

Texas Department of Motor Vehicles Texas SmartBuy PO # 24036639

Business Unit # 60800 Purchase Order # 0000013609

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:

NET30 FOB Destination VNDR 0 11/03/2023 11/17/2023 IA Dispatch Via Print PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: WORKQUEST Ship To: 1P00 - TxDMV Warehouse

. 4000 Jackson Avenue Austin TX 78731 United States

Ship To Attention: Renee Israel

Bill To: 4000 Jackson Avenue

Austin TX 78731 United States

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Vendor ID: 1741976051 1 200

Purchaser: Matthew Terrell Windham

1011 E 53rd St

AUSTIN TX 78751
United States

Phone: 512/465-5808 **Fax:** 512/465-5641

Bill To Fax:

Email: Matthew.Windham@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.

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.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which 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 ID: 615-S1

Authorized Signature

11/03/2023



TxDMV Contract Monitor:

Texas Department of Motor Vehicles Texas SmartBuy PO # 24036639

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Renee Israel Renee.Israel 512-465-142	l @txdmv.gov							
Vendor Cont	act:							
	VorkQuest, Inc. buy@workquest.com) 451-8145							
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	61519130779 Calendar, Desk Pad, 22 X 17 61519130779	30501	615/19	7.0000	EA	\$8.49000	\$59.43	11/03/2023
					PoalD:		Schedule Total	\$59.43
ReqID: 0000014224								
MFG Item ID: HOD124								
						Item	Total for Line #1	\$59.43
Line-Sch: 2-1	Line Description: 61519703502	PCA: 30501	Class/Item: 615/19	Quantity: 4.0000	UOM: EA	Unit Price: \$14.04000	Extended Amt: \$56.16	Due Date:
- L 1	Calendar, Monthly, Wall/Desk Vinyl Holder, 11 In X 8.5 In 61519703502	30301	010/10	4.0000	LA	ψ17.07000	ψου.10	11/03/2023
					PoalD:		Schedule Total	\$56.16
	ReqID: 0000014224							
		MFG Item ID: HOD13502						
						Item	Total for Line # 2	\$56.16
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	61519700278 Calendar, Weekly Planner, Black, 5 In X 8 In 61519700278	30501	615/19	9.0000	EA	\$13.72000	\$123.48	11/03/2023
	01313100210						Schedule Total	\$123.48
					<u>ReqID:</u> 0000014	4224		
		MFG I HOD2	<u>tem ID:</u> 78					
Item Total for							Total for Line # 3	\$123.48

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Line-Sch: 4-1	Line Description: 61515074505 Appointment Planner, Monthly, 8-7/8 X 11-1/4 61515074505	PCA: 30501	Class/Item: 615/19	Quantity: 20.0000	UOM: EA	Unit Price: \$15.76000	Extended Amt: \$315.20	Due Date: 11/03/2023
					ReqID:		Schedule Total	\$315.20
					000001			
			tem ID: 074505					
						Item 1	Total for Line # 4	\$315.20
Line-Sch : 5-1	Line Description: 61519703504 Calendar, Wall, Monthly, 22 In X 31.25 In. Wirebound,	PCA: 30501	Class/Item: 615/19	Quantity: 6.0000	UOM: EA	Unit Price: \$21.15000	Extended Amt: \$126.90	Due Date: 11/03/2023
	61519703504				<u>ReqID:</u> 000001		Schedule Total	\$126.90
		MFG I HOD3	tem ID: 34		000001	17227		
						Item 1	Total for Line # 5	\$126.90
Line-Sch: 6-1	Line Description: 61519703506	PCA: 30501	Class/Item:	Quantity: 1.0000	UOM: EA	Unit Price:	Extended Amt:	Due Date:
0-1	Calendar, Wall, 1 Year Planner, Block 1 In X 1.5 In 61519703506	30301	615/19	1.0000	EA	\$14.96000	\$14.96	11/03/2023
	01010700000				<u>ReqID:</u> 000001		Schedule Total	\$14.96
		MFG Item ID: HOD390						
						Item 1	Total for Line # 6	\$14.96
Line-Sch: 7-1	Line Description: 61519130781 Calendar, Wall, January - December, 24 X 37, Laminated, 2 Sides Vertical Or Horizontal	PCA: 30501	Class/Item: 615/19	Quantity: 2.0000	UOM: EA	Unit Price: \$21.51000	Extended Amt: \$43.02	Due Date: 11/03/2023
	61519130781	MFG I HOD3	<u>tem ID:</u> 96		<u>ReqID:</u> 000001		Schedule Total	\$43.02
						Item 1	Total for Line # 7	\$43.02

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Line-Sch: 8-1	Line Description: 61519700279	PCA: 30501	Class/Item: 615/19	Quantity: 20.0000	UOM: EA	Unit Price: \$15.43000	Extended Amt: \$308.60	Due Date:
	Calendar, Monthly Planner, Black, 6.8 In X 8.75 In 61519700279		0.0/.0	20.0000		4.0.1.0000	\$	11/03/2023
							Schedule Total	\$308.60
					ReqID: 0000014	4224		_
		MFG It						
						Item To	otal for Line # 8	\$308.60
						To	otal PO Amount	\$1,047.75
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.								

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

Authorized Signature 11/03/2023