



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013719

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 11/28/2023 **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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 United States

Ship To Attention: Colleen E Martin
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:

This procurement is governed by the terms and conditions in CPA Contract Number: Contract Details: # 031-S1.

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 PO/Contract Term: Date of PO dispatch until 08/31/2024

Renewals are as follows, unless terminated sooner in accordance with the terms of the purchase order/contract.

- Option to Renew for Four One-Year Terms:
 1st Optional Renewal: 09/01/2024 to 08/31/2025
 2nd Optional Renewal: 09/01/2025 to 08/31/2026
 3rd Optional Renewal: 09/01/2026 to 08/31/2027

A new requisition will need to be entered in CAPPs for each fiscal year.

In addition, the department, in its sole discretion, may extend any contract for up to 90 days, in whole or in part.

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).

Authorized Signature

Jason Adams, MS, CTCM, CTCO

11/30/2023



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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>.

TxDMV Contract Monitor:
 Colleen Martin
 colleen.martin@txdmv.gov

Vendor Contact:
 Tricia Sullivan
 Regional Marketing Manager
 1011 East 53 1/2 Street
 Austin, TX 78751
 Ph: 512-451-8145
 tsullivan@workquest.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	HVAC filter replacement CH-1	31102	031/45	5434.6800	USD	\$1.00000	\$5,434.68	11/28/2023

Schedule Total

Contract ID:
0000013719

ReqID:
0000014281

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	HVAC filter replacement CH-2	31102	031/45	1544.4600	USD	\$1.00000	\$1,544.46	11/28/2023

Schedule Total

Contract ID:
0000013719

ReqID:
0000014281

Item Total for Line # 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	HVAC filter replacement CH-3	31102	031/45	676.4400	USD	\$1.00000	\$676.44	11/28/2023

Schedule Total

Contract ID:
0000013719

ReqID:
0000014281

Item Total for Line # 3

Authorized Signature

James Adams, MS, CTCM, CTCO

11/30/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	HVAC filter replacement CH-4	31102	031/45	1378.7400	USD	\$1.00000	\$1,378.74	11/28/2023
							Schedule Total	<input type="text" value="\$1,378.74"/>
Contract ID: 0000013719					ReqID: 0000014281			
							Item Total for Line # 4	<input type="text" value="\$1,378.74"/>
5-1	HVAC filter replacement CH-5	31102	031/45	4475.4000	USD	\$1.00000	\$4,475.40	11/28/2023
							Schedule Total	<input type="text" value="\$4,475.40"/>
Contract ID: 0000013719					ReqID: 0000014281			
							Item Total for Line # 5	<input type="text" value="\$4,475.40"/>
6-1	HVAC filter replacement CH-6	31102	031/45	8809.8600	USD	\$1.00000	\$8,809.86	11/28/2023
							Schedule Total	<input type="text" value="\$8,809.86"/>
Contract ID: 0000013719					ReqID: 0000014281			
							Item Total for Line # 6	<input type="text" value="\$8,809.86"/>
7-1	HVAC filter replacement CH-7	31102	031/45	951.8400	USD	\$1.00000	\$951.84	11/28/2023
							Schedule Total	<input type="text" value="\$951.84"/>
Contract ID: 0000013719					ReqID: 0000014281			
							Item Total for Line # 7	<input type="text" value="\$951.84"/>

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

11/30/2023