



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000014952

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** 0 **PO Date:** 08/28/2024 **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: 1P25 - Wichita Falls
 1601-A Southwest Parkway
 Wichita Falls TX 76302
 United States

Vendor ID: 1741976051 1 200

Purchaser: Maxwell Alexander Brown
Phone: 512/465-4000
Fax: 512/465-5641

Ship To Attention: Lori L Burns

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: maxwell.brown@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

FY2025 Purchase Order to replace current PO#13168 for Document Destruction Pickup Services for the Wichita Falls DMV Regional Service Center:

Contract Term covers FY 2025, September 1, 2024-August 31, 2025

For 1 96-Gallon Bin and 1 64-Gallon Bin with pick up every 4 weeks = 13 pickups.

Service Address: 1601-A Southwest Parkway, Wichita Falls, Texas 76302-4906

1601-A Southwest Pkwy, Wichita Falls, TX:
 1 - 96 gallon container @ \$27/each + 1 - 64 gallon container @ \$22/each + \$40 trip charge = \$89/service
 Serviced every 4 weeks = 13 services/year * \$89/service = \$1157
 PO TOTAL: \$1157

Note: 1 box = standard box size 10x12x15, larger boxes count as 2 boxes

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

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.

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

Maxwell Brown

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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.

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 Regional Contact:
 940-235-4817
 Suzanne Long
 suzanne.long@txdmv.gov

TxDMV Contract Monitor:
 Lori Burns
 lori.burns@txdmv.gov

WorkQuest, Inc. Information
 Rep: Erynn Harrison
 817-232-8881
 eharrison@workquesttx.com

Subcontractor Information:
 Amplify
 Rep: Steven Hosea
 817-710-1125
 steven@amplifyfw.org

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Wichita Falls - 1 96-Gallon Bin at \$27 for Document Destruction with pick up every 4 weeks = 13 services starting from September 1, 2025 for one year.	30101	962/79	13.0000	EA	\$27.00000	\$351.00	09/01/2024
							Schedule Total	<input type="text" value="\$351.00"/>
							ReqID: 0000015545	
							Item Total for Line # 1	<input type="text" value="\$351.00"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Trip Charge at \$40 trip charge for each service, every 4 weeks = 13 services starting September 1, 2025 for one year.	30101	963/79	13.0000	EA	\$40.00000	\$520.00	09/01/2024
							Schedule Total	<input type="text" value="\$520.00"/>
							ReqID: 0000015545	
							Item Total for Line # 2	<input type="text" value="\$520.00"/>
3-1	Wichita Falls - 1 64-Gallon Bin for Document Destruction with pick up every 4 weeks = 13 services starting from September 1, 2025 for one year.	30101	962/27	13.0000	EA	\$22.00000	\$286.00	09/01/2024
							Schedule Total	<input type="text" value="\$286.00"/>
							ReqID: 0000015545	
							Item Total for Line # 3	<input type="text" value="\$286.00"/>
							Total PO Amount	<input type="text" value="\$1,157.00"/>

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
 Maxwell Brown
 08/28/2024