



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000011677

Payment NET30 Freight FOB Ship Via: US MAIL PCC: 0 Date: 08/31/22 PO Method: SV 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: 1P00 - TxDMV Warehouse
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:

EDO
Pick up September 2022, December 2022, March 2023, June 2023
1 - 64 gallon container

ITS
Pick-up every 3 months
2 - 96-gallon containers

FAS
Pick up every Thursday
13 - 96 gallon containers

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

Authorized Signature

Handwritten signature of Jason Adams, MIS, CTGM, CTCD

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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 for EDO:

Claudia Leal
 512-374-5396
 claudia.leal1@txdmv.gov

TxDMV Contact Monitor for ITS:

Virginia Pickering
 512-465-4031
 virginia.pickering@txdmv.gov

TxDMV Contract Monitor for FAS

DeCarlos Roberson
 512-4654084
 decarlos.roberson@txdmv.gov

Vendor Contact:

Abby Monk
 amonk@workquesttx.com
 512-451-8145

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	EDO Secure Document Destruction Services	962/27	4.0000	QTR	\$48.00000	\$192.00	09/01/2022

Schedule Total

Contract ID:
0000007277

ReqID:
0000012437

EDO
 Pick up September 2022, December 2022, March 2023, June 2023
 1 - 64 gallon container

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	EDO Secure Document Destruction Services - Fuel Surcharges	963/79	4.0000	QTR	\$100.00000	\$400.00	09/01/2022

Schedule Total

Contract ID:
0000007277

ReqID:
0000012437

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	FAS Secure Document Destruction Services	962/27	5100.0000	EA	\$1.00000	\$5,100.00	09/01/2022
						Schedule Total	\$5,100.00
Contract ID: 0000007277				ReqID: 0000012341			
FAS Pick up every Thursday 13 - 96 gallon containers						Item Total for Line # 3	\$5,100.00
4-1	FAS Secure Document Destruction Services - Fuel Surcharge	963/79	3000.0000	EA	\$1.00000	\$3,000.00	09/01/2022
						Schedule Total	\$3,000.00
Contract ID: 0000007277				ReqID: 0000012341			
						Item Total for Line # 4	\$3,000.00
5-1	ITS Secure Document Destruction Services	962/27	350.0000	EA	\$1.00000	\$350.00	09/01/2022
						Schedule Total	\$350.00
Contract ID: 0000007277				ReqID: 0000012226			
ITS Pick-up every 3 months 2 - 96-gallon containers						Item Total for Line # 5	\$350.00

Authorized Signature

Laura Adams, MIS, CTCM, CTCO

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	ITS Secure Document Destruction Services - Fuel Surcharge	963/79	200.0000	UNT	\$1.00000	\$200.00	09/01/2022
						Schedule Total	<input type="text" value="\$200.00"/>
Contract ID: 0000007277				ReqID: 0000012226			
						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.

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Authorized Signature

Laura Adams, MS, CTCM, CTCO

08/31/2022