



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006224

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US MAIL** PCC: **0** Date: **11/21/18** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor: TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TD)
 PO BOX 99
 HUNTSVILLE TX 773420099
 United States

Ship To: 1P12 - Finance Admin Services
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 369669696 6

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Sarah Marie Gresham
Phone: 512/465-4199
Fax: 512/465-5641
Email: Sarah.Gresham@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Provide labor and tools required for four (4) days of modular maintenance/housekeeping services as specified in attached Quote #19-138, dated 11/19/2018.

Service Dates: Monday, 11/26/2018, through Thursday, 11/29/2018.

TxDmv Point of Contacts:
 Ann Pierce
 (512) 465-4100
 Ann.Pierce@txdmv.gov

Dawn McNabb
 (512) 465-1262
 Dawn.McNabb@txdmv.gov

TCI Point of Contact:
 Matthew Carter
 (936) 293-4121
 charles.carter@tdcj.texas.gov

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.

The Prison Made Good Acts:

Texas Department of Criminal Justice (TDCJ) and Texas Correctional Industries (TCI), a division of the TDCJ, Texas Government Code, Title 10,

Authorized Signature

Sarah M. Evans, CTCM/CTPM

11/21/2018



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Subtitle D, Chapter 2155, Subchapter A, Sec. 2155.065 and Texas Government Code, Title 4, Subtitle G, Chapter 497, Subchapter A, Section 497.023 - 497.029)

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
I- 1	Modular, Maintenance and Housekeeping Needs for 4 days, 11/26/18-11/29/2018	961/96	1.0000	UNT	\$3,624.00000	\$3,624.00	11/21/2018
						Schedule Total	\$3,624.00
				ReqID:	0000007092		
						Item Total for Line # 1	\$3,624.00

Total PO Amount \$3,624.00

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

Sarah M. Evans, CTM/CTPM

11/21/2018



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
TEXAS CORRECTIONAL INDUSTRIES**

P O Box 4013 Huntsville, Tx 77342-0099
1-800-833-4302 FAX (936) 293-4117

Date:
11/19/2018

Agency:	Texas Department of Motor Vehicles	Quote No: 19-138		
Address:	4000 Jackson Ave Austin Tx	Expires: 60 Days Telephone: 512-465-1262		
ATTN:	Dawn McNabb	Fax:		
Item #	Description	Qty	Each	Total
1	Scope of work includes 4 days modular maintenance/housekeeping. See attached email for list of issues customer needs addressed...	1	\$3,624.00	\$3,624.00
	WORK TO BE COMPLETED DURING NORMAL BUSINESS HOURS UNLESS OTHERWISE NOTED			
	TOTAL			\$3,624.00

This quote number should be included on your purchase order. This quote is valid for 60 days and for this request only. Delivery estimated for 75-90 days. Thank you for considering TCI for this order and we hope you will call us again. Quote should be sent with purchase order.

Quoted by Matthew Carter

For questions, please call;

Matthew Carter
Modular Department
Direct: 936-293-4121 FAX: 936-293-4126
charles.carter@tdci.texas.gov

Gresham, Sarah

From: McNabb, Dawn
Sent: Friday, November 16, 2018 8:53 AM
To: 'Kevin L. Sanders'; 'Matt.Carter@tdcj.texas.gov'
Subject: TXDMV Work

Importance: High

Kevin and Matt

Please see the list below of the work that DMV needs to be done. Some of it is housekeeping maintenance work and some of it may require a quote as it is modular related needs. Take a look at the list and give me a call to discuss further if need be. Thank you

Modular Needs

MVD (CH-1, 3rd Floor)

- Removal of modular wall(s) on the west side of the "break area" (area 3.4.65)
- Replacement of desktop surface at cube 3.4.77 (current desktop is chipping and getting rough)

GSC (CH-5, 1st Floor) – see attachment #1

- A112-2 and A112-3 (Drake Kirk) cubicle wall reconfiguration requested (removing cubicle wall between the two partial cube areas).

OGC (CH-1, 5th Floor) – see attachment #2

- Removal of current 1.18 cubicle (Martin Brown) in the records room and building of a replacement cube in another area of the room.

Housekeeping/Maintenance Needs

ITD (CH-5, 1st Floor)

- B123-5 (Rhonda Guajardo) cubicle outlet requires repair.
- CH 1 – 5th floor - SW – 5.4-8, Drawer will not close properly. Occupant Dawne C
- CH 1 – 2nd floor NW – 2.4-56 Replacement lock in under mount cabinet. Lock not functioning
- CH 5 – 1st floor NW B123-5 Outlet repair need. Occupant Rhonda G
- CH 5-1st floor NE B146-25 remove two overheads one is broken and the other is in the way

CH 6-5th floor

- #102 – Counter top Lights missing
- #103 – Counter top Lights missing
- #104 – Counter top Lights missing
- #132 - Light malfunctioning
- #134 – One counter light has failed, a second is going out and not coming on fully.

- #150: The task light to the left of the monitors, above the phone, still does not emit much light and it neither turns off or on ... this is not a new issue, but has been this way since the beginning.
- #153 – Counter light is dim and appears to be about to fail.
- #155 – Under counter light failed.
- #154 – Overhead bin will not lock
- #155 – broken pencil drawer lock – lock part is in the drawer. Overhead bin has to be pushed up before it will open
- #160 – bottom drawer will not close properly on filing cabinet. File cabinet rail that guides the drawer comes off or away from the drawer. It has been fixed once but it's off again.
- #161 light was taken from another cube (#162) so no longer needs a light.
- #162 needs 1 under cabinet light.
- #164 – under cabinet light dim. One electrical outlet not working.
- #178 – Malfunctioning counter top lights
- #179 – Malfunctioning counter top lights
- #183 – Cabinet light dim or won't stay on.
- #191 – Counter top Lights missing
- #192 – Counter top Lights missing
- #193 – Counter top Lights missing
- #194 – Counter top Lights missing
- #533 – Counter top Lights missing
- #536 under cabinet lights not functioning correctly, dim.