



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000005889
Purchase Order Change Notice (# 3)

Page: 1 of 5

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **See Detail** PCC: **0** Date: **08/31/18** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **06/21/19**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
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: Debra A Rosas
Phone: (512) 465-1257
Fax: (512) 465-5641
Email: Debra.Rosas@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Texas Industries for the Blind and Handicapped (TIBH):
Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

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).

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.

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

Service and pricing in accordance with Texas Department of Motor Vehicles specifications and TIBH response.

Term of service is twelve (12) months from September 1, 2018 to August 31, 2019 with four (4) one (1) year renewal options.

This purchase order may be renewed for additional terms or additional service units with the same Terms and Conditions as long a need exists, both parties agree and contractor receives a Purchase Order Change Notice from TxDMV Purchasing Section.

ESCALATION CLAUSE: Vendor may elect to escalate cost to TxDMV at the time of renewal by site at a cost not to exceed 3 percent of existing amount as negotiated at each annual renewal.

Authorized Signature

06/21/2019



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TxDMV Contact: Ann Pierce
Telephone: 512-465-4100
Email: Ann.Pierce@txdmv.gov

TxDMV contact: Dawn McNabb
Telephone: 512-465-1262
Email: Dawn.McNabb@txdmv.gov

TIBH Contact: Abby Monk
Telephone: 512-451-8145
Email: amonk@tibh.org

POCN #1 - 6/7/2019 SMG : Changed Buyer from Rodrigo Garcia to Sarah Gresham. Made the following Line Item changes to reflect new WorkQuest subcontractor, ESPI, providing services under this Purchase Order beginning on 6/15/2019:

Line item 1: Changed Term of Service from 9/1/2018-8/31/2019 to 9/1/2018-5/31/2019.

Line item 2: Changed Term of Service from 9/1/2018-8/31/2019 to 9/1/2018-5/31/2019.

Added the following Line Items:

Line item 3: Day Porter Services. Term of Service: 6/1/2019-6/14/2019 (Subcontractor - Reliable)

Line item 4: Janitorial/Custodial Services. Term of Service 6/1/2019-6/14/2019 (Subcontractor - Reliable)

Line item 5: Janitorial/Custodial Services. Term of Service 6/15/2019-6/30/2019 (Subcontractor - ESPI)

Line item 6: Janitorial/Custodial Services. Term of Service 7/01/2019-8/31/2019 (Subcontractor - ESPI)

Reference attached Specifications and ESPI Proposal, dated 4/15/2019.

POCN 2, JUNE 20, 2019; REVISED BY DROSAS

CORRECTED PO LINE 1 AMOUNT FROM 8 MONTHS TO 9 MONTHS

PO LINE INCREASED FROM \$93,360.56 TO \$105,030.63

INCREASED PO LINE 2 FROM \$23,003.6666 TO \$23,004.0066, BY .34 CENTS

PO TOTAL INCREASED TO \$186,478.69

REASON: PO WAS INCORRECTLY ADJUSTED BY PURCHASER

POCN 3, JUNE 21, 2019, REVISED BY DROSAS

CHANGED THE BUYER NAME FROM SARAH GRESHAM TO DEBRA ROSAS

REASON: BUYER LEFT AGENCY

| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|---------------------------------------|--|------------|----------|-----------------------------|----------------|-------------------------|--------------|
| 1- 1 | Janitorial / Custodial Services - TxDMV Camp Hubbard. Term: 9/1/2018 - 5/31/2019 | 910/39 | 9.0000 | MO | \$11,670.07000 | \$105,030.63 | 09/01/2018 |
| | | | | | | Schedule Total | \$105,030.63 |
| <u>Contract ID:</u> 00000005889 | | | | <u>ReqID:</u> 0000006674 | | | |
| Location TxDMV Headquarters 78731 | | | | | | | |
| Building 1 - 85682 sq ft | | | | | | | |
| Building 2 (Fiesta Room) - 1102 sq ft | | | | | | | |
| Building 5 - 34318 sq ft | | | | | | | |
| Building 6 - 19488 sq ft | | | | | | | |
| See attached specifications. | | | | | | | |
| | | | | | | Item Total for Line # 1 | \$105,030.63 |

Authorized Signature

06/21/2019

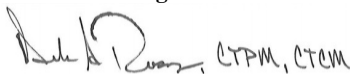


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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|---|--|------------|------------|-----------------------------|---------------|-------------------------|-------------|
| 2- 1 | Janitorial / Custodial Services - Day Porter for TxDMV Camp Hubbard. Term: 9/1/2018 - 5/31/2019 | 910/39 | 23004.0066 | UNT | \$1.00000 | \$23,004.01 | 09/01/2018 |
| | | | | | | Schedule Total | \$23,004.01 |
| <u>Contract ID:</u> 00000005889 | | | | <u>ReqID:</u> 0000006674 | | | |
| Location TxDMV Headquarters 78731 | | | | | | | |
| Building 1 - 85682 sq ft Building 2 (Fiesta Room) - 1102 sq ft Building 5 - 34318 sq ft Building 6 - 19488 sq ft | | | | | | | |
| See attached specifications. | | | | | | | |
| | | | | | | Item Total for Line # 2 | \$23,004.01 |
| 3- 1 | Janitorial / Custodial Services - Day Porter for TxDMV Camp Hubbard. Term: 6/1/2018 - 6/14/2019 | 910/39 | 1.0000 | LOT | \$1,416.66660 | \$1,416.67 | 06/14/2019 |
| | | | | | | Schedule Total | \$1,416.67 |
| <u>Contract ID:</u> 00000005889 | | | | <u>ReqID:</u> 0000007735 | | | |
| Location TxDMV Headquarters 78731 | | | | | | | |
| Building 1 - 85682 sq ft Building 2 (Fiesta Room) - 1102 sq ft Building 5 - 34318 sq ft Building 6 - 19488 sq ft | | | | | | | |
| See attached specifications. | | | | | | | |
| Day Porter Rate is \$16.00 per hour. | | | | | | | |
| | | | | | | Item Total for Line # 3 | \$1,416.67 |

Authorized Signature

 Julie A. Davis, CTPM, CPCM

06/21/2019



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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|--|---|------------|----------|-----|----------------|--------------------------------|--------------------|
| 4- 1 | Janitorial / Custodial Services - TxDMV Camp Hubbard. Term: 6/1/2019 - 6/14/2019 | 910/39 | 1.0000 | LOT | \$5,835.03500 | \$5,835.04 | 06/14/2019 |
| | | | | | | Schedule Total | \$5,835.04 |
| <u>Contract ID:</u> 00000005889 | | | | | | | |
| Location TxDMV Headquarters 78731 | | | | | | | |
| Building 1 - 85682 sq ft Building 2 (Fiesta Room) - 1102 sq ft Building 5 - 34318 sq ft Building 6 - 19488 sq ft | | | | | | | |
| See attached specifications. | | | | | | | |
| | | | | | | Item Total for Line # 4 | \$5,835.04 |
| 5- 1 | Janitorial / Custodial Services - TxDMV Camp Hubbard. Term: 6/15/2019 - 6/30/2019 | 910/39 | 1.0000 | LOT | \$10,238.46660 | \$10,238.47 | 06/30/2019 |
| | | | | | | Schedule Total | \$10,238.47 |
| <u>Contract ID:</u> 00000005889 | | | | | | | |
| Location TxDMV Headquarters 78731 | | | | | | | |
| Building 1 - 85682 sq ft Building 2 (Fiesta Room) - 1102 sq ft Building 5 - 34318 sq ft Building 6 - 19488 sq ft | | | | | | | |
| See attached specifications and ESPI proposal, dated 4/15/2019. | | | | | | | |
| WorkQuest subcontractor ESPI begins providing services under this Purchase Order on 6/15/2019. | | | | | | | |
| ESPI Hours, Monday-Friday: Supervisor: 4:00 PM - 12:00 AM Day Porter: 7:00 AM - 3:30 PM Custodian 1: 4 PM - 12:00 AM Custodians 2 and 3: 6:00 PM - 11:30 PM Floor Tech: Performed as required to provide services per the attached specifications and ESPI Proposal, dated 4/15/2019. Quality Control: Performed as required to provide services per the attached specifications and ESPI Proposal, dated 4/15/2019. This function performed by the ESPI Director of Operations. | | | | | | | |
| | | | | | | Item Total for Line # 5 | \$10,238.47 |

Authorized Signature

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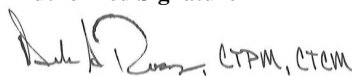
| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|--|---|------------|----------|-----|----------------|--------------------------------|-------------|
| 6- 1 | Janitorial / Custodial Services - TxDMV Camp Hubbard. Term: 7/01/2019 - 8/31/2019 | 910/39 | 2.0000 | MO | \$20,476.93330 | \$40,953.87 | 08/31/2019 |
| | | | | | | Schedule Total | \$40,953.87 |
| <u>Contract ID:</u> 00000005889 | | | | | | | |
| Location TxDMV Headquarters 78731 | | | | | | | |
| Building 1 - 85682 sq ft Building 2 (Fiesta Room) - 1102 sq ft Building 5 - 34318 sq ft Building 6 - 19488 sq ft | | | | | | | |
| See attached specifications and ESPI proposal, dated 4/15/2019. | | | | | | | |
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| | | | | | | Item Total for Line # 6 | \$40,953.87 |

Total PO Amount \$186,478.69

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



06/21/2019