Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000017951

Payment Terms:	Freight Terms:	Ship Via:	PCC:	PO Date:	PO End Date:	PO Method:	Dispatch:	Rev Dt:
NET30	FOB Destination	US MAIL	0	07/31/2026	08/31/2027	DG	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

Vendor ID: 1741976051 1 200

Purchaser: Jason K Adams
Phone: 512/465-4181
Fax: 512/465-5641

Email: jason.adams@txdmv.gov

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Ship To Attention: Christina Mullins Carter

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Bill To Fax:

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

Statement of Work: Janitorial Services for CH 1 and CH 2 (formerly known as CH 6)

Original Contract Term: September 1, 2023 to August 31, 2024 under PO #0000013283.

Option to renew for four one-year terms:
First Renewal: September 1, 2024 to August 31, 2025 under PO #0000014747.
Second Renewal: September 1, 2025 to August 31, 2026 under PO #0000016442
Third Renewal: September 1, 2026 to August 31, 2027 under PO #0000017951
Final Renewal: September 1, 2027 to August 31, 2028

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

Authorized Signature
Jason Adams, MS, CTCM, CTCD
07/31/2026

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 current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. These documents can be found at: http://www.txdmv.gov/contractors-vendors. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

Contract Representative:
Javier Gomez
Email: Javier.Gomez@txdmv.gov
Phone: 512-431-0297

OR

Contract Representative
David Schoettle
Email: David.Schoettle@txdmv.gov
Phone: 512-354-0157

Vendor Contact:
Tricia Sullivan
512-451-8145
TSullivan@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:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Building #1 - Janitorial Services	31102	910/39	198897.8400	EA	$1.00000	$198,897.84	07/31/2026

Schedule Total $198,897.84

Contract ID:
0000013283

ReqID:
0000018793

Term: 09/01/2026 to 08/31/2027
Wages/Fringe - $159,062.43
Supplies - $21,988.35
Equipment - $1,908.48
Contingency, Admin fees, State Use Program Fee - $15,938.58
Total - $198,897.84

Item Total for Line # 1 $198,897.84

Authorized Signature

Laura Adams, MS, CTCM, CTCD

07/31/2026

Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000017951

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Building #2 - Janitorial Services	31102	910/39	298346.7600	EA	$1.00000	$298,346.76	07/31/2026

Schedule Total $298,346.76

Contract ID:
0000013283

ReqID:
0000018793

Term: 09/01/2026 to 08/31/2027
Wages/Fringe - $238,593.64
Supplies - $32,982.53
Equipment - $2,862.72
Contingency, Admin fees, State Use Program Fee - $23,907.87
Total - $298,346.76

Item Total for Line # 2 $298,346.76

Total PO Amount $497,244.60

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
Laura Adams, MS, CTCM, CTCD

07/31/2026