



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013216

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 08/24/2023    **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:** Monica C Hernandez  
**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:**

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

Initial Service Term: September 1, 2020 through August 31, 2021 with option to renew for four one-year terms

FY21 09/01/2020 to 08/31/2021 under PO #0000008678  
 FY22 09/01/2021 to 08/31/2022 under PO #0000008678  
 FY23 09/01/2022 to 08/31/2023 under PO #0000011612  
 FY24 09/01/2023 to 08/31/2024 under PO #0000013216  
 FY25 09/01/2024 to 08/31/2025

**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.

**Authorized Signature**

*Jason Adams, MS, CTCM, CTCO*

**08/28/2023**



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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>.

TxDmv Contract Monitor:  
 Monica Hernandez  
 monica.hernandez@txdmv.gov

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

NOTE: On-Site Points of Contact and Regional Service Center Managers do not have the authority to request additional services outside the scope of the contract or make changes to the scope or terms of the contract. Any and all changes to the scope of the contract must be requested of and authorized by Texas Department of Motor Vehicles Headquarters Facilities Services in writing (email is allowed) prior to a change in service.

NOTE: On-Site Points of Contact and Regional Service Center Managers in Houston and Fort Worth may call out for porter services for their designated area up to the maximum shown in the contract and cannot exceed available amounts through the duration of the contract period. Any additionally requested needs must be authorized in writing (email is allowed) by Texas Department of Motor Vehicles Headquarters Facilities Services.

Note: Porter and Floor/Carpet Cleaning Services are to be requested on an as-needed basis. Only On-Site Points of Contact from Houston and Fort Worth may request porter services for their designated areas. Floor/Carpet Services shall be requested by Texas Department of Motor Vehicles Headquarters Facilities Services only and must be in writing (email is allowed).

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Janitorial Services - Austin Regional Service Center	30103	910/39	12.0000	MO	\$2,355.44000	\$28,265.28	08/24/2023

**Ship To:** 1P03  
  
 1001 E. Parmer  
 Lane, Ste. A  
 Austin TX 78753  
 United States

**Delivery Instructions:**

**Schedule Total**

**Contract ID:**  
0000008678

**ReqID:**  
0000013785

Term: September 1, 2023 through August 31, 2024

**Item Total for Line # 1**

Authorized Signature

*James Adams, MS, CTCM, CTCO*

08/28/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Floor Cleaning Services - Austin Regional Service Center	30103	910/39	942.0000	UNT	\$1.00000	\$942.00	08/24/2023
<b>Ship To:</b> 1P12		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
<b>Contract ID:</b> 0000008678						<b>ReqID:</b> 0000013785		<b>Schedule Total</b> <input type="text" value="\$942.00"/>
Term: September 1, 2023 through August 31, 2024 Strip and Wax - \$854.00 (annual) Carpet Cleaning - \$88.00 (annual)								<b>Item Total for Line # 2</b> <input type="text" value="\$942.00"/>

**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

*Louis Adams, MS, CTCM, CTCO*

08/28/2023