



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21059820  
 Business Unit # 60800  
 Purchase Order # 0000009356

**Payment Terms:** NET30 **Freight Terms:** PREPAY **Ship Via:** VNDR **PCC:** 0 **Date:** 02/26/21 **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:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1741976051 1

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

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

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

**Bill To Fax:**  
**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: 207-A2  
 620-A1  
 615-A1  
 645-S1

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

**TxDMV Contact:** Jennifer Whittaker  
 General Counsel Office  
 Phone: 512/465-1386  
 Email: jennifer.whittaker@txdmv.gov

**Authorized Signature**

02/26/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper, Bond, Recycled, Premium No. 4, 20 lb., 8-1/2" x 11" - SPN 64521411718	645/21	5.0000	CTN	\$43.21000	\$216.05	03/18/2021
						Schedule Total	\$216.05
						<b>ReqID:</b> 0000010153	
Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov						Item Total for Line # 1	\$216.05
2-1	Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad - SPN 61562381501	615/62	2.0000	PKG	\$4.58000	\$9.16	03/12/2021
						Schedule Total	\$9.16
						<b>ReqID:</b> 0000010153	
Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov						Item Total for Line # 2	\$9.16
3-1	Note Pad, Self Stick, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg - SPN 61562384000	615/62	2.0000	PKG	\$9.39000	\$18.78	03/12/2021
						Schedule Total	\$18.78
						<b>ReqID:</b> 0000010153	
Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov						Item Total for Line # 3	\$18.78

Authorized Signature

02/26/2021



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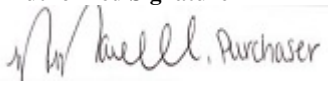
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Note Pad, Self Stick, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pkg - SPN 61562384315	615/62	2.0000	PKG	\$11.92000	\$23.84	03/12/2021	
						<b>Schedule Total</b>	<input type="text" value="\$23.84"/>	
				<b>ReqID:</b>	0000010153			
Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov							<b>Item Total for Line # 4</b>	<input type="text" value="\$23.84"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Free-Ink Highlighters - Yellow; 6 per Box - SKU 62090355009	620/90	4.0000	BOX	\$6.56000	\$26.24	03/12/2021	
						<b>Schedule Total</b>	<input type="text" value="\$26.24"/>	
				<b>ReqID:</b>	0000010153			
Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov							<b>Item Total for Line # 5</b>	<input type="text" value="\$26.24"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Compressed Inert Gas, 10 Oz. Can, Air Duster	207/25	6.0000	EA	\$6.04000	\$36.24	03/12/2021	
						<b>Schedule Total</b>	<input type="text" value="\$36.24"/>	
				<b>ReqID:</b>	0000010153			
Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov							<b>Item Total for Line # 6</b>	<input type="text" value="\$36.24"/>

**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.

**Authorized Signature**  
  
02/26/2021



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Authorized Signature

*[Handwritten Signature]*  
Purchaser

02/26/2021



# Purchase Order

## PO No. 21059820

Order Date: 2/26/2021

Internal Tracking No.: 0000009356

**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:****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	64521	64521411718	<b>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 80, 200, 500, and 800 cases.</b> Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 3/18/2021 Notes: TxDMV Contact: Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov Manufacturer Name: Skilcraft	5	CRTN	43.21	\$216.05



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Order Date: 2/26/2021

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61562	61562381501	<b>Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Less Than 12 Pkg</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/12/2021 Notes: TxDMV Contact: Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov	2	PKG	4.58	\$9.16
3	61562	61562384000	<b>Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/12/2021 Notes: TxDMV Contact: Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov	2	PKG	9.39	\$18.78
4	61562	61562384315	<b>Self Stick Note Pad, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/12/2021 Notes: TxDMV Contact: Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov	2	PKG	11.92	\$23.84
5	62090	62090501010	<b>Highlighter, Free Ink, 6/Box, Plus Freight Order Less Than \$25</b> Attribute 1: Yellow-62090355009 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/12/2021 Notes: TxDMV Contact: Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov	4	Box	6.56	\$26.24



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Order Date: 2/26/2021

Internal Tracking No.: 0000009356

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	20725	20725292005	<b>Compressed Air 10 Oz. Can. Freight Added When Less Than \$25</b> Contract: 207-A2 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 3/12/2021 Notes: TxDMV Contact: Jennifer Whittaker General Counsel Office Phone: 512/465-1386 Email: jennifer.whittaker@txdmv.gov	6	EACH	6.04	\$36.24

**Total \$330.31**