



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007974
 Purchase Order Change Notice (# 2)

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 02/14/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 06/09/20
Terms: **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

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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:

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):

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>

POCN Number: 2 Date: 06/09/2020 By: Andrew Ortegon

Description: POCN 2 to decrease the hours on line 1 from 871 to 546. D'Amber's last service period day was 06/05/2020. POCN 2 to also add a replacement contractor to continue the service period. Michael Miller. Michael's service period is 06/10/2020 - 08/31/2020 or once the 325 hours have been used. All else stays the same.

POCN Number: 1 Date: 02/19/2020 By: Andrew Ortegon

Description: POCN Number 1 to change the hourly rate from \$33.12 to \$39.54 per hour to match the Experienced Admin Level. The hours decreased from 1040 to 871. ao

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

Authorized Signature

Andrew Ortegon, CTPM, CTCM

06/09/2020



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

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: 02/18/2020 - 08/31/2020

TxDMV Contact: Sergio Rey, 512-465-1216, Sergio.Rey@TxDMV.gov

Vendor Contact: Paula Baczewski, 512-453-8833, Paula@peakperformers.org

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	MYD - Temporary Personnel - Administrative Assistant V Contractor Name: Damber Cooper	962/69	546.0000	HR	\$39.54000	\$21,588.84	02/17/2020

Schedule Total

Contract ID:
000000100

ReqID:
0000008750

TxDMV Point of Contact: Sergio Rey
 Telephone: 512-465-1216
 Sergio.Rey@TxDMV.gov

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
 4000 Jackson Avenue, Building 1
 Austin, TX 78731

NIGP: 962-69 / Job Class #0158
 Job Class Title: Administrative Assistant V

Confirmation Date: 02/18/2020 - 06/05/2020

Estimated number of hours: 546 hours

Rate: Experienced

Contractor Name: Damber Cooper

Contract Monitor: Sergio Rey

Item Total for Line # 1

Authorized Signature

Paula Baczewski, CTPM, CTCM

06/09/2020



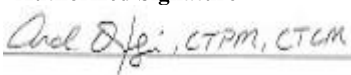
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	MYD - Temporary Personnel - Administrative Assistant V. Contractor Name: Michael Miller	962/69	325.0000	HR	\$39.54000	\$12,850.50	06/09/2020
						Schedule Total	<input type="text" value="\$12,850.50"/>
				ReqID:			
				0000008750			
TxDMV Point of Contact: Sergio Rey Telephone: 512-465-1216 Sergio.Rey@TxDMV.gov							
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 4000 Jackson Avenue, Building 1 Austin, TX 78731							
NIGP: 962-69 / Job Class #0158 Job Class Title: Administrative Assistant V							
Confirmation Date: 06/10/2020 - 08/31/2020							
Estimated number of hours: 325 hours							
Rate: Experienced							
Contractor Name: Michael Miller							
Contract Monitor: Sergio Rey							
						Item Total for Line # 2	<input type="text" value="\$12,850.50"/>

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

06/09/2020