



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011628

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 08/29/22 **PO Method:** SV **Dispatch:** Dispatch **Rev Dt:**  
**Terms:** **Terms:** Destination **Dispatch:** 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:** 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:** 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:**

This is a continuation of PO #0000007234.

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**WORKQUEST:**  
 Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

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 Original Contract Term: August 1, 2018 to August 31, 2019 under PO #0000007234.

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 Option to renew for four one-year terms:  
 First Renewal: September 1, 2019 to August 31, 2020 under PO #0000007234.  
 Second Renewal: September 1, 2020 to August 31, 2021 under PO #0000007234  
 Third Renewal: September 1, 2021 to August 31, 2022 under PO #0000007234  
 Final Renewal: September 1, 2022 to August 31, 2023 under PO #0000011628.

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**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, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.  
 Special Payment Notes (Advance Payment, Payment Type, etc.)

**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).

**Delivery:**

**Authorized Signature**

*Jason Adams, MIS, CTGM, CTCD*

**08/31/2022**



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Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately. Enter any other special delivery requirements.

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

TxDMV Contract Monitor:  
 Adale Bishop  
 adale.bishop@txdmv.gov  
 512-465-4067

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

WorkQuest Subcontractor:  
 Enterprise Professional Services Inc. (EPSI)  
 7710 Rialto Blvd, SUITE 100  
 Austin, TX 78735  
 (512) 614-6116  
 www.epsi-solutions.org

WorkQuest Subcontractor:  
 Stephen A. Saia, President/CEO  
 (512) 433-9770  
 ssais@epsimail.com

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	HQ Janitorial Services Renewal for FY 2023	910/39	12.0000	MO	\$26,898.27000	\$322,779.24	09/01/2022

Schedule Total

**Contract ID:**  
0000005889

**ReqID:**  
0000012336

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

*James Adams, MS, CTCM, CTCO*

08/31/2022