



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000016471

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**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 08/15/2025 **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:** 1P50 - Dallas South RSC  
562 East Wheatland Road  
Duncanville TX 75116  
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:**

FY26 Purchase Order to replace current PO#15678 for Document Destruction Pickup Services for the Dallas South DMV Regional Service Center.

Contract Term covers FY26, September 1, 2025-August 31, 2026

For 1 96-Gallon Bin with one year of pickups with each pickup every 4 weeks equals 13 pickups.

Pickup Location: Wheatland Plaza, 562 East Wheatland Road, Duncanville, TX 75116

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

Vendor Quote Number: 1985

**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

**Authorized Signature**

Maxwell Brown

08/15/2025



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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.

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.

TxDMV Regional Contact:  
214-683-8857  
Fetina Green  
[fetina.green@txdmv.gov](mailto:fetina.green@txdmv.gov)

TxDMV Contract Monitor:  
Lori Burns  
[lori.burns@txdmv.gov](mailto:lori.burns@txdmv.gov)

Austin Task Inc. (ATI)  
WorkQuest Inc Rep: Tricia Sullivan  
Phone: (512) 451-8145  
Email: [tsullivan@workquest.com](mailto:tsullivan@workquest.com)  
CC: Tricia Sullivan: [tsullivan@workquest.com](mailto:tsullivan@workquest.com)

WorkQuest - Austin Task, Inc. (ATI) - Austin and Houston  
Contact: Brian O'Conner  
512-389-3333  
Email: [texas@austintask.com](mailto:texas@austintask.com)

Yehudit Shaya  
Accounting Invoicing Administrator  
Direct #: (512) 389 3111  
E-mail: [yehudit@austintask.com](mailto:yehudit@austintask.com)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Dallas South Document Destruction Services - 1 96-Gallon Bins with pickups every 4 weeks for a total of 13 pickups.	30101	962/27	13.0000	EA	\$50.00000	\$650.00	09/01/2025

Schedule Total

ReqID:  
0000017027

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Dallas South Document Destruction Trip Charge	30101	963/79	13.0000	EA	\$45.00000	\$585.00	09/01/2025

Schedule Total

ReqID:  
0000017027

Item Total for Line # 2

Authorized Signature

Maxwell Brown

08/15/2025



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Total PO Amount \$1,235.00

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

08/15/2025