



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000012062

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** NA **PCC:** 0 **PO Date:** 11/21/2022 **PO End Date:** 08/31/2023 **PO Method:** DG **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: 1P13 - Fort Worth Region
 2425 Gravel Dr.
 Fort Worth TX 76118
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

NON-COMPLIANT PROCUREMENT

The Fort Worth Regional Service Center (RSC) received a forwarded email on 09/26/2022, from Finance. The leadership team, including a new coordinator (in training) missed the deadline to renew document destruction services for FY23. However, services were performed during September 2022 without a requisition or purchase order in place.

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.

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:

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.

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

WorkQuest (Formerly 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

Reference Price Sheet for Expanco dba Amplify DFW: 962-S1 FY23 Pricing and Service Areas

Authorized Signature

11/21/2022



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Contract Number(s): 962-S1

TxDMV Contract Monitor:
 Desiree Ewing
 desiree.ewing@txdmv.gov
 (817) 285-1517

WorkQuest, Inc. Information:
 Rep: Erynn Harrison
 Phone: (817) 232-8881
 E-mail: eharrison@workquesttx.com

Subcontractor Information:
 EXPANCO, Inc. dba Amplify
 EXP Rep: Steven Hosea
 Phone: (817) 710-1125
 Email: steven@amplifyfw.org

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Non-compliant Document Destruction Services September 2022 Fort Worth RSC - 64 Gallon Bin, Padlock Included	962/27	3.0000	EA	\$18.00000	\$54.00	11/21/2022
						Schedule Total	<input type="text" value="\$54.00"/>
						ReqID: 0000012605	

Services were performed during September 2022.

Service Subcategory: 64 Gallon Bin Lockable Padlock Included
 \$18.00 each * 3 bins = \$54.00 PO total

Pick up hours Monday-Friday 8:00am-5:00pm CST, not including regular observed state and federal holidays.

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

Matthew Windham

11/21/2022