



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008796  
 Purchase Order Change Notice (# 4)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US Mail First Class **PCC:** 0 **Date:** 10/01/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 08/16/21

**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:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1741976051 1

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

**Purchaser:** Andrew Ortegon  
**Phone:** 512/465-4177  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Andrew.Ortegon@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

**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.

**Quantity(ies):**  
 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 purchase 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 quantity(ies).

**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.

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

POCN 3, By: Andrew Ortegon, Date: 07/28/2021  
 Description: POCN 3 to update the contractor name from Tashia Walthall to Sharon Brown for the Houston RSC. All else stays the same.

POCN 2, By: Andrew Ortegon, Date: 07/02/2021.  
 Description: POCN 2 for an Administrative Change to line 2. Added a contractor name to the line. Tashia Walthall's service period will be 07/05/2021 - 08/31/2021.

POCN 1, By: Andrew Ortegon, Date: 03/04/2021. POCN 1 processed by mistake. No changes needed. ao.

Per the terms and conditions of Term Contract 962-M3.

Texas Industries for the Blind and Handicapped (TIBH):  
 Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

Term Contract Period: 10/06/2020 08/31/2021





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TxDMV Contact: Veronica Whitaker, 512-872-8111, Veronica.Whitaker@TxDMV.gov

Vendor contact: Paula Baczewski, 512-453-8833 X 101

**Ship to Comments:**

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	CSR Temporary Personnel. Service Period 10/6/2020 - 06/31/2021	962/69	604.0000	HR	\$31.29000	\$18,899.16	10/01/2020

Schedule Total

**ReqID:**  
0000009674

Point of Contact: Veronica Whitaker, Veronica.Whitaker@TxDMV.gov, 512-872-8111

Accounts Payable Contact: Lisa Selvera, 512-465-4027

Invoice Address: Texas Department of Motor Vehicles 4000 Jackson Avenue, Bldg 1-5th Floor

Contractor Name: LaTonya Woodruff

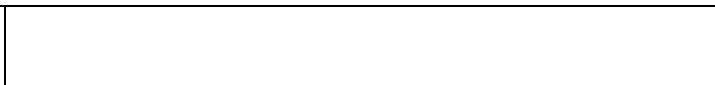
Job Class Title: 0134

Confirmation Date: 10/06/2020

Estimated number of hours: 780

Rate: Indicate: Experienced

Item Total for Line # 1





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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	VTR Customer Service Representative III Temporary. Contractor Name: Sharon Brown. Service Period: 07/29/2021 - 07/29/2021	962/69	4.0000	HR	\$31.29000	\$125.16	10/01/2020
						<b>Schedule Total</b>	<input type="text" value="\$125.16"/>
				<b>ReqID:</b>			
				0000009674			
Point of Contact: Yolanda Perez, Yolanda.Perez@TxDMV.gov, 713-316-6110							
Secondary back up: Charlotte Kirk, Charlotte.Kirk@TxDMV.gov, 713-316-6128							
Accounts Payable Contact: Lisa Selvera, 512-465-4027							
Invoice Address: Texas Department of Motor Vehicles 4000 jackson Avenue, Bldg 1-5th Floor							
Contractor Name: Sharon Brown							
Job Class Title: 0134							
Confirmation Date: 07/29/2021							
Estimated number of hours: 4							
Rate: Indicate: Experienced							
						<b>Item Total for Line # 2</b>	<input type="text" value="\$125.16"/>

**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.