



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007234  
 Purchase Order Change Notice (# 2)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 08/24/19 **PO Method:** SV **Dispatch:** Dispatch **Rev Dt:** 02/21/20  
**Terms:** **Terms:** Destination **Dispatch:** 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:** 1P12 - Finance Admin Services  
 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:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Email:** Andrew.Ortegon@txdmv.gov

**Bill To Fax:**

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

**PO Information:**

WORKQUEST SUBCONTRACTOR:  
 ENTERPRISE PROFESSIONAL SERVICES INC (EPSI)  
 7710 RIALTO BOULEVARD, SUITE 100  
 AUSTIN, TEXAS 78735  
 (512) 614-6116  
 WWW.EPSI-SOLUTIONS.ORG  
 STEPHEN A SAIA, PRESIDENT/CEO  
 (512) 433-9770  
 SSAIA@EPSIMAIL.COM

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

**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. 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.  
 ORIGINAL CONTRACT TERM: AUGUST 1, 2018 - AUGUST 31, 2019

**OPTION TO RENEW FOR FOUR ONE-YEAR TERMS:**

FIRST RENEWAL: SEPTEMBER 1, 2019 - AUGUST 31, 2020  
 SECOND RENEWAL: SEPTEMBER 1, 2020 - AUGUST 31, 2021  
 THIRD RENEWAL: SEPTEMBER 1, 2021 - AUGUST 31, 2022  
 FINAL RENEWAL: SEPTEMBER 1, 2022 - AUGUST 31, 2023

WORKQUEST SUBCONTRACTOR:  
 ENTERPRISE PROFESSIONAL SERVICES INC (EPSI)  
 7710 RIALTO BOULEVARD, SUITE 100, AUSTIN, TEXAS 78735  
 STEPHEN A SAIA, PRESIDENT/CEO, (512) 433-9770, SSAIA@EPSIMAIL.COM, WWW.EPSI-SOLUTIONS.ORG

**Authorized Signature**

*Andrew Ortegon, CTPM, CTCM*

**02/21/2020**



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WORKQUEST CONTACT:

ABBY MONK, (512) 451-8145, AMONK@TIBH.ORG

TXDMV DIVISION: FINANCE AND ADMINISTRATIVE SERVICES

TXDMV CONTACT: CHRIS STURM, FACILITIES MANAGER, (512) 465-3835, CHRIS.STURM@TXDMV.GOV

AND/OR

ANN PIERCE, ASSISTANT DIVISION DIRECTOR, (512) 465-4100, ANN.PIERCE@TXDMV.GOV

We would like for the vendor to start daily trash removal beginning February 1st.

POCN Number: 2 Date: 02/20/2020 By: Andrew Ortegon

Description: POCN number 2 to decrease the quantities for both lines 1 (12 months - 6 months) and 2 (7 months - 6 months). The new total for the PO is from \$405,300.03 to \$259,641.73. ao

POCN Number: 1 Date: 02/03/2020 By: Andrew Ortegon

Description: POCN Number 1 to add requisition 0000008704 to increase the trash pickup from twice a week to daily (Monday - Friday). Also, updated the buyer name from Debra Rosas to Andrew Ortegon. ao

ORIGINAL CONTRACT TERM: AUGUST 1, 2018 - AUGUST 31, 2019

OPTION TO RENEW FOR FOUR ONE-YEAR TERMS:

FIRST RENEWAL: SEPTEMBER 1, 2019 - AUGUST 31, 2020

SECOND RENEWAL: SEPTEMBER 1, 2020 - AUGUST 31, 2021

THIRD RENEWAL: SEPTEMBER 1, 2021 - AUGUST 31, 2022

FINAL RENEWAL: SEPTEMBER 1, 2022 - AUGUST 31, 2023

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	JANITORIAL SERVICES - TXDMV HEADQUARTERS - CAMP HUBBARD, AUSTIN, TEXAS 78731	910/39	6.0000	MO	\$20,476.93330	\$122,861.60	08/24/2019

Schedule Total

Contract ID:  
00000005889

ReqID:  
0000008080

HEADQUARTERS:

BUILDING 1 - 85,682 SQUARE FEET

BUILDING 2 - FIESTA ROOM, 1,102 SQUARE FEET

BUILDING 5 - 34,318 SQUARE FEET

BUILDING 6 - 19,488 SQUARE FEET

SUBCONTRACTOR EPSI WORK SCHEDULE: MONDAY - FRIDAY

SUPERVISOR: 4:00 PM - 12:00 AM

DAY PORTER: 7:00 AM - 3:30 PM

CUSTODIAN 1: 4:00 PM - 12:00 AM

CUSTODIAN 2 AND 3: 6:00 PM - 11:30 PM

FLOOR TECH: PERFORM AS REQUIRED BY CONTRACT

QUALITY CONTROL: PERFORMED AS REQUIRED TO PROVIDE SERVICES PER THE STATEMENT OF WORK AND EPSI PROPOSAL

SOW\_TxDMV\_HQ\_Janitorial\_Spec\_2\_2019.pdf

SERVICE PERIOD: SEPTEMBER 1, 2019 - February 29, 2020

Item Total for Line # 1

Authorized Signature

*Chris Sturm, CTCM, CTCM*

02/21/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Enhanced Janitorial Services. Increased trash pick-up services Monday - Friday.	910/39	6.0000	MO	\$22,796.69000	\$136,780.14	02/03/2020
						<b>Schedule Total</b>	\$136,780.14
<b>Contract ID:</b> 00000005889				<b>ReqID:</b> 0000008704			
<p>hq_janitorial_svc_5_2019.pdf</p> <p>We are increasing trash pickup from twice a week to daily (Monday - Friday) effective February 3, 2020, if possible.</p> <p>Term: February 3, 2020 through August 31, 2020</p> <p>Monthly cost from \$20,476.9333 to \$22,796.685</p> <p>Contract Monitor: Chris Sturm          Chris.Sturm@TxDMV.gov          512-465-3835</p>							
						<b>Item Total for Line # 2</b>	\$136,780.14

**Total PO Amount** \$259,641.74

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

*Carol D. [Signature]* CTPM, CTCM

02/21/2020