



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008955
 Purchase Order Change Notice (# 2)

Payment Terms: NET30 **Freight Terms:** See Detail **Ship Via:** VNDR **PCC:** 0 **Date:** 11/03/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 01/18/22

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: 1P16 - Houston Region
 2110 E. Governors Circle
 Houston TX 77092
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Ricardo Montalvo Rodriguez
Phone: 512/465-4097
Fax: 512/465-5641

Bill To Fax:

Email: Ricardo.Montalvo@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN #1 AND 2- Montalvo, R, 01/18/2022, Canceling Line item # 2 and changing buyer's name.

Per State of Texas Contract 962-S1

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

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).

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.

Cancellation:

This Purchase Order may be cancelled by TxDMV with a thirty (30) day written notice.

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.

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

This purchase order may be renewed with the same Terms and Conditions as long as the referenced State Contract remains in force, a need exists,

Authorized Signature

01/18/2022



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008955
 Purchase Order Change Notice (# 2)

and both parties agree.

TxDMV Contact:
 Adale Bishop
 adale.bishop@txdmv.gov
 (512) 465-4067

Vendor Contact:
 Abby Monk
 amonk@workquesttx.com
 512-451-8145

Secondary vendor contact:
 Austin Task, Inc. (ATI)
 Brian O'Conner
 texas@austintask.com
 512-389-3333

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Houston RSC Document Destruction Services	962/27	12.0000	EA	\$36.00000	\$432.00	11/06/2020
	Service period 11/01/2020 - 08/31/2021						

Schedule Total

ReqID:
0000009877

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Document Destruction Overage Charge Reserve	962/27	1250.0000	LB	\$0.04000	\$0.00	CANCEL

Schedule Total

ReqID:
0000009877

Item Total for Line # 2

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.

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

Authorized Signature

01/18/2022

Authorized Signature

A handwritten signature in black ink, appearing to be a stylized name with a large initial letter and a circular flourish.

01/18/2022