



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22045561
 Business Unit # 60800
 Purchase Order # 0000010570
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** See Detail **Ship Via:** VNDR **PCC:** 0 **Date:** 12/23/21 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 05/04/22

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

Purchaser: Amanda Leigh Maxwell
Phone: 512/465-1226
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Mandy.Maxwell@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN# 1 - by Mandy Maxwell, 05/04/2022
 Cancelled Line 2. Vendor emailed they are unable to fulfill line 2 and requested we cancel it. There are no alternates.

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. Enter any other special delivery requirements.

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

Authorized Signature

Mandy Maxwell, CTO/COM

05/04/2022



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

Term Contract#: 620-S1, 615-S1, 645-S1

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

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	2022 Calendar, Refill, Jan to Dec, 3.5 in x 6 in Product No. 61519700717	615/19	15.0000	EA	\$4.10000	\$61.50	01/06/2022

Ship To: 1P22

Delivery Instructions:

15150
 Nacogdoches Rd.,
 Ste. 100
 San Antonio TX
 78247
 United States

Schedule Total

ReqID:
 0000011447

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

Item Total for Line # 1

Authorized Signature

[Handwritten Signature]

05/04/2022



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	2022-Calendar, Monthly, Wall/Desk Vinyl Holder, 11 In x 8.5 In. Product No. 61519703502	615/19	4.0000	EA	\$11.49000	\$0.00	CANCEL	
Ship To: 1P22		Delivery Instructions:						
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States								
						Schedule Total	\$0.00	
Seberina Palomarez Phone: 210/731-2151 Email: seberina.palomarez@txdmv.gov							Item Total for Line # 2	\$0.00
3-1	January - December 2022 planner provides a full year reference to aid in planning. Product No.61519700278	615/19	6.0000	EA	\$12.21000	\$73.26	01/06/2022	
Ship To: 1P22		Delivery Instructions:						
15150 Nacogdoches Rd., Ste. 100 San Antonio TX 78247 United States								
						Schedule Total	\$73.26	
Seberina Palomarez Phone: 210/731-2151 Email: seberina.palomarez@txdmv.gov							Item Total for Line # 3	\$73.26
							ReqID: 0000011447	

Authorized Signature

Handwritten Signature

05/04/2022



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
4-1	Paper Bond, white, prem #4, letter; SP# 64521350104-1	645/21	10.0000	CTN	\$50.56000	\$505.60	01/14/2022	
Ship To: 1P07		Delivery Instructions:						
602 N. Staples Street Corpus Christi TX 78401 United States								
						Schedule Total	\$505.60	
						ReqID: 0000011453		
Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912							Item Total for Line # 4	\$505.60
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Highlighter, Wedge Tip, 12 Each Supplier Part Number: 62090361007	620/90	2.0000	DOZ	\$8.30000	\$16.60	01/06/2022	
Ship To: 1P07		Delivery Instructions:						
602 N. Staples Street Corpus Christi TX 78401 United States								
						Schedule Total	\$16.60	
						ReqID: 0000011454		
Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912							Item Total for Line # 5	\$16.60

Authorized Signature

Cynthia Cortinas

05/04/2022



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
6-1	Pen, ballpoint, hybrid ink, medium pt, rubber grip, blue ink; SP# 62080350010	620/80	6.0000	DOZ	\$4.54000	\$27.24	01/06/2022	
Ship To: 1P07		Delivery Instructions:						
602 N. Staples Street Corpus Christi TX 78401 United States								
						Schedule Total	\$27.24	
						ReqID: 0000011454		
Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912							Item Total for Line # 6	\$27.24

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	Pen medium point, blue ink; SP# 62080051006	620/80	4.0000	DOZ	\$7.63000	\$30.52	01/06/2022	
Ship To: 1P07		Delivery Instructions:						
602 N. Staples Street Corpus Christi TX 78401 United States								
						Schedule Total	\$30.52	
						ReqID: 0000011454		
Cynthia Cortinas Email: Cynthia.cortinas@txdmv.gov Phone: 361/808-3912							Item Total for Line # 7	\$30.52

Total PO Amount \$714.72

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

 05/04/2022



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Internal Tracking No.: 0000010570

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:**REVISION HISTORY:**

PO Revision #: 1

PO Change Reasons (Aggregated):5/4/2022 9:38 am-Change to Line 2: Quantity changed from 4 to 0.

5/4/2022 9:38 am-Change to Line 2: Notes changed to TxDMV Contact: Seberina Palomarez

Phone: 210/731-2151

Email: seberina.palomarez@txdmv.gov

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	Mandy Maxwell	Mandy.maxwell@txdmv.gov	(512) 465-1226



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	61519	61519700717	Calendar, Refill, Jan to Dec, 3.5 in x 6 in, Plus Freight Order Less Than 15 Ea Attribute 1: 2022 Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2022 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 MPN: HOD4717 Manufacturer Name: House of Doolittle	15	EACH	4.10	\$61.50
2	61519	61519703502	Calendar, Monthly, Wall/Desk Vinyl Holder, 11 In x 8.5 In, Plus Freight Order Less Than \$25 Attribute 1: 2022 Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2022 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 MPN: HOD13502 Manufacturer Name: House of Doolittle	0	EACH	11.49	\$0.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
3	61519	61519700278	Calendar, Weekly Planner, Black, 5 in x 8 in, Plus Freight Order Less Than \$25 Attribute 1: 2022 Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2022 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 MPN: HOD278 Manufacturer Name: House of Doolittle	6	EACH	12.21	\$73.26
4	64521	64521350104-1	Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11" Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 1/12/2022 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 Manufacturer Name: Skilcraft	10	CRTN	50.56	\$505.60



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
5	62090	62090361007	Highlighter, Wedge Tip, 12 Each, Plus Freight Order Less Than \$25 Attribute 1: 62090363003-Yellow Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2022 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
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-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2022 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	6	DOZ	4.54	\$27.24



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
7	62080	62080051006	Pen, Ballpoint, With Cap, Soft Grip, Medium Point, Plus Freight Order Less Than \$25 Attribute 1: Blue Medium-62080051006 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 1/6/2022 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	4	DOZ	7.63	\$30.52

Total \$714.72