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

Payment NET30  Freight FOB  Ship Via: US MAIL  PCC: E  Date: 03/18/20  PO Method: SP  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

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1741976051 1

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

Bill To Fax:

Email: Jason.Adams@txdmv.gov

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
Changing the buyer from Tiffany Waller to Jason Adams.
- POCN #4
Adding funds for July and August 2020 deep cleaning.

<table>
<thead>
<tr>
<th>Line-Sch:</th>
<th>Line Description:</th>
<th>Class/Item:</th>
<th>Quantity:</th>
<th>UOM:</th>
<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Deep &amp; Disinfectant Cleaning - Dallas RSC</td>
<td>910/39</td>
<td>1.0000</td>
<td>EA</td>
<td>$2,040.0000</td>
<td>$0.00</td>
<td>CANCEL</td>
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**Ship To:** 1P12
4000 Jackson Avenue
Austin TX 78731
United States

**Delivery Instructions:**

**Schedule Total** $0.00

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** $0.00

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Authorized Signature

06/30/2020
<table>
<thead>
<tr>
<th>Line-Sch:</th>
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<th>UOM:</th>
<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1</td>
<td>Deep &amp; Disinfectant Cleaning - Longview RSC</td>
<td>910/39</td>
<td>1.0000</td>
<td>EA</td>
<td>$260.00000</td>
<td>$0.00</td>
<td>CANCEL</td>
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**Ship To:** 1P12  
4000 Jackson  
Avenue  
Austin TX 78731  
United States

**Delivery Instructions:**

One-time deep clean of the Longview DMV (located at 4549 West Loop 281, Longview, TX 75604) 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

**Schedule Total**: $0.00

**Item Total for Line # 2**: $0.00
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<th>Line Description:</th>
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<th>UOM:</th>
<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
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</thead>
<tbody>
<tr>
<td>3-1</td>
<td>Deep &amp; Disinfectant Cleaning - Houston RSC</td>
<td>910/39</td>
<td>1.0000</td>
<td>EA</td>
<td>$42.0000</td>
<td>$42.00</td>
<td>03/19/2020</td>
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**Ship To:** 1P12

4000 Jackson Avenue
Austin TX 78731
United States

**Delivery Instructions:**

**Schedule Total:** $42.00

**ReqID:** 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

**Item Total for Line # 3** $42.00

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<th>Extended Amt:</th>
<th>Due Date:</th>
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<tr>
<td>4-1</td>
<td>Deep Cleaning Services - Houston RSC</td>
<td>928/93</td>
<td>3038.0000</td>
<td>UNT</td>
<td>$1.000000</td>
<td>$3,038.00</td>
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**Ship To:** 1P12

4000 Jackson Avenue
Austin TX 78731
United States

**Delivery Instructions:**

**Schedule Total:** $3,038.00

**ReqID:** 0000009173

**Item Total for Line # 4** $3,038.00

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

Authorized Signature

06/30/2020
<table>
<thead>
<tr>
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<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
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</thead>
<tbody>
<tr>
<td>5-1</td>
<td>Deep Cleaning Janitorial Services (July and August) - Houston RSC</td>
<td>910/39</td>
<td>2.0000</td>
<td>MO</td>
<td>$3,189.00000</td>
<td>$6,378.00</td>
<td>06/30/2020</td>
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**Ship To:** 1P16

2110 E. Governors Circle
Houston TX 77092
United States

**Delivery Instructions:**

Schedule Total $6,378.00

ReqID: 0000009309

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

Item Total for Line # 5 $6,378.00

Total PO Amount $9,458.00

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.

- Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: http://www.txdmv.gov/contractors-vendors

**Authorized Signature**

[Signature]

06/30/2020