



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013134

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** A **PO Date:** 08/11/2023 **PO End Date:** 08/31/2024 **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: See Detail Below

Ship To Attention: Timothy C Baylor
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1741976051 1 200

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:

Bin Locations - 4000 Jackson Avenue:
 FAO - Building 1, 5th Floor, Northwest corner.
 EDO - Executive Director's Office Building 1, Room 1.10

Bin Location - 3800 Jackson Avenue
 ITSD - Building 5, 1st Floor

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:
 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.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

Authorized Signature

08/14/2023



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FAO Contract Monitor:
 Timothy Baylor
 timothy.baylor@txdmv.gov
 512-465-4084

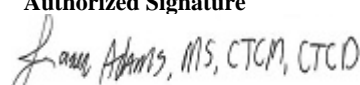
EDO Contract Monitor
 Claudia Leal
 claudia.leal1@txdmv.gov
 (512) 374-5396

ITSD Contract Monitor
 Jeffrey Armstrong
 jeffrey.armstrong@txdmv.gov
 512-465-1295

Vendor Contact:
 Tricia Sullivan
 tsullivan@workquest.com
 512-451-8145

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY24 FAO Secure Document Destruction Services	31102	962/27	5100.0000	EA	\$1.00000	\$5,100.00	08/11/2023
Ship To: 1P12		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
Contract ID: 0000007277						ReqID: 0000013628		
Term: Sept 1 2023 through Aug 31 2024							Schedule Total <input type="text" value="\$5,100.00"/>	
							Item Total for Line # 1 <input type="text" value="\$5,100.00"/>	

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FY24 FAO Fuel Surcharge	31102	963/79	3000.0000	EA	\$1.00000	\$3,000.00	08/11/2023
Ship To: 1P12		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
Contract ID: 0000007277						ReqID: 0000013628		
Term: Sept 1 2023 through Aug 31 2024							Schedule Total <input type="text" value="\$3,000.00"/>	
							Item Total for Line # 2 <input type="text" value="\$3,000.00"/>	

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 08/14/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	FY24 EDO Fuel Surcharges	30901	963/79	4.0000	QTR	\$100.00000	\$400.00	08/25/2023
Ship To: 1P11		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	[\$400.00]	
Contract ID: 0000007277					ReqID: 0000013717			
Term: Sept 1 2023 through Aug 31 2024								
							Item Total for Line # 3	[\$400.00]

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	FY24 EDO Secure Document Destruction	30901	962/27	4.0000	QTR	\$48.00000	\$192.00	08/25/2023
Ship To: 1P11		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	[\$192.00]	
Contract ID: 0000007277					ReqID: 0000013717			
Term: Sept 1 2023 through Aug 31 2024								
							Item Total for Line # 4	[\$192.00]

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	FY 24 ITSD Secure Document Destruction	31010	962/27	1.0000	UNT	\$250.00000	\$250.00	08/11/2023
Ship To: 1P36		Delivery Instructions:						
3800 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	[\$250.00]	
Contract ID: 0000007277					ReqID: 0000013750			
Term: Sept 1 2023 through Aug 31 2024								
							Item Total for Line # 5	[\$250.00]

Authorized Signature

Louis Adams, MS, CTCM, CTCO

08/14/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	FY24 ITSD Fuel Surcharge	31010	963/79	200.0000	UNT	\$1.00000	\$200.00	08/11/2023
Ship To:		Delivery Instructions:						
1P36		3800 Jackson Avenue Austin TX 78731 United States						
Contract ID: 0000007277						ReqID: 0000013750		Schedule Total <input type="text" value="\$200.00"/>
Term: Sept 1 2023 through Aug 31 2024								Item Total for Line # 6 <input type="text" value="\$200.00"/>

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

James Adams, MS, CTCM, CTCO

08/14/2023