Signature

Michael Purchaser

11/04/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Ball Point Pen, stick pen without eraser. POINT/INK: Medium Blue Supplier Part Number: 62080031008	620/80	5.0000	DOZ	\$2.00000	\$10.00	11/18/2020
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$10.00
						ReqID: 0000009838	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 4	\$10.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Mailer, Poly, 10"X13", Non-Padded, Tear Proof, Peal/Seal Supplier Part Number: 64010110803	640/10	1.0000	CS	\$98.43000	\$98.43	11/16/2020
Ship To: 1P24		Delivery Instructions:					
2203 Austin Avenue Waco TX 76701 United States							
						Schedule Total	\$98.43
						ReqID: 0000009845	
Debbie Wilson Vehicle Titles Reg Division Email: debbie.wilson@txdmv.gov						Item Total for Line # 5	\$98.43

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Paper, Bond, Recycled, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks Supplier Part Number: 64521411710	645/21	7.0000	CTN	\$48.25000	\$337.75	11/12/2020	
Ship To: 1P19		Delivery Instructions:						
3901 East Hwy. 80 Odessa TX 79761 United States								
						Schedule Total	<input type="text" value="\$337.75"/>	
						RegID: 0000009871		
Julie Payne Vehicle Titles Reg Division Phone: (432) 276-4411 Email: julie.payne@txdmv.gov							Item Total for Line # 6	<input type="text" value="\$337.75"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Marker, Permanent, Jumbo, Round Bullit Tip Supplier Part Number: 62090241852	620/90	2.0000	DOZ	\$8.30000	\$16.60	11/18/2020	
Sharpie king size permanent markers, black, pack of 12; SP#202812								
Ship To: 1P07		Delivery Instructions:						
602 N. Staples Street Corpus Christi TX 78401 United States								
						Schedule Total	<input type="text" value="\$16.60"/>	
						RegID: 0000009874		
Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912							Item Total for Line # 7	<input type="text" value="\$16.60"/>

Authorized Signature

[Handwritten Signature]
 Purchaser

11/04/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Marker, Permanent, Chisel Tip, 12 Each/Box - Black Supplier Part Number: 62090161027	620/90	2.0000	DOZ	\$5.21000	\$10.42	11/18/2020
Permanent markers, chisel point black pack of 12;SP# 128817							
Ship To: 1P07		Delivery Instructions:					
602 N. Staples Street Corpus Christi TX 78401 United States							
						Schedule Total	\$10.42
ReqID: 0000009874							
Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912							
						Item Total for Line # 8	\$10.42

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Marker, Permanent, Chisel Tip, 12 Each/Box - Red Supplier Part Number: 62090161027	620/90	2.0000	DOZ	\$5.21000	\$10.42	11/18/2020
Sharpie chisel-tip permanent markers, red, pack of 12;SP# 754851							
Ship To: 1P07		Delivery Instructions:					
602 N. Staples Street Corpus Christi TX 78401 United States							
						Schedule Total	\$10.42
ReqID: 0000009874							
Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912							
						Item Total for Line # 9	\$10.42

Authorized Signature

[Handwritten Signature]
 Purchaser

11/04/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	Pen, Ballpoint, Hybrid Ink, Medium Point, Rubber Grip, Stick with Cap (Blue) Supplier Part Number: 62080350010	620/80	10.0000	DOZ	\$4.54000	\$45.40	11/13/2020
Ship To: 1P22		Delivery Instructions:					
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States							
						Schedule Total	<input type="text" value="\$45.40"/>
						ReqID: 0000009880	
Seberina Palomarez Phone: 210/731-2151 Email: seberina.palomarez@txdmv.gov						Item Total for Line # 10	<input type="text" value="\$45.40"/>

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.

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Authorized Signature

[Handwritten Signature]
Purchaser

11/04/2020



Purchase Order

PO No. 21024550

Order Date: 11/4/2020

Internal Tracking No.: 0000008961

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	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: 11/18/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131	5	PKG	9.39	\$46.95



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Order Date: 11/4/2020

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	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: 11/18/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131	20	EACH	1.77	\$35.40
3	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: 11/18/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131 MPN: 46810D Manufacturer Name: Zebra	2	DOZ	10.50	\$21.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
4	62080	62080031008	Pen, Ballpoint, Stick with Cap, Recycled, Plus Freight Order Less Than \$25 Attribute 1: Medium Blue-62080035009 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/18/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2110 East Governors Circle HOUSTON TX 77092 Notes: TxDMV Contact: Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131	5	DOZ	2.00	\$10.00
5	64521	64521411710	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: 11/24/2020 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 Manufacturer Name: Skilcraft	7	CRTN	48.25	\$337.75



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	62080	62080350010	Pen, Ballpoint, Gel Ink, Medium Point, Rubber Grip, Stick with Cap, Plus Freight Order Less Than \$25 Attribute 1: Blue-62080350028 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/18/2020 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	10	DOZ	4.54	\$45.40
7	62090	62090241852	Marker, Permanent, Jumbo, Round Bullit Tip, Plus Freight Order Less Than \$25 Attribute 1: Black-62090241852 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/18/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 602 N. Staples Street Suite 130 CORPUS CHRISTI TX 78401 Notes: TxDMV Contact: Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912	2	DOZ	8.30	\$16.60



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
8	62090	62090161027	Marker, Permanent, Chisel Tip, 12 Each, Plus Freight Order Less Than \$25 Attribute 1: Black-62090161027 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/18/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 602 N. Staples Street Suite 130 CORPUS CHRISTI TX 78401 Notes: TxDMV Contact: Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912	2	DOZ	5.21	\$10.42
9	62090	62090161027	Marker, Permanent, Chisel Tip, 12 Each, Plus Freight Order Less Than \$25 Attribute 1: Red-62090161688 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/18/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 602 N. Staples Street Suite 130 CORPUS CHRISTI TX 78401 Notes: TxDMV Contact: Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912	2	DOZ	5.21	\$10.42



Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
10	64010	64010110803	Mailer, Poly, 10" x 13", Non-Padded, Tear Proof, Peel/Seal Flap, White Outside/Silver Inside, 1000/CS, Plus Freight Order Less Than \$500 Contract: 640-A1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 11/16/2020 Ship to Address: Texas Department Of Motor Vehicles - 608 2203 AUSTIN AVENUE WACO TX 76701 Notes: TXDMV Contact: Debbie Wilson Vehicle Titles & Reg Division Email: debbie.wilson@txdmv.gov Phone: 254/296-2711	1	CASE	98.43	\$98.43

Total \$632.37