



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000008693

Payment NET30 Freight FOB Ship Via: US MAIL PCC: S Date: 08/31/20 PO Method: DG Dispatch: Dispatch Rev Dt:
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: 1P23 - Veh Titles and Reg
4000 Jackson Avenue
Austin TX 78731
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 Specialty License Plates Processing and Mailing (Labor), Pre-Metered Mail pick up and Postage Reimbursement.

Contract/PO Term: 09/01/2020 through 08/31/2021. Four (4) optional one (1) year renewals.
Service will take place Monday, Wednesday and Friday of each week.
Service provided by Goodwill Industries through WorkQuest.

VTR will review paperwork provided by Goodwill prior to Goodwill submitting their invoice to WorkQuest.

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.

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.

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

TxDmv Contact:

Roger Feuge
roger.feuge@TxDMV.gov
(512) 465-1459

WorkQuest Contact:

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

Goodwill Contact:

Maurice Dunn

Authorized Signature

[Handwritten Signature]

08/31/2020



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maurice.dunn@austin.goodwill.org
 512-633-0918

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.

This service is needed to insure the continuous, uninterrupted distribution of specialty license plates to Texas Motor Vehicle Operators.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	WorkQuest SLP Processing and Mailing.	915/58	264000.0000	EA	\$1.05000	\$277,200.00	08/31/2020
						Schedule Total	\$277,200.00
						ReqID:	0000009596
						Item Total for Line # 1	\$277,200.00

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Pre-metered mail pick up and drop off at Huntsville, TX USPS Facility.	915/58	12.0000	MO	\$191.90000	\$2,302.80	08/31/2020
						Schedule Total	\$2,302.80
						ReqID:	0000009596
						Item Total for Line # 2	\$2,302.80

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	WorkQuest SLP Postage Reimbursement.	915/58	752400.0000	UNT	\$1.00000	\$752,400.00	08/31/2020
						Schedule Total	\$752,400.00
						ReqID:	0000009596
						Item Total for Line # 3	\$752,400.00

Total PO Amount \$1,031,902.80

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.

Authorized Signature

J. R. ... MS, CTCM

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

Authorized Signature

J. R. Mas, CTCM

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