



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008385
 Purchase Order Change Notice (# 1)

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** E **Date:** 05/29/20 **PO Method:** SP **Dispatch:** Dispatch **Rev Dt:** 06/30/20
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: Jason Adams
Phone: 512/465-4181
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill To Fax:

Email: Jason.Adams@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN #1

Adding funds for July and August 2020 deep cleaning

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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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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.

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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, whichever is later.

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Note: warrants will not be issued to a vendor without a current Texas Identification Number.

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TxDmv Contact:

Chris Sturm
 chris.sturm@TxDMV.gov
 (512) 465-3835

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Vendor Contact:

Rosa Valdez
 rvaldez@workquesttx.com
 (361) 985-8899

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Quantities

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchases order at the same original terms and conditions. The vendor will be notified in writing by purchase order

Authorized Signature

06/30/2020



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change notice of any requirements for any increased or decreased quantities.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Deep Cleaning Services - Pharr RSC	928/93	455.0000	UNT	\$1.00000	\$455.00	05/29/2020	
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$455.00	
						ReqID: 0000009173		
Contract Monitor: Chris Sturm Chris.Sturm@TxDMV.gov 512-465-3835							Item Total for Line # 1	\$455.00

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Deep Cleaning Janitorial Services (July and August) - Pharr RSC	910/39	2.0000	MO	\$455.00000	\$910.00	06/30/2020	
Ship To: 1P21		Delivery Instructions:						
600 West Expressway 83 Pharr TX 78577 United States								
						Schedule Total	\$910.00	
						ReqID: 0000009309		
Contract Monitor: Chris Sturm Chris.Sturm@TxDMV.gov 512-465-3835							Item Total for Line # 2	\$910.00

Total PO Amount \$1,365.00

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

[Handwritten Signature]

06/30/2020