



Texas Department of Motor Vehicles
Texas SmartBuy PO # 23080715
Business Unit # 60800
Purchase Order # 0000012249

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 01/18/2023 **PO End Date:** 01/31/2023 **PO Method:** DG **Dispatch:** Dispatch Via Email **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: 1P25 - Wichita Falls
1601-A Southwest Parkway
Wichita Falls TX 76302
United States

Vendor ID: 1741976051 1 200

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Thomas Lou Dovic St Julien
Phone: 512/465-4097
Fax: 512/465-5641

Bill To Fax:

Email: thomas.stjulien@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, whichever is later.

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

Special Payment Notes (Advance Payment, Payment Type, etc.)

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>

TxDMV Contract Monitor:

Suzanne Long
Suzanne.Long@txdmv.gov
(940) 235-4817

Vendor Contact:

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

Authorized Signature

01/18/2023



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Address: 1011 East 53 1/2 Street Austin TX 78751

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Staples; 5000/Box, 5 Bx/Pkg; Freight Is Commodity Code: 60585070100	30101	605/85	2.0000	BOX	\$7.57000	\$15.14	01/31/2023
							Schedule Total	<input type="text" value="\$15.14"/>
							ReqID: 0000012932	
							Item Total for Line # 1	<input type="text" value="\$15.14"/>
2-1	CF287X Remanufactured Toner Cartridge, For HP Laserjet Enterprise M527, M506, M501, Freight Included. Item # 20772922812	30101	207/72	6.0000	EA	\$152.01000	\$912.06	01/31/2023
							Schedule Total	<input type="text" value="\$912.06"/>
							ReqID: 0000012932	
							Item Total for Line # 2	<input type="text" value="\$912.06"/>
3-1	Paper, Bond, White, Prem No. 4, 20 Lb, Letter, Qty Price Breaks, Zones 1,2,3	30101	645/21	7.0000	CTN	\$60.91000	\$426.37	01/31/2023
							Schedule Total	<input type="text" value="\$426.37"/>
							ReqID: 0000012932	
							Item Total for Line # 3	<input type="text" value="\$426.37"/>
4-1	Pen Ballpoint, Medium Point, 4.5", Z Grip Max (Blue ink) Item # 62080151541	30101	620/80	2.0000	DOZ	\$10.60000	\$21.20	01/31/2023
							Schedule Total	<input type="text" value="\$21.20"/>
							ReqID: 0000012932	
							Item Total for Line # 4	<input type="text" value="\$21.20"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Tape, Transparent, Refill, 1" x 1000", Core 1", Multi- Purpose, 6/Pack Item 83220112	30101	832/20	2.0000	PKG	\$6.56000	\$13.12	01/31/2023
							Schedule Total	<input type="text" value="\$13.12"/>
					ReqID: 0000012932			
							Item Total for Line # 5	<input type="text" value="\$13.12"/>

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

01/18/2023