



Texas Department of Motor Vehicles
 Texas SmartBuy PO # 22150672
 Business Unit # 60800
 Purchase Order # 0000011246

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** A **Date:** 06/27/22 **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: See Detail Below

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.

Line 1 and 4 - Inside Delivery

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

WorkQuest

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

Line 1-3, 5 Contract Details: # 645-S1

Line 4 Contract Details: #620-S1

Authorized Signature

06/29/2022



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TxDMV Contract Monitor (Line 1, 4 , and 5)
 Stephanie Powell
 stephanie.powell@txdmv.gov
 254-296-2711

TxDMV Contract Monitor (Line 2)
 Stacey Cullen
 stacey.cullen@txdmv.gov
 512-465-4164

TxDMV Contract Monitor (Line 3)
 Sue Hernandez
 sue.hernandez@txdmv.gov
 (512) 465-5000

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

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Commodity Code: 64521411716 Item Detail: 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 3, 7, 40, 41, 121, 500, And 800 Cases. WorkQuest, Inc. 645-S1	645/21	10.0000	CTN	\$61.62000	\$616.20	06/27/2022

Ship To: 1P24

Delivery Instructions:

2203 Austin
 Avenue
 Waco TX 76701
 United States

Schedule Total

ReqID:
0000011928

Item Total for Line # 1

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Commodity Code: 64521411718 Item Detail: 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. Contractor: WorkQuest, Inc. Contract: 645-S1	645/21	4.0000	CTN	\$61.59000	\$246.36	06/27/2022
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$246.36
						ReqID: 0000012004	
						Item Total for Line # 2	\$246.36

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Commodity Code: 64521411718 Item Detail: 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. Contractor: WorkQuest, Inc. Contract: 645-S1	645/21	5.0000	CTN	\$61.59000	\$307.95	06/27/2022
Ship To: 1P00		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$307.95
						ReqID: 0000011879	
Due Date: 06/01/2022 Paper, Bond, Recycled, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks Supply # 64521411718						Item Total for Line # 3	\$307.95

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Markers, Dry Erase, Chisel Tip, 8 Color/Set Commodity Code: 62086509254 Item Detail: Markers, Dry Erase, Chisel Tip, 8 Color/Set Contractor: WorkQuest, Inc. Contract: 620-S1	620/86	3.0000	PAK	\$9.09000	\$27.27	06/27/2022
Ship To: 1P24		Delivery Instructions:					
2203 Austin Avenue Waco TX 76701 United States							
						Schedule Total	\$27.27
						ReqID: 0000011928	
						Item Total for Line # 4	\$27.27

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Line 1 - Delivery fee	963/39	1.0000	EA	\$45.00000	\$45.00	07/25/2022
Ship To: 1P24		Delivery Instructions:					
2203 Austin Avenue Waco TX 76701 United States							
						Schedule Total	\$45.00
						ReqID: 0000012057	
Inside delivery fee for paper order.						Item Total for Line # 5	\$45.00

Total PO Amount \$1,242.78

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

06/29/2022