



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000007973

Payment NET3 Freight FOB Ship Via: US MAIL PCC: 0 Date: 02/14/20 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 St
AUSTIN TX 78751
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1741976051 1

Purchaser: Andrew Ortegon
Phone: (512) 465-4177
Fax: 512/465-5641

Bill to Fax:

Email: Andrew.Ortegon@txdmv.gov

Bill to Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

In accordance with term contract 962-M3. All terms and conditions of the identified contract shall apply to this purchase order. Additional TxDMV terms and conditions are found below and, where a conflict exists, supersede the terms and conditions of 962-M3

Either part may terminate this purchase order by written notice at any time of the service period.

This purchase order may be renewed for additional terms and/or additional hours with the same terms and conditions as long as the referenced contract remains in force, a need exists, and both parties agree and contractor receives a purchase order change notice from TxDMV's 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

Service Period: 02/14/2020 - 08/31/2020

TxDMV Contact: Deborah Raef, 512-465-4188, Deborah.Raef@TxDMV.gov

Vendor Contact: Elizabeth Moliter, 512-453-8833 x 112, elizabeth@peakperformers.org

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.

Quantity(ies):

Authorized Signature

Handwritten signature: Andrew Ortegon, CTM

02/14/2020



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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).

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

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	Temporary employee - Education Specialist V - Expert level/technical writer job class code -0824 Contractor Name: Christopher Thomas	962/69	1208.0000	HR	\$73.99000	\$89,379.92	02/14/2020

Schedule Total

Contract ID:
000000097

ReqID:
0000008734

Point of Contact: Deborah Raef, Administrative Services Manager

Accounts Payable Contact: Lisa Selvera, 512-465-4027, Lisa.Selvera@TxDMV.gov

Invoice Address: DMV_FIN-INVOICES@TxDMV.gov

Address for Placement: Texas Department of Motor Vehicles
 Enforcement Division
 4000 Jackson Ave, Bldg 1 - 2nd floor
 Austin, TX 78731

NIGP: 962-69, Job Class Number:

Job Class Title: Education Specialist V - Expert Level/Technical Writer

Confirmation Date: 02/14/2020 - 08/31/2020

Estimated Number of Hours: 1,208

Rate: Expert (highway district 14)

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.

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Authorized Signature

Carol D. [Signature] CTRM, CTCM

02/14/2020