



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21026591  
 Business Unit # 60800  
 Purchase Order # 0000009042  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 11/19/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 11/20/20  
**Terms:** AND ADD **Via Print**

**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:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1741976051 1

**Purchaser:** Amanda Leigh Maxwell  
**Phone:**  
**Fax:**

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Bill To Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN 1 - by Mandy Maxwell 11/20/2020  
 Removed line 2 from PO. WQ advised "We are currently phased out on our door locks. You may use this email as an exception to purchase a door lock elsewhere."

**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 #: 450-A1  
 620-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: Douglas Craddick

**Authorized Signature**

11/20/2020



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21026591  
 Business Unit # 60800  
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Email: douglas.craddick@txdmv.gov  
 Phone: (512) 465-1267

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pencil, Mechanical, 0.7mm, Rubber Grip, Plastic Absolute III Supplier Part Number: 62060370038	620/60	8.0000	PKG	\$11.26000	\$90.08	12/21/2020

Schedule Total

ReqID:  
0000009937

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

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Door Lock, Storeroom, Cylinder, Gr 1, ANSI F86 / Philadelphia Supplier Part Number: 45055310889	450/55	4.0000	EA	\$187.05000	\$0.00	CANCEL

Schedule Total

TxDMV Contact: Douglas Craddick  
 Email: douglas.craddick@txdmv.gov  
 Phone: (512) 465-1267

Item Total for Line # 2

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

*[Handwritten Signature]*  
Purchaser

11/20/2020



# Purchase Order Change Notice

## PO No. 21026591

Order Date: 11/19/2020

Internal Tracking No.: 0000009042

**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**

Texas Department Of Motor Vehicles - 608  
4000 JACKSON AVENUE  
AUSTIN TX 78731

**NOTE TO CONTRACTOR:****REVISION HISTORY:**

**PO Revision #: 1**

**PO Change Reasons (Aggregated):** 11/20/2020 8:51 am-Change to Line 2: Quantity changed from 4 to 0.

11/20/2020 8:51 am-Change to Line 2: Notes changed to TxDMV Contact: Douglas Craddick

Email: douglas.craddick@txdmv.gov

Phone: (512) 465-1267

**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/CO-OP Member	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 Amount
1	62060	62060370038	<b>Pencil, Mechanical, 0.7mm, Rubber Grip, Plastic Barrel, Absolute III, 6/ Box, Plus Freight Order Less Than \$25</b> Contract: 620-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 12/21/2020 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	8	BOX	11.26	\$90.08



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PO No. 21026591

Order Date: 11/19/2020

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
2	45055	45055310889	<b>Door Lock, Storeroom, Cylindrical, Grade 1, ANSI F86, 626 Satin Chromium, 2-3/4" backset, ASA Strike, BEST Format SFIC less core, Freight Included</b> Attribute 1: Philadelphia GT 115 PHL 626 234 ASA SFL 45055310889-1 Contract: 450-A1 Contract Type: Term Delivery ARO (days): 7 Delivery Date: 11/26/2020 Notes: TxDMV Contact: Douglas Craddick Email: douglas.craddick@txdmv.gov Phone: (512) 465-1267	0	EACH	187.05	\$0.00

**Total \$90.08**