



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000000391
Purchase Order Change Notice (# 4)

Page: 1 of 7

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **C** Date: **01/13/15** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **02/04/19**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Rodrigo Garcia
Phone: 512/465-4181
Fax: 512/465-5641
Email: Rodrigo.Garcia@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Physical location for delivery/pickup service

TxDMV Executive Director's Office
4000 Jackson Avenue, Bldg 1 Room 1.10
Austin, TX 78731

This procurement is governed by the terms and conditions in State Term Contract 962-M9.

This purchase order may be renewed with the same Terms and Conditions as long as the referenced Term Contract remains in force, a need exists, and both parties agree.

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.

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.

Cancellation:

This Purchase Order may be cancelled by TxDMV with a thirty (30) day written notice.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

Rodrigo Garcia

02/04/2019



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Page: 2 of 7

TxDMV Contact: Stacy Steenken
(512) 302-2380
Stacy.Steenken@TxDMV.gov

TIBH Contact: Abby Monk
amonk@tibh.org

POCN 1 - Rhonda Gips 12/21/2015
Issued to extend contract for another 1 year period per terms and conditions.

POCN 2 - 12/19/16
Added Line 3 to extend the contract for another 1 year period per terms and conditions. rg

POCN 3 1-8-2018 PAR
Changed Buyer from RG to DL
DL - Added Line Item 4 to exercise renewal option the term of service 01/26/2018 - 01/25/2019.

POCN 4 02/04/2018 by Rodrigo Garcia
Adding line 5. Service with new rate of \$36.

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Purchase Order Change Notice (# 4)

Page: 3 of 7

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Secure Document Destruction Service - Paper Only	962/27	12.0000	EA	\$35.00000	\$420.00	01/13/2015
	1 ea 64 Gallon - Lockable						
	Pick Up Schedule: Every 8 Weeks; Unless TxDMV Rep requests out of schedule pick up (Mon-Fri, 8:00am-5:00pm, NOT including regularly observed state and federal holidays.)						
						Schedule Total	\$420.00
Contract ID: 0000000391				ReqID: 0000000396			
Contract Service Period: January 26, 2015 - January 25, 2016							
Out of Schedule / Emergency Pick Up by Vendor: Price on a case-by-case basis solely w/ agreement on costs from all parties. \$35.00 if less than 24-hour notice of cancellation of a regularly scheduled pick up or CRP is unable to pick up before leaving city due to Agency closure.							
Note: Do not exceed 12 pick ups in one (1) contract period.							
The GREATER of: \$35.00 / pick up or \$0.01 / pound of paper; PLUS an additional \$1.00 fee per each container exceeding five (5) in possession of the agency (location / pick up).							
Contact: Stacy Steenken 512-302-2380							
This purchase order may be renewed with the same Terms Conditions as long as the referenced CCG Contract remains in force, a need exists, and both parties agree.							
						Item Total for Line # 1	\$420.00

Authorized Signature

Rodrigo Garcia

02/04/2019



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Page: 4 of 7

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Secure Document Destruction Service - Paper Only	962/27	12.0000	EA	\$35.00000	\$420.00	01/26/2016
	1 ea 64 Gallon - Lockable						
	Service Period: 1/26/2016 - 1/25/2017						
						Schedule Total	\$420.00
<u>Contract ID:</u> 0000000391				<u>ReqID:</u> 0000002134			
Pick Up Schedule: Every 8 Weeks; Unless TxDMV Rep requests out of schedule pick up (Mon-Fri, 8:00am-5:00pm, NOT including regularly observed state and federal holidays.)							
Out of Schedule / Emergency Pick Up by Vendor: Price on a case-by-case basis solely w/ agreement on costs from all parties. \$35.00 if less than 24-hour notice of cancellation of a regularly scheduled pick up or CRP is unable to pick up before leaving city due to Agency closure.							
Note: Do not exceed 12 pick ups in one (1) contract period.							
The GREATER of: \$35.00 / pick up or \$0.01 / pound of paper; PLUS an additional \$1.00 fee per each container exceeding five (5) in possession of the agency (location / pick up).							
						Item Total for Line # 2	\$420.00

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Page: 5 of 7

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	Secure Document Destruction Service - Paper Only	962/27	12.0000	EA	\$35.00000	\$420.00	01/05/2017
	1 ea 64 Gallon - Lockable						
	Service Period: 1/26/2017 - 1/25/2018						
						Schedule Total	\$420.00
<u>Contract ID:</u> 0000000391				<u>ReqID:</u> 0000003940			
Pick Up Schedule: Every 8 Weeks; Unless TxDMV Rep requests out of schedule pick up (Mon-Fri, 8:00am-5:00pm, NOT including regularly observed state and federal holidays.)							
Out of Schedule / Emergency Pick Up by Vendor: Price on a case-by-case basis solely w/ agreement on costs from all parties. \$35.00 if less than 24-hour notice of cancellation of a regularly scheduled pick up or CRP is unable to pick up before leaving city due to Agency closure.							
Note: Do not exceed 12 pick ups in one (1) contract period.							
The GREATER of: \$35.00 / pick up or \$0.01 / pound of paper; PLUS an additional \$1.00 fee per each container exceeding five (5) in possession of the agency (location / pick up).							
						Item Total for Line # 3	\$420.00

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Page: 6 of 7

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	Secure Document Destruction Service - Paper Only 1 ea 64 Gallon - Lockable Service Period: 1/26/2018 - 1/25/2019	962/27	12.0000	EA	\$35.00000	\$420.00	01/08/2018
						Schedule Total	\$420.00
Contract ID: 0000000391				ReqID: 0000005507			
Pick Up Schedule: Every 8 Weeks; Unless TxDMV Rep requests out of schedule pick up (Mon-Fri, 8:00am-5:00pm, NOT including regularly observed state and federal holidays.)							
Out of Schedule / Emergency Pick Up by Vendor: Price on a case-by-case basis solely w/ agreement on costs from all parties. \$35.00 if less than 24-hour notice of cancellation of a regularly scheduled pick up or CRP is unable to pick up before leaving city due to Agency closure.							
Note: Do not exceed 12 pick ups in one (1) contract period.							
The GREATER of: \$35.00 / pick up or \$0.01 / pound of paper; PLUS an additional \$1.00 fee per each container exceeding five (5) in possession of the agency (location / pick up).							
						Item Total for Line # 4	\$420.00
5- 1	Secure Document Destruction Service - Paper Only 1 ea 64 Gallon - Lockable Service Period: 09/01/2018 - 08/31/2019	962/27	12.0000	EA	\$36.00000	\$432.00	02/04/2019
						Schedule Total	\$432.00
Contract ID: 0000000391				ReqID: 0000007266			
						Item Total for Line # 5	\$432.00
						Total PO Amount	\$2,112.00

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.

Authorized Signature

Rodriguez Garcia

02/04/2019



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Page: 7 of 7

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Rodrigo Garcia

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