



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22029813
 Business Unit # 60800
 Purchase Order # 0000010399

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** 0 **Date:** 11/10/21 **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: 1P04 - Beaumont Region
 8550 Eastex Freeway
 Beaumont TX 77708
 United States

Vendor ID: 1741976051 1

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Matthew.Windham@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, whichever is later.

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

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Delivery:

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

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

WorkQuest (Formerly Texas Industries for the Blind and Handicapped (TIBH)):

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

Contract Number(s): 485-S1, 615-A1, 640-A1

Authorized Signature

Matthew Windham

11/10/2021



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TxDMV Contract Monitor:

Linda LeDet
linda.ledet@txdmv.gov
(409) 895-3211

Vendor Contact:

WorkQuest Customer Service
customerservice@workquest.com
(512) 451-8145

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Towel, Paper, Quarter Fold, 100% Paper, 6 1/2" x 6 1/2", 150 towels/box, 6 boxes/case	640/85	1.0000	CS	\$61.85000	\$61.85	11/25/2021

Schedule Total

ReqID:
0000011235

Commodity Code: 64085121008

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pkg	615/62	4.0000	PAK	\$4.58000	\$18.32	11/25/2021

Schedule Total

ReqID:
0000011235

Commodity Code: 61562381501

Item Total for Line # 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Self Stick Note Pad, 4" x 6", Yellow, Lined, 100 sheets/pad, 6 pads/pkg	615/62	5.0000	PAK	\$9.97000	\$49.85	11/25/2021

Schedule Total

ReqID:
0000011235

Commodity Code: 61562385602

Item Total for Line # 3

Authorized Signature

Matthew Windham

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Microban Aerosol Spray, 6/15 oz. cans/cs	485/37	2.0000	CS	\$49.74000	\$99.48	11/25/2021
						Schedule Total	<input type="text" value="\$99.48"/>
				ReqID:			
				0000011235			
Commodity Code: 48537030130						Item Total for Line # 4	<input type="text" value="\$99.48"/>

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

Matthew Windham

11/10/2021