



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000009298
 Purchase Order Change Notice (# 1)

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 02/03/21 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 02/05/21
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: 1P08 - Dallas Region
 1925 E. Beltline, Ste. 100
 Carrollton TX 75006
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Travis Reese
Phone: 512 4654180
Fax: 512/465-5641

Bill To Fax:

Email: Travis.Reese@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN 1, Travis R, 02/05/2021: Price listed in contract is "per pick-up", rather than "per-month". Karen Poff confirmed that Dallas/Carrollton RSC requires weekly pick-ups. Quantity changed from 7 to 28 (4 pick ups per month, 7 months of service = 28 pick-ups)

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 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>

TxDMV Contact:

Karen Poff
 Karen.Poff@TxDMV.gov
 (972) 478-5212

Vendor Contact (Primary):

Erynn Harrison
 eharrison@workquesttx.com
 (817) 232-8881

Vendor Contact (Secondary):

Steven Hosea
 steven@amplifyfw.org
 (817) 710-1125

Authorized Signature

Travis Reese, CTCD

02/05/2021



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Contract# 962-S1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Document Destruction Services	962/27	28.0000	EA	\$23.00000	\$644.00	02/08/2021

Schedule Total

Contract ID:
0000009298

ReqID:
0000010146

1 ea 96 gallon locking container

Pick-up Schedule: Once per week (Monday - Friday, 8:00am - 5:00pm), not including regularly observed state and federal holidays

Period of Service: 02/01/2020 - 08/31/2021

Item Total for Line # 1

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.

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Authorized Signature

Travis P. ..., CTCD

02/05/2021