



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016364

Page: 1 of 3

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 08/04/2025 **PO End Date:** 08/31/2026 **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

Vendor ID: 1741976051 1 200

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

Ship To Attention: Timothy C Baylor

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:

Secure Document Destruction Services
Term: 09/01/2025 through 8/31/2026

FAO Building 1, 5th Floor, Northwest Corner - Weekly Pick-up
4000 Jackson Avenue, Austin, TX 78731

EDO Building 1, 1st Floor, Room 1.10 - Pick up every 12 weeks
4000 Jackson Avenue, Austin, TX 78731

ITSD Building 5, 1st Floor - Pick up every 12 weeks
3800 Jackson Avenue, Austin, TX 78731

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 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.

Authorized Signature

Maxwell Brown

08/04/2025



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Page: 2 of 3

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.

FAO Contract Monitor:
Timothy Baylor
timothy.baylor@txdmv.gov
(512) 465-3335

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

ITSD Contract Monitor
Jeffrey Armstrong
jeffrey.armstrong@txdmv.gov
512-465-1295

Vendor Contact:
Tricia Sullivan
tsullivan@workquest.com
512-451-8145

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 procurement is governed by the terms and conditions in CPA Contract Number 962-S1.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Secure Document Destruction Service - 96- gallon bin - wheeled - lockable - padlock included (per bin)	31102	962/00	12900.000 0	EA	\$1.00000	\$12,900.00	09/01/2025

Schedule Total \$12,900.00

Contract ID:
0000014665

ReqID:
0000017140

Item Total for Line # 1 \$12,900.00

Authorized Signature

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Page: 3 of 3

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Secure Document Destruction Service - On demand bulk removal of boxes (loaded onto pallet and shrink wrapped by requester)	31102	962/00	500.0000	EA	\$1.00000	\$500.00	09/01/2025
							Schedule Total	\$500.00
							RegID: 0000017140	
							Item Total for Line # 2	\$500.00

Total PO Amount \$13,400.00

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

08/04/2025