



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000011406

Payment NET30 Freight FOB Ship Via: US MAIL PCC: S Date: 07/28/22 PO Method: DG Dispatch: Dispatch Rev Dt:
Terms: Terms: Destination 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

Ship To: 1P23 - Veh Titles and Reg
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

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 service is needed to insure the continuous, uninterrupted distribution of specialty license plates to Texas Motor Vehicle Operators.

- WorkQuest Specialty License Plates Processing and Mailing (Labor), Pre-Metered Mail pick up and Postage Reimbursement.

- Initial Contract/PO Term: 09/01/2020 through 08/31/2021.
Four (4) optional one (1) year renewals.
1st Renewal Term: 09/01/2021 to 08/31/2022 under PO #0000008693
2nd Renewal Term: 09/01/2022 to 08/31/2023 under PO #0000011406
3rd Renewal Term: 09/01/2023 to 08/31/2024
4th Renewal Term: 09/01/2024 to 08/31/2025

- Service will take place Monday, Wednesday and Friday of each week.
Service provided by Goodwill Industries through WorkQuest.

- VTR will review paperwork provided by Goodwill prior to Goodwill submitting their invoice to WorkQuest.

- 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

Handwritten signature of Jason Adams, MS, CTCM, CTCO

07/28/2022



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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.

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

TxDMV Contract Monitor:
 Roger Feuge
 roger.feuge@txdmv.gov
 512-465-1459

Vendor Contact:
 Workquest POC
 Abby Monk
 amonk@workquest.com
 512-451-8145

Goodwill POC
 Sandra Vasquez
 sandra.vasquez@goodwillcentraltexas.org
 512-400-0119.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Specialty License Plates Renewal FY23	915/58	265000.0000	EA	\$1.11000	\$294,150.00	09/01/2022

Schedule Total

Contract ID:
0000008693

ReqID:
0000012076

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Specialty License Plates Renewal FY23 - Pre-Metered Mail	915/58	12.0000	MO	\$200.00000	\$2,400.00	09/01/2022

Schedule Total

Contract ID:
0000008693

ReqID:
0000012076

Item Total for Line # 2

Authorized Signature

Laura Adams, MS, CTCM, CTCO

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Specialty License Plates Renewal FY23 - Postage Reimbursement	915/58	800000.0000	UNT	\$1.00000	\$800,000.00	09/01/2022
						Schedule Total	<input type="text" value="\$800,000.00"/>
Contract ID: 0000008693				ReqID: 0000012076			
						Item Total for Line # 3	<input type="text" value="\$800,000.00"/>

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.

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Authorized Signature

Laura Adams, MS, CTCM, CTCO

07/28/2022