



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22110727
 Business Unit # 60800
 Purchase Order # 0000011072

Payment Terms: NET30 **Freight Terms:** PREPAY **AND ADD** **Ship Via:** VNDR **PCC:** 0 **Date:** 05/11/22 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** Via Print

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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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

Bill To Fax:

Email: Mandy.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.

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).

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: 620-S1, 204-S1, 645-S1, 832-S1, 615-S1

Vendor Contact: WorkQuest Customer Service
 Email: customerservice@workquest.com
 Phone: (512) 451-8145

TxDMV Contact: Renee Israel
 Motor Carrier Operations
 Phone: 512/465-1420
 Email: renee.israel@txdmv.gov

Authorized Signature

Mandy Maxwell, CTO/COM

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Highlighter, Pen Style, Yellow, Chisel Tip Supplier Part Number: 6209036	620/90	4.0000	DOZ	\$6.14000	\$24.56	05/25/2022
						Schedule Total	\$24.56
						<u>ReqID:</u> 0000011805	
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 1	\$24.56
2-1	Highlighter, Wedge Tip, 12 Each, BLUE Supplier Part Number: 62090361007	620/90	4.0000	DOZ	\$8.30000	\$33.20	05/25/2022
						Schedule Total	\$33.20
						<u>ReqID:</u> 0000011805	
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 2	\$33.20
3-1	Highlighter, Wedge Tip, 12 Each, GREEN Supplier Part Number: 62090361007	620/90	4.0000	DOZ	\$8.30000	\$33.20	05/25/2022
						Schedule Total	\$33.20
						<u>ReqID:</u> 0000011805	
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 3	\$33.20

Authorized Signature

Renee Israel, CTOD/COM

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Mouse Pads, anti-static, 9-3/8" x 7-7/8", 12 per package Supplier Part Number: 20468595457	204/68	1.0000	DOZ	\$27.21000	\$27.21	06/10/2022
						Schedule Total	\$27.21
						<u>ReqID:</u> 0000011805	
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 4	\$27.21
5-1	Paper, Bond, Recycled, White, Prem No. 4, 20 Lb, Letter, Qty Price Breaks Supplier Part Number: 64521411718	645/21	20.0000	CS	\$55.39000	\$1,107.80	05/31/2022
						Schedule Total	\$1,107.80
						<u>ReqID:</u> 0000011805	
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 5	\$1,107.80
6-1	Pencil, Mechanical, Black Lead, Latex Free Rubber Grip, Prism Supplier Part Number: 62060260001	620/80	6.0000	DOZ	\$12.15000	\$72.90	05/23/2022
						Schedule Total	\$72.90
						<u>ReqID:</u> 0000011805	
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 6	\$72.90

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Renee Israel, CTOD/COM

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Pencil, Mechanical, Rubber Grip, Ergonomic Oversized Barrel - 0.7mm Supplier Part Number: 62060380011	620/60	6.0000	DOZ	\$10.94000	\$65.64	06/10/2022
						Schedule Total	\$65.64
						ReqID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 7	\$65.64
8-1	Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/Pack CC# 83220112	832/20	10.0000	EA	\$5.91000	\$59.10	05/25/2022
						Schedule Total	\$59.10
						ReqID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 8	\$59.10
9-1	Note Pad, Self Stick, 1.5" x 2", Yellow CC# 61562381501	615/62	10.0000	EA	\$4.58000	\$45.80	05/25/2022
						Schedule Total	\$45.80
						ReqID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 9	\$45.80

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	Self Stick Note Pad, 3" x 3", Yellow CC# 61562384000	615/62	10.0000	EA	\$9.39000	\$93.90	05/25/2022
						Schedule Total	\$93.90
				ReqID:			
				0000011805			
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 10	\$93.90
11-1	Self Stick Note Pad, 3" x 5", Yellow CC# 61562384315	615/62	10.0000	EA	\$11.92000	\$119.20	05/25/2022
						Schedule Total	\$119.20
				ReqID:			
				0000011805			
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 11	\$119.20
12-1	Pen, Ballpoint, Stick with Cap, Recycled - BLUE MEDIUM - CC# 62080031008	620/80	2.0000	DOZ	\$2.00000	\$4.00	05/25/2022
						Schedule Total	\$4.00
				ReqID:			
				0000011805			
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 12	\$4.00

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
13-1	Pen, Ballpoint, Stick with Cap, Recycled - BLACK MEDIUM - CC# 62080031008	620/80	2.0000	DOZ	\$2.00000	\$4.00	05/25/2022
						Schedule Total	\$4.00
						RegID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 13	\$4.00
14-1	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa CC# 62080231100	620/80	8.0000	DOZ	\$10.50000	\$84.00	05/25/2022
						Schedule Total	\$84.00
						RegID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 14	\$84.00
15-1	Pen, Rollerball, Retractable, Magnus SP# 6208071001-2 BLACK	620/80	6.0000	DOZ	\$13.08000	\$78.48	05/25/2022
						Schedule Total	\$78.48
						RegID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 15	\$78.48

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
16-1	Pen, Gel Ink, Medium Point, Rubber Grip, GR8 CC# 62080190267	620/80	6.0000	DOZ	\$14.35000	\$86.10	05/25/2022
						Schedule Total	\$86.10
						ReqID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 16	\$86.10
17-1	Self Stick Flags, 1" x 1.7", 50 Flags/Disp, 2 Disp/100 Flags - PURPLE - CC#	615/93	8.0000	PKG	\$3.06000	\$24.48	05/25/2022
						Schedule Total	\$24.48
						ReqID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 17	\$24.48
18-1	Self Stick Flags, 1" x 1.7", 50 Flags/Disp, 2 Disp/100 Flags - YELLOW - CC# 61593423702	615/93	8.0000	PKG	\$3.06000	\$24.48	05/25/2022
						Schedule Total	\$24.48
						ReqID:	0000011805
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 18	\$24.48

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
19-1	Self Stick Flags, 1" x 1.7", 50 Flags/Disp, 2 Disp/100 Flags - ORANGE - CC# 61593423702	615/93	8.0000	PKG	\$3.06000	\$24.48	05/25/2022
						Schedule Total	<input type="text" value="\$24.48"/>
				ReqID:			
				0000011805			
Contract Monitor: Renee Israel 512-465-1420 Renee.Israel@Txdmv.gov						Item Total for Line # 19	<input type="text" value="\$24.48"/>

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

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Purchase Order

PO No. 22110727

Order Date: 05/11/2022

Internal Tracking No.: 0000011072

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

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	62090	6209036	Highlighter, Pen Style, Yellow, Chisel Tip, 12/Pkg, Plus Freight Order Less Than \$25 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	4	PKG	6.14	\$24.56



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62090	62090361007	Highlighter, Wedge Tip, 12 Each, Plus Freight Order Less Than \$25 Attribute 1: 62090361007-Blue Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	4	DOZ	8.30	\$33.20
3	62090	62090361007	Highlighter, Wedge Tip, 12 Each, Plus Freight Order Less Than \$25 Attribute 1: 62090362005-Green Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	4	DOZ	8.30	\$33.20
4	20468	20468595457	Mouse Pad, Anti-Static, Red, 9-3/8 " X 7-7/8 ", 12/Pkg Plus Freight Order Less Than \$50 Attribute 1: Grey-20468595606 Contract: 204-S1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 6/10/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	1	DOZ	27.21	\$27.21
5	64521	64521411718	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 10, 40, 121, 500, and 800 Cases. Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 5/31/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov Manufacturer Name: Skilcraft	20	CRTN	55.39	\$1,107.80



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
6	62060	62060260001	Pencil, Mechanical, Black Lead, Latex Free Rubber Grip, Prism , Freight Included Attribute 1: 0.7mm 62060260002 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 5/23/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	6	DOZ	12.15	\$72.90
7	62060	62060380011	Pencil, Mechanical, Rubber Grip, Ergonomic Oversized Barrel, 6/Box, Plus Freight Order Less Than \$25 Attribute 1: 0.7mm-62060380052 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 30 Delivery Date: 6/10/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	6	Box	10.94	\$65.64
8	83220	83220112	Tape, Transparent, Refill, 3/4" x 1000", Core 1", Multi-Purpose, 6/ Pack, Freight Order Less Than \$50 Contract: 832-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	10	PKG	5.91	\$59.10
9	61562	61562381501	Note Pad, Self Stick, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/ Pkg, Plus Freight Less Than 12 Pkg Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	10	PKG	4.58	\$45.80



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
10	61562	61562384000	Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25 Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	10	PKG	9.39	\$93.90
11	61562	61562384315	Self Stick Note Pad, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25 Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	10	PKG	11.92	\$119.20
12	62080	62080031008	Pen, Ballpoint, Stick with Cap, Recycled, Plus Freight Order Less Than \$25 Attribute 1: Medium Blue-62080035009 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	2	DOZ	2.00	\$4.00
13	62080	62080031008	Pen, Ballpoint, Stick with Cap, Recycled, Plus Freight Order Less Than \$25 Attribute 1: Medium Black-62080036007 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	2	DOZ	2.00	\$4.00



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
14	62080	62080231100	Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25 Attribute 1: BLUE Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov MPN: 46810D Manufacturer Name: Zebra	8	DOZ	10.50	\$84.00
15	62060	6208071001	Pen, Rollerball, Retractable, Magnus, 12/Pack, Freight Included Attribute 1: 0.7mm Attribute 2: Black Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	6	PACK	13.08	\$78.48
16	62080	62080190267	Pen, Gel Ink, Medium Point, Rubber Grip, GR8, Plus Freight Order Less Than \$25 Attribute 1: Black-62080190267 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	6	DOZ	14.35	\$86.10



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
17	61593	61593423702	Self Stick Flags, 1" x 1.7", 50 Flags/Dispenser, 2 Disp/100 Flags/Pkg., Plus Freight Less Than 1 Dozen Attribute 1: 61593423702-4 Purple Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	8	PKG	3.06	\$24.48
18	61593	61593423702	Self Stick Flags, 1" x 1.7", 50 Flags/Dispenser, 2 Disp/100 Flags/Pkg., Plus Freight Less Than 1 Dozen Attribute 1: 61593423702-6 Yellow Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	8	PKG	3.06	\$24.48
19	61593	61593423702	Self Stick Flags, 1" x 1.7", 50 Flags/Dispenser, 2 Disp/100 Flags/Pkg., Plus Freight Less Than 1 Dozen Attribute 1: 61593423702-5 Orange Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 5/25/2022 Notes: TxDMV Contact: Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov	8	PKG	3.06	\$24.48

Total \$2,012.53