



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007951  
 Purchase Order Change Notice (# 1)

Payment **NET3** Freight **FOB** Ship Via: **VNDR** PCC: **0** Date: **02/10/20** PO Method: **SV** Dispatch: **Dispatch** Rev Dt: **02/12/20**  
 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 St  
 AUSTIN TX 78751  
 United States

**Ship To:** 1P08 - Dallas Region  
 1925 E. Beltline, Ste. 100  
 Carrollton TX 75006  
 United States

**Vendor ID:** 1741976051 1

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Rodrigo Garcia  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641

Bill to **Fax:**

**Email:** Rodrigo.Garcia@txdmv.gov

Bill to **Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Per State of Texas Contract: 962-M9

**Workquest:**

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.

TxDMV Contact: Krystal Reed, (972) 478-5220, Krystal.Reed@TxDMV.gov

Vendor Contact: Roxy VanLoo, (512)-451-8145, rvanloo@tibh.org

POCN #1 by Rodrigo Garcia on 2/12/2020. The number of services got reduced, from 8 to 6, since the service will begin in March 2020.  
 Period of service: 03/01/2020 - 08/31/2020.

**Authorized Signature**

*Rodrigo Garcia*

**02/12/2020**



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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<b>Line-Sch:</b> 1-1	<b>Line Description:</b> Document Destruction Services	<b>Class/Item:</b> 962/27	<b>Quantity:</b> 6.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$23.00000	<b>Extended Amt:</b> \$138.00	<b>Due Date:</b> 02/10/2020
						<b>Schedule Total</b>	<input type="text" value="\$138.00"/>
				ReqID: 0000008543			
Service description:							
Document destruction with a once a week pick-up schedule for one 96 gallon bin-lockable-padlock included.							
Period of service: 03/01/2020 - 08/31/2020							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$138.00"/>

**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

*Rodrigo Garcia*

02/12/2020