



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008084  
 Purchase Order Change Notice (# 2)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** E **Date:** 03/17/20 **PO Method:** SP **Dispatch:** Dispatch **Rev Dt:** 06/30/20  
**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:**  
 See Detail Below

**Vendor ID:** 1741976051 1

**Purchaser:** Jason Adams  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641

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

**Email:** Jason.Adams@txdmv.gov

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

**PO Information:**

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

**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.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>  
 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.  
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TxDMV Contact: Christ Sturm, 512-465-3835, Christ.Sturm@TxDMV.gov

Vendor Contact: Erynn Harrison, eharrison@workquesttx.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.

POCN #1  
 Adding funds for June deep cleaning.

**Authorized Signature**

**06/30/2020**



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Changing the buyer from Travis Reese to Jason Adams.

-  
POCN #2

Adding funds for July and August 2020 deep cleaning.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Deep & Disinfectant Cleaning- Fort Worth RSC	910/37	1.0000	EA	\$485.00000	\$485.00	03/18/2020

**Ship To:** 1P12

**Delivery Instructions:**

4000 Jackson  
Avenue  
Austin TX 78731  
United States

**Schedule Total**

**ReqID:**  
0000008919

Please consult with Chris Sturm at 512-465-3835 for questions and scheduling.

**Item Total for Line # 1**

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Deep Cleaning Services - Fort Worth RSC	928/93	3028.0000	UNT	\$1.00000	\$3,028.00	05/29/2020

**Ship To:** 1P12

**Delivery Instructions:**

4000 Jackson  
Avenue  
Austin TX 78731  
United States

**Schedule Total**

**ReqID:**  
0000009173

Contract Monitor: Chris Sturm  
Chris.Sturm@TxDMV.gov  
512-465-3835

**Item Total for Line # 2**

Authorized Signature

*Jason Adams, CTCM*

06/30/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Deep Cleaning Janitorial Services (July and August) - Fort Worth RSC	910/39	2.0000	MO	\$1,852.00000	\$3,704.00	06/30/2020
<b>Ship To:</b> 1P13		<b>Delivery Instructions:</b>					
2425 Gravel Dr. Fort Worth TX 76118 United States							
						<b>Schedule Total</b>	\$3,704.00
						<b>ReqID:</b> 0000009309	
Contract Monitor: Chris Sturm Chris.Sturm@TxDMV.gov 512-465-3835						<b>Item Total for Line # 3</b>	\$3,704.00

**Total PO Amount** \$7,217.00

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

06/30/2020