



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007673

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **0** Date: **11/25/19** PO Method: **DG** Dispatch: **Dispatch** Rev Dt:
 Terms: **0** Terms: **Destination** **Via Print**

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: 1P16 - Houston Region
 2110 E. Governors Circle
 Houston TX 77092
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Paula A Ramsey
Phone: 512/465-4191
Fax: 512/465-5641

Bill to **Fax:**

Email: PaulaRamsey@mail.com

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.

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

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.

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).

Working day:

A working day (eight hours) is defined as Monday through Friday, 8:00 AM - 5:00 PM, not including regularly observed state and federal holidays.

Secure Document Destruction Services - Paper Only Service. Period of Service: November 26, 2019 August 31, 2020.

Either a new line will be added to this purchase order or a new purchase order will be issued for each fiscal year.

Per State of Texas Managed Contract 962-M9.

This purchase order may be renewed with the same Terms and Conditions as long as the referenced Managed Contract remains in force, a need exists, and both parties agree.

Authorized Signature

Paula Ramsey, CTM, CTC

11/25/2019



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 Business Unit # 60800
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TxDMV Contact: Jessica Geter 713-316-6133 or Jessica.Geter@TxDMV.gov

Workquest Contact: Roxy VanLoo 512-451-8145 or rvanloo@tibh.org

PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Document Destruction Services (paper only destruction). Period of service 11-26-2019 through 8-31-2020. Charges are the greater of \$36.00 minimum per pickup or \$0.01 per pound plus additional \$1.00 per container exceeding 5 per location.	962/27	10.0000	EA	\$36.00000	\$360.00	11/26/2019

Schedule Total

ReqID:
0000008449

3 Each 64 Gallon Wheeled Locking Bins (padlock Included)

Pick Up Schedule: Every 4 weeks

Out of Schedule/Emergency Pick Up by Vendor: Price on case-by case basis solely w/agreement on costs from all parties. \$36.00 if less than 24-hour notice of cancellation of a regularly scheduled pick up or Community Rehabilitation Program (CRP) is unable to pick up before leaving city due to Agency closure.

Note: Do not exceed ten (10) pickups in this purchase order period.

Item Total for Line # 1

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.

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

Authorized Signature

Paula Ramsey, CTM, CTC

11/25/2019