



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008685  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** Q **Date:** 08/28/20 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:** 06/18/21

**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:** 1P19 - MidlandOdessa Region  
 3901 East Hwy. 80  
 Odessa TX 79761  
 United States

**Vendor ID:** 1741976051 1

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

**Purchaser:** Jason K 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:**

WorkQuest:  
 Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

Service Term: September 1, 2020 to August 31, 2021  
 Option to renew for four one-year terms  
 First Renewal: September 1, 2021 to August 31, 2022  
 Second Renewal: September 1, 2022 to August 31, 2023  
 Third Renewal: September 1, 2023 to August 31, 2024  
 Final Renewal: September 1, 2024 to August 31, 2025

-  
 POCN #1 - 06/18/2021  
 Adding funds for carpet cleaning services that will occur before August 31, 2021.

-  
 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.

-  
 This purchase order may be renewed for additional terms or additional service units with the same Terms and Conditions as long as a need exists, both parties agree and Contractor receives a Purchase Order Change Notice from the 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 Invoices@txdmv.gov. 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.

-  
 Vendor shall invoice at the price(s) for work authorized under the purchase order.

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

-  
 ESCALATION CLAUSE: Vendor may elect to escalate cost to TxDMV at the time of renewal by site at a cost not to exceed 3 percent of existing

**Authorized Signature**

*Jason Adams, MS, CTCM, CTCO*

**06/21/2021**



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008685  
 Purchase Order Change Notice (# 1)

amount as negotiated at each annual renewal.

-  
 TxDMV Contract Monitor  
 Ann Pierce  
 ann.pierce@txdmv.gov  
 512-465-4100

-  
 TxDMV Contact:  
 Monica Hernandez  
 monica.hernandez@txdmv.gov  
 512-465-1261 (primary)

-  
 Dawn McNabb  
 dawn.mcnabb@txdmv.gov  
 512-465-1262 (secondary)

-  
 Vendor Contact:  
 Abby Monk  
 amonk@workquest.com  
 (512)-451-8145

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

-  
 NOTE: On-Site Points of Contact and Regional Service Center Managers do not have the authority to request additional services outside the scope of the contract or make changes to the scope or terms of the contract. Any and all changes to the scope of the contract must be requested of and authorized by Texas Department of Motor Vehicles Headquarters Facilities Services in writing (email is allowed) prior to a change in service.

-  
 NOTE: On-Site Points of Contact and Regional Service Center Managers in Houston and Fort Worth may call out for porter services for their designated area up to the maximum shown in the contract and cannot exceed available amounts through the duration of the contract period. Any additionally requested needs must be authorized in writing (email is allowed) by Texas Department of Motor Vehicles Headquarters Facilities Services.

-  
 Note: Porter and Floor/Carpet Cleaning Services are to be requested on an as-needed basis. Only On-Site Points of Contact from Houston and Fort Worth may request porter services for their designated areas. Floor/Carpet Services shall be requested by Texas Department of Motor Vehicles Headquarters Facilities Services only and must be in writing (email is allowed).

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Janitorial / Custodial Services - Odessa RSC	910/39	12.0000	MO	\$1,200.00000	\$14,400.00	08/31/2020

Schedule Total

**Contract ID:**  
0000008685

**ReqID:**  
0000009464

Item Total for Line # 1

Authorized Signature

*Laura Adams, MS, CTCM, CTCO*

06/21/2021



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000008685  
Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Floor Cleaning Services (Strip and Wax Only) - Odessa RSC	910/39	644.0000	UNT	\$1.00000	\$644.00	08/31/2020
						Schedule Total	\$644.00
<b>Contract ID:</b> 0000008685				<b>ReqID:</b> 000009464			
						Item Total for Line # 2	\$644.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Carpet Cleaning Services	910/39	1.0000	EA	\$535.00000	\$535.00	06/18/2021
						Schedule Total	\$535.00
<b>Contract ID:</b> 0000008685				<b>ReqID:</b> 0000010555			
1,530.14 square feet of carpet cleaning						Item Total for Line # 3	\$535.00
						Total PO Amount	\$15,579.00

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  
*Laura Adams, MS, CTCM, CTCO*  
06/21/2021