



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008094  
 Purchase Order Change Notice (# 4)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **Date:** 03/18/20 **PO Method:** SP **Dispatch:** Dispatch Via Print **Rev Dt:** 06/30/20

**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:**

**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.

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 Governor's directive, state employees across Texas are doing their part to #FlattenTheCurve of Coronavirus spread by teleworking, prioritizing hygiene, and practicing physical or social distancing.

TxDMV Contact: Chris Sturm, 512-465-3838, Chris.Sturm@TxDMV.gov

Vendor Contact: Raquel Navarro, rnavarro@workquest.com or Abby Monk, amonk@tibh.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.

POCN # 1 - THW - 3-18-20  
 Added Houston RSC Deep Cleaning on line 3 of this PO.

POCN # 2 - THW - 3-18-20  
 Removed line 1 from PO - added it to PO 8083 - this was to match same vendor providing services at this location.  
 Removed line 2 from PO - added it to an existing PO - this was to match same vendor providing services at this location.  
 Leaving line 3 on this PO

POCN #3  
 Adding funds for June deep cleaning.

**Authorized Signature**

**06/30/2020**



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008094  
 Purchase Order Change Notice (# 4)

Changing the buyer from Tiffanay Waller to Jason Adams.

-  
POCN #4

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 - Dallas RSC	910/39	1.0000	EA	\$2,040.00000	\$0.00	CANCEL

**Ship To:** 1P12

**Delivery Instructions:**

4000 Jackson  
Avenue  
Austin TX 78731  
United States

**Schedule Total**

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:

- 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 # 1**

Authorized Signature

*J Adams, CTCM*

06/30/2020



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000008094  
Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Deep & Disinfectant Cleaning - Longview RSC	910/39	1.0000	EA	\$260.00000	\$0.00	CANCEL
<b>Ship To:</b> 1P12		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$0.00
<p>One-time deep clean of the Longview DMV (located at 4549 West Loop 281, Longview, TX 75604) in accordance with the following:</p> <p>Scope: Use a disinfectant solution to clean and disinfect all commonly touched hard surfaces. This includes the following:</p> <ul style="list-style-type: none"><li>Handrails</li><li>Door Knobs/handles</li><li>Sinks and faucets</li><li>Countertops</li><li>Light switches</li><li>Cabinet and file drawers handle</li><li>Vending machines</li><li>Chair arms</li><li>Light switches</li><li>Soap Dispensers</li><li>Elevator buttons</li><li>Drinking Fountains</li></ul>							
						<b>Item Total for Line # 2</b>	\$0.00

Authorized Signature

06/30/2020



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008094  
 Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Deep & Disinfectant Cleaning - Houston RSC	910/39	1.0000	EA	\$42.00000	\$42.00	03/19/2020
<b>Ship To:</b> 1P12		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$42.00
<b>ReqID:</b> 0000008923							
One-time deep clean of the Houston DMV (located at 2110 East Governors Circle, Houston, TX 77092) in accordance with the following:							
Scope: Use a disinfectant solution to clean and disinfect all commonly touched hard surfaces. This includes the following:							
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							
						<b>Item Total for Line # 3</b>	\$42.00
4-1	Deep Cleaning Services - Houston RSC	928/93	3038.0000	UNT	\$1.00000	\$3,038.00	05/29/2020
<b>Ship To:</b> 1P12		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$3,038.00
<b>ReqID:</b> 0000009173							
Contract Monitor: Chris Sturm Chris.Sturm@TxDMV.gov 512-465-3835							
						<b>Item Total for Line # 4</b>	\$3,038.00

Authorized Signature

*Chris Sturm, CTCM*

06/30/2020



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008094  
 Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Deep Cleaning Janitorial Services (July and August) - Houston RSC	910/39	2.0000	MO	\$3,189.00000	\$6,378.00	06/30/2020
<b>Ship To: 1P16</b>		<b>Delivery Instructions:</b>					
2110 E. Governors Circle Houston TX 77092 United States							
						<b>Schedule Total</b>	<input type="text" value="\$6,378.00"/>
						<b>ReqID:</b> 0000009309	
Contract Monitor: Chris Sturm Chris.Sturm@TxDMV.gov 512-465-3835						<b>Item Total for Line # 5</b>	<input type="text" value="\$6,378.00"/>

**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

*J. M. S., CTCM*

06/30/2020