



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000014769

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 08/12/2024    **PO End Date:** 08/31/2025    **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:** Adale Jean Bishop

**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:**

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

- 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 under PO #0000012956.

4th Renewal Term: 09/01/2024 to 08/31/2025 under PO #0000014769.

- 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

Authorized Signature

*Jason Adams, MS, CTCM, CTCO*

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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. 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. 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.

**TxDmv Contract Monitor:**

Adale Bishop  
 adale.bishop@txdmv.gov  
 512-465-1459

**Vendor Contact:**

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

**Goodwill POC**

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

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Special Plates Processing	30101	915/58	256000.00 00	EA	\$1.17000	\$299,520.00	08/12/2024	
							<b>Schedule Total</b>	<input type="text" value="\$299,520.00"/>	
<b>Contract ID:</b> 0000008693					<b>ReqID:</b> 0000015249				
Term: 09/01/2024 to 08/31/2025								<b>Item Total for Line # 1</b>	<input type="text" value="\$299,520.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Special Plates Mailing - Postage Reimbursement	30101	915/58	840000.00 00	USD	\$1.00000	\$840,000.00	08/12/2024	
							<b>Schedule Total</b>	<input type="text" value="\$840,000.00"/>	
<b>Contract ID:</b> 0000008693					<b>ReqID:</b> 0000015249				
Term: 09/01/2024 to 08/31/2025								<b>Item Total for Line # 2</b>	<input type="text" value="\$840,000.00"/>

**Total PO Amount**

Authorized Signature

*Louis Adams, MS, CTCM, CTCO*

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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

*James Adams, MS, CTCM, CTCO*

08/12/2024