



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 21053955
 Business Unit # 60800
 Purchase Order # 0000009284

Payment Terms: NET30 **Freight Terms:** See Detail **Ship Via:** See Detail **PCC:** 0 **Date:** 02/01/21 **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: 512/465-1226
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
- 735-A1
- 645-S1
- 204-A1
- 486-A1
- 620-A1
- 832-S1

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

TxDMV Contact: Sue Russell Hernandez
 Office of Administrative Hearing
 Email: sue.hernandez@txdmv.gov
 Phone: (512) 465-5000

Authorized Signature

02/01/2021



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

TXDMV Contact: Christy McDaniel
 Phone: 817/285-1512
 Email: christy.McDaniel@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Self Stick Note Pad, 3" x 3", Yellow, SP # 61562384000	615/62	4.0000	PKG	\$9.39000	\$37.56	02/15/2021

Ship To: 1P00

Delivery Instructions:

4000 Jackson
 Avenue
 Austin TX 78731
 United States

Schedule Total

ReqID:
0000010133

Sue Russell Hernandez
 Office of Administrative Hearing
 Email: sue.hernandez@txdmv.gov
 Phone: (512) 465-5000

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Smead Hanging File Folders, 1/3-Cut Tab, Letter Size, Standard Green, 25/Box, SP # 61541227154	615/41	4.0000	BOX	\$20.79000	\$83.16	02/15/2021

Ship To: 1P16

Delivery Instructions:

2110 E. Governors
 Circle
 Houston TX 77092
 United States

Schedule Total

ReqID:
0000010099

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

Item Total for Line # 2

Authorized Signature

02/01/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Wipers, Industrial, Sheet Size: 9 x 16.75, 100 Sheets per Box, 5 BX/CS; SPN # 25023	735/60	1.0000	CS	\$46.20000	\$46.20	02/12/2021
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$46.20
						ReqID: 0000010099	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 3	\$46.20
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Self Stick Note Pad, 3" x 3", Yellow, SP # 61562384000	615/62	5.0000	PKG	\$9.39000	\$46.95	02/15/2021
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$46.95
						ReqID: 0000010099	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 4	\$46.95

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Retractable 07mm gel ink pen has a translucent colored barrel, clip, grip, and plunger cover to indicate ink color. Blue. SP # 45888468108	620/80	4.0000	DOZ	\$10.50000	\$42.00	02/15/2021
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$42.00
						ReqID: 0000010099	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 5	\$42.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Paper, Bond, Recycled, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, SP # 64521411716	645/21	40.0000	CTN	\$42.84000	\$1,713.60	02/22/2021
Ship To: 1P16		Delivery Instructions:					
2110 E. Governors Circle Houston TX 77092 United States							
						Schedule Total	\$1,713.60
						ReqID: 0000010099	
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131						Item Total for Line # 6	\$1,713.60

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Computer Mouse Pads SKU: 20468595507 Blue	204/68	1.0000	DOZ	\$27.21000	\$27.21	03/03/2021
Ship To: 1P13		Delivery Instructions:					
2425 Gravel Dr. Fort Worth TX 76118 United States							
						Schedule Total	\$27.21
						RegID: 0000010137	
Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov						Item Total for Line # 7	\$27.21
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Computer Mouse Pads SKU: 20468595457 Red	204/68	1.0000	DOZ	\$27.21000	\$27.21	03/03/2021
Ship To: 1P13		Delivery Instructions:					
2425 Gravel Dr. Fort Worth TX 76118 United States							
						Schedule Total	\$27.21
						RegID: 0000010137	
Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov						Item Total for Line # 8	\$27.21

Authorized Signature

02/01/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Purell Hand Sanitizer, Green Seal Cert., 12 oz pump bottle, SKU: 48613502	486/13	1.0000	CS	\$66.44000	\$66.44	02/19/2021
Ship To: 1P13		Delivery Instructions:					
2425 Gravel Dr. Fort Worth TX 76118 United States							
						Schedule Total	\$66.44
						ReqID: 0000010137	
Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov						Item Total for Line # 9	\$66.44
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	Ball Point Pen, Medium Point, Black Ink, SKU: 62080058001-1	620/80	12.0000	DOZ	\$7.27000	\$87.24	02/15/2021
Ship To: 1P13		Delivery Instructions:					
2425 Gravel Dr. Fort Worth TX 76118 United States							
						Schedule Total	\$87.24
						ReqID: 0000010137	
Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov						Item Total for Line # 10	\$87.24

Authorized Signature

02/01/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
11-1	Ball Point Pen, Medium Point, Blue Ink, SKU: 62080058001- 2	620/80	12.0000	DOZ	\$7.27000	\$87.24	02/15/2021	
Ship To: 1P13		Delivery Instructions:						
2425 Gravel Dr. Fort Worth TX 76118 United States								
						Schedule Total	\$87.24	
						ReqID: 0000010137		
Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov							Item Total for Line # 11	\$87.24

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
12-1	Packaging Tape 6 Pack Supplier Part Number: 83255190002	832/55	3.0000	PAK	\$12.31000	\$36.93	02/15/2021	
Ship To: 1P16		Delivery Instructions:						
2110 E. Governors Circle Houston TX 77092 United States								
						Schedule Total	\$36.93	
						ReqID: 0000010099		
Khadija Brown Email: khadija.brown@txdmv.gov Phone: 713/316-6131							Item Total for Line # 12	\$36.93

Total PO Amount \$2,301.74

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

02/01/2021



Purchase Order

PO No. 21053955

Order Date: 2/1/2021

Internal Tracking No.: 0000009284

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: 2/15/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731 Notes: TxDMV Contact: Sue Russell Hernandez Office of Administrative Hearing Email: sue.hernandez@txdmv.gov Phone: (512) 465-5000	4	PKG	9.39	\$37.56



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61541	61541227154	Hanging File Folders, 1/3-Cut Tab, Letter Size, Standard Green. Freight included. Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/15/2021 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: 64035 Manufacturer Name: Smead	4	BOX	20.79	\$83.16
3	73560	73560945023	Wipers, Industrial, Sheet Size: 9 x16.75, 100 Sheets/Box, 5 Boxes per CS, Freight is included. Contract: 735-A1 Contract Type: Term Delivery ARO (days): 7 Delivery Date: 2/8/2021 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: 25023 Manufacturer Name: Brawny	1	CASE	46.20	\$46.20
4	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: 2/15/2021 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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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	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: 2/15/2021 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	4	DOZ	10.50	\$42.00
6	64521	64521411716	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: 2/22/2021 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 Manufacturer Name: Skilcraft	40	CRTN	42.84	\$1,713.60



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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-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/15/2021 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	3	EACH	12.31	\$36.93
8	20468	20468595457	Mouse Pad, Anti-Static, Red, 9-3/8 " X 7-7/8 ", 12/Pkg Plus Freight Order Less Than \$50 Attribute 1: Blue-20468595507 Contract: 204-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 3/3/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TXDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov	1	DOZ	27.21	\$27.21
9	20468	20468595457	Mouse Pad, Anti-Static, Red, 9-3/8 " X 7-7/8 ", 12/Pkg Plus Freight Order Less Than \$50 Attribute 1: Red-20468595457 Contract: 204-A1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 3/3/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TXDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov	1	DOZ	27.21	\$27.21



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
10	48613	48613502	Hand Sanitizer, Instant, Purell, Green Seal Certified, 12 Oz. Pump Bottle, 12/CS, Freight included. Contract: 486-A1 Contract Type: Term Delivery ARO (days): 18 Delivery Date: 2/19/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TXDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov	1	CASE	66.44	\$66.44
11	62080	62080058001	Pen, Ball Point, Retractable, Bio-Based, Bio-Degradable, 12 Ea/Box, Plus Freight Order Less Than \$25 Attribute 1: Medium Attribute 2: Black Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/15/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TXDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov	12	DOZ	7.27	\$87.24



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
12	62080	62080058001	Pen, Ball Point, Retractable, Bio-Based, Bio-Degradable, 12 Ea/Box, Plus Freight Order Less Than \$25 Attribute 1: Medium Attribute 2: Blue Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 2/15/2021 Ship to Address: Texas Department Of Motor Vehicles - 608 2425 GRAVEL DRIVE FORT WORTH TX 76118 Notes: TXDMV Contact: Christy McDaniel Phone: 817/285-1512 Email: christy.McDaniel@txdmv.gov	12	DOZ	7.27	\$87.24

Total \$2,301.74