



Texas Department of Motor Vehicles  
 Texas SmartBuy PO #  
 Business Unit # 60800  
 Purchase Order # 0000010800

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** A **Date:** 03/14/22 **PO Method:** AT **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:** Quynh-Nhi Ge  
**Phone:** 512/465-4193  
**Fax:** 512/465-5641

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

**Email:** Nhi.Ge@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>

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: 080-S1

TxDMV Contract Monitor:

**Authorized Signature**

**03/14/2022**



Texas Department of Motor Vehicles

Texas SmartBuy PO #

Business Unit # 60800

Purchase Order # 0000010800

Stephanie Lopez  
Stephanie.Lopez1txdmv.gov  
(512) 465-4043

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

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Award Document Holder - Padded Vinyl Blue Commodity Code: 08065421003 Contract Number: 080-S1	080/65	100.0000	EA	\$7.96000	\$796.00	03/17/2022

Schedule Total

**Contract ID:** 0000010800      **Contract Type:** GN      **ReqID:** 0000011645

Item Details: Award, Document Holder/Portfolio, #618, Padded Vinyl, 8.5" x 11", Blue, Logo printed on front, Printing of logo is included with minimum order of 20 each, State Seal or TxDOT Logo, Freight Included

Price: \$7.96  
UOM: EACH  
Qty Per UOM: 1  
Contractor: WorkQuest, Inc.  
Contract Number: 080-S1  
Contract Type: Term  
Commodity Code: 08065421003  
Min. Order Quantity: 20  
Delivery Days: 20  
NIGP Code: 08065  
Item Availability Start Date: 11/30/2021  
Item Availability End Date: 11/30/2026  
Supplier Part Number: 08065421003

State Seal in Gold printed on front

Item Total for Line # 1

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

03/14/2022