



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008083
 Purchase Order Change Notice (# 2)

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** E **Date:** 03/17/20 **PO Method:** SV **Dispatch:** Dispatch **Rev Dt:** 03/18/20
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:
 See Detail Below

Vendor ID: 1741976051 1

Purchaser: Tiffanay Heather Waller
Phone: 512/465-4193
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Tiffanay.Waller@txdmv.gov

Bill To Fax:
Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN: 1 Date: 03/18/2020 By: Andrew Ortegon
 Description: POCN 1 to change the vendor name from EPSI to WorkQuest. EPSI is a sub-contractor for WorkQuest. ao

POCN # 2 - THW - 3-18-20
 Added line 2 to PO for cleaning services at the Dallas RSC location - same vendor provider. Changed Buyer from Andrew to Tiffanay.

Health and Safety. On Friday, March 13, Governor Abbott declared a State of Disaster for all Texas counties amid the growing need to prepare for, respond to, and mitigate the spread of COVID-19. As part of the Governors directive, state employees across Texas are doing their part to #FlattenTheCurve of Coronavirus spread by teleworking, prioritizing hygiene, and practicing physical or social distancing.

Pricing per email sent by Dan Spain Dated: 3/4/2020; Pricing per email from Stephan Saia at the Dallas location Dated 3/17/2020.

TxDmv Contact: Chris Sturm, 512-465-3835, Chris.Sturm@TxDMV.gov
 WorkQuest Vendor Contact: Raquel Navarro, rnavarro@workquest.com or Abby Monk, amonk@tibh.org

Vendor Contact: Dan Spain, 719-339-3430, Dspain@epsimail.com
 Vendor Contact: Stephan Saia, 512-614-6116. ssaia@espimail.com

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.

Authorized Signature

03/18/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Deep & Disinfectant Clean of TXDMV Headquarters	910/39	1.0000	EA	\$266.00000	\$266.00	03/18/2020	
Ship To: 1P12		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$266.00	
						ReqID: 0000008919		
Includes disinfecting high human touch points as indicated on the ISSA, excluding cubicle areas. EPSI will disinfect the identified areas in building 1, 5, and 6. Please consult with Chris Sturm for questions.							Item Total for Line # 1	\$266.00

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Deep & Disinfectant Cleaning - Dallas RSC	910/39	1.0000	EA	\$2,040.00000	\$2,040.00	03/18/2020
Ship To: 1P08		Delivery Instructions:					
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States							
						Schedule Total	\$2,040.00
						ReqID: 0000008922	
One-time deep clean of the Dallas DMV (located at 1925 E. Beltline Road, Carrollton, TX) in accordance with the following							
Statement of Work:							
Scope: Use a disinfectant solution to clean and disinfect all commonly touched hard surfaces. This includes the following:							
<ul style="list-style-type: none"> Handrails Door Knobs/handles Sinks and faucets Countertops Light switches Cabinet and file drawers handle Vending machines Chair arms Light switches Soap Dispensers Elevator buttons Drinking Fountains 							
						Item Total for Line # 2	\$2,040.00

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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

A handwritten signature in cursive script that reads "Tiffany Walker".

03/18/2020