



Sales Tax Exemption

Texas Division of Emergency Management is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of Texas Division of Emergency Management.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

| Purchase Order | | |
|--|--------------------------------|---------------------------|
| Purchase Order Date | PO/Reference No. | Revision No. |
| Aug 27, 2020 | AB0560532 | 0 |
| Contact instructions for questions regarding this Purchase Order: | | |
| If Buyer Contact information is listed below, please contact the Buyer. | | |
| If not, please contact the Customer. | | |
| Buyer Contact: | | |
| Buyer | Buyer Email | Buyer Phone Number |
| bmj - Jacobs, Bradley | BRADLEY.JACOBS@TDEM.TEXAS.GOV | 512.424.2394 |
| Customer Contact: | | |
| Name: | Donald Wilkerson | |
| Email: | DONALD.WILKERSON@DPS.TEXAS.GOV | |
| Phone: | +1 512-424-2567 | |

Order acceptance instructions:

Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Texas A&M's Department of Procurement Services prior to shipping or performance. This Purchase Order is governed by Texas A&M's Terms & Conditions, which are available online: <http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/>

| Supplier Information | | Delivery Information | |
|--------------------------|---|-----------------------------|--|
| Supplier Name | WORKQUEST | Delivery Address | |
| Address | 1011 E 53RD 1/2 ST AUSTIN, TX 78751 US | TAMUS Member: | 30-Texas Division of Emergency Management (30) |
| Phone | +1 512-451-8145 | Attn: | Donald Wilkerson |
| FOB / FREIGHT | Destination | Administration | |
| Pre-Pay & Add | No | Room | Suite 310 |
| Payment Terms | 0, Net 30 | 1033 La Posada Dr | |
| Contract Number - Header | <i>no value</i> | Austin, TX 78752 | |
| Contract Number - Line | <i>no value</i> | United States | |
| Quote number | | Delivery Information | |
| | | Required Delivery Date | Aug 31, 2021 |
| | | Ship Via | Best Carrier-Best Way |

Notes to Supplier

PO Clauses

| Header | Code | Description | Text |
|--------|------|-------------------------------------|---|
| Header | 001 | No Collect Freight Charges Accepted | Neither COD nor "Collect" freight or handling charges will be accepted. |
| | 700 | Termination | Termination TDEM may at any time by written notice suspend or cancel this Purchase Order without cause. This Purchase Order and any TDEM Contract are subject to termination, without penalty, in whole or in part, if funds are not appropriated by the legislature of the State of Texas. Either Contractor or TDEM may terminate this Purchase Order upon 30 days written notice to the other, if the other party fails to perform or comply with any of the material terms, covenants, agreements, or conditions hereof, and such failure is not cured during such 30-day period. TDEM may terminate this Purchase Order immediately without further notice if Contractor: (i) petitions for reorganization |

under the Bankruptcy Code or is adjudged bankrupt; (ii) becomes insolvent or a receiver is appointed due to the insolvency; or (iii) makes a general assignment or sale of Contractor's assets or business for the benefit of creditors. In no event will such termination by TDEM as provided for under this section give rise to any liability on TDEM's part including, but not limited to, Contractor's claims for compensation for anticipated profits, un-absorbed overhead, or interest on borrowing. TDEM's sole obligation hereunder is to pay Contractor for Goods or Services received prior to the date of termination.

| Line No. | Product Description | Catalog No. | Size / Packaging | Unit Price | Quantity | Ext. Price |
|----------|---|-------------------------|------------------|------------|----------|------------|
| 1 of 14 | Additional (1) 64 gallon bin/ \$36 monthly- Shredding and destruction of confidential documents Svc Pd:09/1/20-08/31/21(Monthly Pick up) Allocation Pd. September, Location: 1033 La Posada Drive Ste 100, Austin 78752 | Ste. 100 La Posada | EA | 36.00 USD | 1 EA | 36.00 USD |
| 2 of 14 | Shredding/destruction of confidential documents(1 Austin locations/\$36.00 per pick up location):Svc Pd:9/1/20 - 8/31/21 (Monthly Pick up)Allocation Pd. September, Location:1033 La Posada Dr Ste 150 N, Austin, Tx 78752 | Ste. 150 N La Posada | EA | 36.00 USD | 1 EA | 36.00 USD |
| 3 of 14 | Shredding/destruction of confidential documents(1 Austin locations/\$36.00 per pick up location):Svc Pd:9/1/20 - 8/31/21(Monthly Pick up) Allocation Pd. September, Location:1033 La Posada Dr Ste 150 S, Austin, Tx 78752 | Ste. 150 S La Posada | EA | 36.00 USD | 1 EA | 36.00 USD |
| 4 of 14 | Shredding/destruction of confidential documents(1 Austin locations/\$36.00 per pick up location):Svc Pd:9/1/20 - 8/31/21(Monthly Pick up) Allocation Pd. September, Location:1033 La Posada Dr Ste 310, Austin, Tx 78752 | Ste. 310 La Posada | EA | 36.00 USD | 1 EA | 36.00 USD |
| 5 of 14 | Shredding/destruction of confidential documents(1 Austin locations/\$36.00 per pick up location): Svc Pd:9/1/20 - 8/31/21(Monthly Pick up) Allocation Pd. September, Location:1033 La Posada Dr Ste 250, Austin, Tx 78752 | Ste. 250 La Posada | EA | 36.00 USD | 1 EA | 36.00 USD |
| 6 of 14 | Shredding and destruction of confidential documents (1 Houston location / \$36 per pick up): Svc Pd:9/1/20 - 08/31/21 (Quarterly Pick up) Allocation Pd. 10/1/20 to 12/31/20, Location: 5425 Polk Street Suite 470, Houston, TX Workquest contact: Ro | Houston | QTR | 36.00 USD | 1 QTR | 36.00 USD |
| 7 of 14 | Shredding and destruction of confidential documents(1 Austin locations/\$36.00 per pick up location):Svc Pd:9/1/20 - 8/31/21(Weekly Pick up) Location:5805 N Lamar Blvd, Bldg A, TDEM EOC | TDEM EOC | EA | 36.00 USD | 18 EA | 648.00 USD |
| 8 of 14 | Shredding and destruction of confidential documents(1 Austin locations/\$36.00 per pick up location):Svc Pd:9/1/20 - 8/31/21(Weekly Pick up)Location:Double Tree Hotel 6505 N IH-35 Austin, Tx 78752 | RSOC - Phoenix Ballroom | EA | 36.00 USD | 18 EA | 648.00 USD |

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|--------------|--|----------------------|----|------------|------|---------------------|
| 9 of 14 | Additional (1) 64 gallon bin/ \$36 monthly- Shredding and destruction of confidential documents Svc Pd:09/1/20-08/31/21(Monthly Pick up) Allocation Pd. 10/1/20 to 12/31/20, Location: 1033 La Posada Drive Ste 100, Austin 78752 | Ste. 100 La Posada | EA | 36.00 USD | 3 EA | 108.00 USD |
| 10 of 14 | Shredding/destruction of confidential documents(1 Austin locations/\$36.00 per pick up location):Svc Pd:9/1/20 - 8/31/21 (Monthly Pick up)Allocation Pd. 10/1/20 to 12/31/20, Location:1033 La Posada Dr Ste 150 N, Austin, Tx 78752 | Ste. 150 N La Posada | EA | 36.00 USD | 3 EA | 108.00 USD |
| 11 of 14 | Shredding/destruction of confidential documents(1 Austin locations/\$36.00 per pick up location):Svc Pd:9/1/20 - 8/31/21(Monthly Pick up) Allocation Pd. 10/1/20 to 12/31/20, Location:1033 La Posada Dr Ste 150 S, Austin, Tx 78752 | Ste. 150 S La Posada | EA | 36.00 USD | 3 EA | 108.00 USD |
| 12 of 14 | Shredding/destruction of confidential documents(1 Austin locations/\$36.00 per pick up location):Svc Pd:9/1/20 - 8/31/21(Monthly Pick up) Allocation Pd. 10/1/20 to 12/31/20, Location:1033 La Posada Dr Ste 310, Austin, Tx 78752 | Ste. 310 La Posada | EA | 36.00 USD | 3 EA | 108.00 USD |
| 13 of 14 | Shredding/destruction of confidential documents (1 Austin location/General pick up of boxes to be shred); Svc Pd: 9/01/20 - 8/31/2021, Location: 1120 W Howard Lane, Austin, Tx 78753 | Howard Lane | EA | 800.00 USD | 1 EA | 800.00 USD |
| 14 of 14 | Shredding/destruction of confidential documents(1 Austin locations/\$36.00 per pick up location): Svc Pd:9/1/20 - 8/31/21(Monthly Pick up) Allocation Pd. 10/1/20 to 12/31/20, Location:1033 La Posada Dr Ste 250, Austin, Tx 78752 | Ste. 250 La Posada | EA | 36.00 USD | 3 EA | 108.00 USD |
| Total | | | | | | 2,852.00 USD |

| Billing Information | Billing Address |
|---|--|
| <p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail abvendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p> | <p>Texas Division of Emergency Mgmt-Accounts Payable ***Do Not Mail Invoices*** Email invoices to invoices@tamu.edu 750 Agronomy Road - Suite 3101 6000 TAMU College Station, TX 77843-6000 United States</p> |