



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000009618

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **Date:** 05/18/21 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:**

**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:** 1P26 - Austin Data Center  
 9500 Metric Blvd. Ste. 100  
 Austin TX 78758  
 United States

**Vendor ID:** 1741976051 1

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

**Purchaser:** Samantha Lavoie  
**Phone:** 512/465-4180  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Samantha.Lavoie@txdmv.gov

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

**PO Information:**

Vehicle Titles and Registration (VTR) division is requesting 100 cartons of the Texas Certificate of Title Certified Copy (CCO) Forms be picked up from our Dallas Regional Service Center located at 1925 E. Beltline Road, Suite 100, Carrollton, Texas 75006 and delivered to the Austin Data Center (ADC) located at 9500 Metric Blvd, Suite 100, Dock #1E, Austin, Texas 78758-5430. The timeframe on this secure delivery is by the end of May or no later than June 4, 2021.

Attached WorkQuest quote and rate of \$3,250; requesting to use term contract #962-M5 through WorkQuest locating a secure carrier meeting all requirements with Southeast Vocational Alliance (SVA); based on utilizing a 4-man team to pick up with a liftgate, pallet jack, and 4-wheel dolly. The team will go inside the vault and bring cartons into the truck to palletize and then seal the truck after pick up and deliver directly or the next morning to Austin to a dock where there are no special requirements for the delivery (dock only).

**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/Contract Monitor:**

Tammy Wooten  
 tammy.wooten@txdmv.gov  
 (512) 465-4016

**Vendor Contact:**

Kyle Radford  
 kradford@workquest.com  
 (512) 451-8145

**Authorized Signature**

*Samantha Lavoie*

05/20/2021



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**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.

The link to the TxDMV Terms and Conditions - <http://www.txdmv.gov/contractors-vendors>

High Priority with a CCO forms pickup and delivery date no later than 06/04/2021;

PO#9618 Review File

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Texas Certificate of Title Certified Copy (CCO) Forms Secure & Bonded Delivery Service with WorkQuest Term Contract #962-M5	962/86	1.0000	LOT	\$3,250.00000	\$3,250.00	05/21/2021

Schedule Total

**Contract ID:**  
0000009618

**ReqID:**  
0000010461

High Priority with a CCO forms pickup and delivery date no later than 06/04/2021;

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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.

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

Authorized Signature

*Samantha Lavoie*

05/20/2021