Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016478

Payment Terms:	Freight Terms:	Ship Via:	PCC:	PO Date:	PO End Date:	PO Method:	Dispatch:	Rev Dt:
NET30	FOB Destination	US MAIL	0	08/15/2025	08/31/2026	DG	Dispatch 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

Vendor ID: 1741976051 1 200

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

Email: maxwell.brown@txdmv.gov

Ship To: 1P01 - Abilene Region
4210 N. Clack
Abilene TX 79601
United States

Ship To Attention: Lori L Burns

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

FY26 Purchase Order to replace current PO#14932 for Document Destruction Pickup Services for the Abilene 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.
-Bin/Console Service applies even if labeled Empty due to allocated scheduled service frequency PO.
-Trip Charge applies for 25+ miles from vendor's location when office is closed and we arrived unaware of closure.
-Trip Charge applies for 25+ miles from vendor's location for delivery of empty bins or consoles.
-Out of Schedule/Emergency Pick Up is case-by-case basis solely with agreement on costs from all parties and not to exceed $150.00 Trip Charge.
-Unreturned consoles or bins charge $90.00 for 36EC, 32G, 64G and $100.00 for 96G Bins and $525.00 for 175G Bins.

Pickup Location: 4210 North Clack Street, Abilene, Texas 79601-1141

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: FY26

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
08/15/2025

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. 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:
325-674-1011
Shannon Hunter
shannon.hunter@txdmv.gov

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

Goodwill Industries of Northwest Texas
WorkQuest Inc
Rep: Chellby Taylor
Phone: (325) 670-9110
Email: mtaylor@workquest.com
Admin Assistant to CC: Morgan Wilson: mwilson@workquest.com

Morgan Wilson
Administrative Assistant | Region 1
209 S. Danville Ste. b104
Abilene, Tx. 79603

Authorized Signature

Maxwell Brown

08/15/2025

Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016478

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Abilene Document Destruction Services - 1 96-Gallon Bin with pickups every 4 weeks for a total of 13 pickups.	30101	962/27	13.0000	EA	$65.10000	$846.30	09/01/2025

Schedule Total $846.30

ReqID:
0000017014

Item Total for Line # 1 $846.30

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Abilene Document Destruction Trip Charge	30101	963/79	13.0000	EA	$40.00000	$520.00	09/01/2025

Schedule Total $520.00

ReqID:
0000017014

Item Total for Line # 2 $520.00

Total PO Amount $1,366.30

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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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