



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000002968  
Purchase Order Change Notice (# 4)

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **0** Date: **08/1** PO Method: **8/16** **DG** Dispatch: **Dispatch** Rev Dt: **08/28/19**  
Via Print

**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:** 1P12 - Finance Admin Services  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1741976051 1

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Purchaser:** Ron Dale Hunter  
**Phone:** 512/465-5808  
**Fax:** 512/465-5641  
**Email:** Ron.Hunter@TxDMV.gov

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

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.

Each UNT (unit) is priced at \$1.00. A UNT is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

**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).

**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.

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

Managed Term Contract 962-M5.

This purchase order is awarded to TIBH with services provided Southeast Vocational Alliance (SVA) per attached Statement of Work.

**TxDMV Headquarters Contacts:**

Ann Pierce at 512-465-4100 - Ann.Pierce@txdmv.gov  
Richard "Rich" Mayer at 512-465-4084 - Richard.Mayer@txdmv.gov

TxDMV Wichita Falls Contact: Michael Hayes 940-235-4810 Michael.Hayes@TxDMV.gov

**Vendor Contacts:**

**Authorized Signature**

*R. Hunter, CTPA, CTEM, CTP*

**08/28/2019**



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TIBH: Abby Monk - 512-451-8145 or AMonk@tibh.org  
SVA: Clinton Kennedy - 512-745-0806 or CKennedy@svalogistics.com

Texas Industries for the Blind and Handicapped (TIBH) Human Resources Code, Title 8, Chapter 122, Section 122.001

POCN# 1 PAR 6-22-2017  
Renewal period is 9-1-2017 through 8-31-2018. Also adding additional services.  
1st renewal. See attached revised SOW.

POCN# 2 PAR 7-30-2018  
Renewal period is 9-1-2018 through 8-31-2019.  
2nd renewal. See attached revised SOW.

POCN# 3 PAR 8-8-2018  
Added a line for labels that are shipped after the fact.

POCN # 4  
Ron Hunter  
08/28/2019  
Change buyer from Paula Ramsey to Ron Hunter. 3rd Renewal period renewal (Lines 9-10 of the purchase order ) for the term of 09/01/2019 through 08/31/2020. TxDMV shall process this POCN under the provisions of the Statement of Work dated 07-30-2018 and CPA Managed Term Contract 962-M5.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Freight Services for (HUNTSVILLE ONLY)	962/86	700000.0000	UNT	\$1.00000	\$700,000.00	09/01/2016
	Service Period: 9/01/16 - 8/31/17						
	Note: See pricing breakdown on TIBH/SVA invoices.						
						<b>Schedule Total</b>	\$700,000.00
<u>Contract ID:</u> 0000002968				<u>ReqID:</u> 0000003134			
						<b>Item Total for Line # 1</b>	\$700,000.00

Authorized Signature

*R Hunter, CTPA, CTEA, CTP*

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Freight Services for (Austin Headquarters and Regional Offices ONLY)  Service Period: 9/01/16 - 8/31/17  Note: See pricing breakdown on TIBH/SVA invoices.	962/86	15000.0000	UNT	\$1.00000	\$15,000.00	09/01/2016
						<b>Schedule Total</b>	\$15,000.00
					<u>Contract ID:</u> 0000002968	<u>ReqID:</u> 0000003134	
						<b>Item Total for Line # 2</b>	\$15,000.00
3- 1	Courier/Delivery Services for all TxDMV Locations. 962-M5 Service Period: 9/01/17 - 8/31/18. Note: See pricing breakdown on TIBH/SVA invoices.	962/24	82000.0000	UNT	\$1.00000	\$82,000.00	08/31/2017
						<b>Schedule Total</b>	\$82,000.00
					<u>Contract ID:</u> 0000002968	<u>ReqID:</u> 0000004817	
						<b>Item Total for Line # 3</b>	\$82,000.00

Authorized Signature

*R. J. Jumper, CTPA, CTEM, CTP*

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	Freight Services for (HUNTSVILLE ONLY) 962-M5 Service Period: 9/01/17 - 8/31/18 Note: See pricing breakdown on TIBH/SVA invoices.	962/86	700000.0000	UNT	\$1.00000	\$700,000.00	07/28/2017
						<b>Schedule Total</b>	\$700,000.00
<u>Contract ID:</u> 0000002968				<u>ReqID:</u> 0000004693			
						<b>Item Total for Line # 4</b>	\$700,000.00
5- 1	Freight Services for (Austin Headquarters and Regional Offices ONLY) 962-M5 Service Period: 9/01/17 - 8/31/18 Note: See pricing breakdown on TIBH/SVA invoices.	962/86	15000.0000	UNT	\$1.00000	\$15,000.00	07/28/2017
						<b>Schedule Total</b>	\$15,000.00
<u>Contract ID:</u> 0000002968				<u>ReqID:</u> 0000004693			
						<b>Item Total for Line # 5</b>	\$15,000.00

Authorized Signature

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
6- 1	Large Package Only - Freight Services for (Huntsville only) 9/1/2018 thru 8/31/2019.	962/86	700000.0000	UNT	\$1.00000	\$700,000.00	09/01/2018
						<b>Schedule Total</b>	\$700,000.00
<u>Contract ID:</u> 0000002968				<u>ReqID:</u> 0000006435			
						<b>Item Total for Line # 6</b>	\$700,000.00
7- 1	Large Package Only - Freight Services for (Headquarters only) 9/1/18 thru 8/31/19	962/86	14000.0000	UNT	\$1.00000	\$14,000.00	09/01/2018
						<b>Schedule Total</b>	\$14,000.00
<u>Contract ID:</u> 0000002968				<u>ReqID:</u> 0000006435			
						<b>Item Total for Line # 7</b>	\$14,000.00
8- 1	Added funds for possible small package return labels sent out prior to 8/1 but used after contract period ended.This is an unforeseen issue. 8-1-2018 through 8-31-2019. TxDMV may increase or decrease as needed until all labels have been returned.	962/86	1000.0000	UNT	\$1.00000	\$1,000.00	08/01/2018
						<b>Schedule Total</b>	\$1,000.00
						<b>Item Total for Line # 8</b>	\$1,000.00

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*R Junter, CTPA, CTEM, CTP*

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
9- 1	Freight Services for the Texas Department of Motor Vehicles (Huntsville only). Term: 9/1/2019 through 8/31/2020. See POCN # 4	962/86	700000.0000	EA	\$1.00000	\$700,000.00	09/01/2019
						Schedule Total	\$700,000.00
						ReqID: 0000007972	
						Item Total for Line # 9	\$700,000.00
10- 1	Freight Services for the Texas Department of Motor Vehicles (Headquarters only). Term: 9/1/2019 through 8/31/2020. See POCN # 4	962/86	15000.0000	EA	\$1.00000	\$15,000.00	09/01/2019
						Schedule Total	\$15,000.00
						ReqID: 0000007972	
						Item Total for Line # 10	\$15,000.00
						Total PO Amount	\$2,942,000.00

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

*R. J. Jumper, CTPA, CTEM, CTP*

08/28/2019