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Texas Comptroller of
Public Accounts
Glenn Hegar



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Contract Details: # 962-S1

Number	962-S1
Description	Secure Destruction Services - WorkQuest
Category	Managed
Type	Term
Start Date	9/1/2021
End Date	11/30/2026
Purchase Category Code(Agencies Only)	Doc Type 9 – Texas Government Code § 2155.441, Document Type 9 purchases should have a blank or “0” PCC field depending on whether the entry is to USAS or CAPPS
Purchase Orders	Customers will issue an internal purchase order to WorkQuest, Inc. that references this CPA SPD Contract. The Contractor will not ship any products or provide related services until receipt of a Purchase Order generated by the State Agency, Higher Education or Texas SmartBuy member. The WorkQuest, Inc. representative for each subcontractor is listed in the Contractor Specifics/Notes section and in the attached 962-S1 FY22 Pricing workbook under the Service Areas tab.
NIGP Code(s)	962-27
CPA Contract Management	<p>Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:</p> <p>SPD Contract Management Office (SCMO) Texas Comptroller of Public Accounts (CPA) Phone: (512) 463-3034 option 3 Email: spd.cmo@cpa.texas.gov (mailto:spd.cmo@cpa.texas.gov)</p>

Contractors

The price sheet for this contract lists the pricing for each WorkQuest subcontractor, and the Texas counties they service. For counties not listed in the WorkQuest, Inc. service areas, customers do not need to request a waiver or submit a TPPD exception report to use a non-WorkQuest vendor. For questions, contact the WorkQuest, Inc. account manager assigned. **Only services listed in the specification may be performed.**

962-S1 FY22 Pricing and Service Areas (https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/962-S1 FY22 Pricing_Rev. 2-22.xlsx)

962-S1 FY23 Pricing and Service Areas (<https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/962-S1 FY23 Pricing.xlsx>)

962-S1 FY24 Pricing and Service Areas
(<https://secocms.cpa.texas.gov/SSP%20Applications/NetSuite%20Inc.%20-%20Shopping/Custom%20ShopFlow/Documents/Contract%20Attachments/962-S1%20FY24%20Pricing.xlsx>)

962-S1 Specification (https://txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/962-S1 FY21 Specification_8-20-2020.pdf)

Austin Task, Inc. (ATI)

ATI Rep: Brian O'Conner
Phone: (512) 389-3333
Email: texas@austintask.com
WorkQuest, Inc. Rep: Abby Monk
Phone: 512-451-8145
E-mail: amonk@workquesttx.com

EXPANCO, Inc. dba Amplify

EXP Rep: Steven Hosea
Phone: (817) 710-1125
Email: steven@amplifyfw.org
WorkQuest, Inc. Rep: Erynn Harrison
Phone: 817-232-8881
E-mail: eharrison@workquesttx.com

Goodwill Services in El Paso (GWEP)

Goodwill Rep: Monica Noyles
Phone: (915) 778-1858
Email: MNoyles@goodwillep.org
WorkQuest, Inc. Rep: Henry Hernandez
Phone: 210-521-3742
E-mail: hhernandez@workquesttx.com

Goodwill Industries of Northwest Texas

Goodwill Rep: Maria Smith
Phone: (806) 744-8419
Email: msmith@ginwtx.org
WorkQuest, Inc. Rep: Larry Sargee
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E-mail: lsargee@workquesttx.com

Goodwill Industries of South Texas

Goodwill Rep: Arterry Cooper
Phone: (361) 884-4068
Email: acooper@goodwillsouthtexas.com
WorkQuest, Inc. Rep: Rosa Valdez
Phone: 361-985-8899
E-mail: rvaldez@workquesttx.com

Goodwill Industries of East Texas -Tyler

Goodwill Rep: Ruth Davis
Phone: (903) 593-2481
Email: ruth.davis@goodwilletx.com
WorkQuest, Inc. Rep: Deidra Davis
Phone: 936-238-3103
E-mail: ddavis@workquesttx.com

Compliant Products by Contractor	<p>Delivery does not occur until the Contractor delivers products, materials or services in full compliance with the specifications to Customer's F.O.B. destination, unless delivery is specifically accepted, in whole or in part, by the Customer. Providing products, materials or services which do not meet all specification requirements does not constitute delivery.</p> <p>Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.</p>
Purchase Order Cancellation	<p>The Customer may request that a Contractor cancel a specific line item or an entire purchase order. There shall be no fees charged for cancellation of an item and/or order prior to shipment by the Contractor. A Purchase Order Change Notice should be processed and sent to Contractor.</p>
Restocking Fee for Returned Products	<p>The Customer may request that a Contractor accept return of products already delivered. If the return is required through no fault of the Contractor, the Contractor may request a reasonable restocking charge. The Customer may pay a restocking charge if the CPA or Customer determines that the charge is justifiable. As a guideline, such charges shall not exceed 15%.</p>
Substitutions	<p>During the Contract term, the Contractor shall not substitute a product or brand unless the Contractor has obtained prior written approval from the CPA Contract Manager in coordination with the Customer. The Contractor must have written confirmation from the CPA Contract Manager of the substitution before making delivery.</p>
Contractor Performance	<p>"The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000.</p> <p>Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM (https://www.comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/).</p> <p>The purpose of the Vendor Performance Tracking System is to:</p> <ul style="list-style-type: none"> • Identify vendors that have exceptional performance • Aid purchasers in making a best value determination based on vendor past performance • Protect the state from vendors with unethical business practices • Track vendor performance for delegated and exempt purchases

Contractor Information

VID: 17419760511

Contractor: WorkQuest, Inc.

Email: smartbuy@workquest.com

Phone: (512) 451-8145

Address: 1011 East 53 1/2 Street Austin TX 78751



Texas Comptroller of Public Accounts
Glenn Hegar

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- Texas.gov (<https://texas.gov>)
- Search from the Texas State Library (<https://www.tsl.texas.gov/trail/index.html>)
- Texas Homeland Security (<https://www.dhs.gov/geography/texas>)
- Texas Veterans Portal (<https://veterans.portal.texas.gov/>)

- [Public Information Act \(https://comptroller.texas.gov/about/policies/public-information-act.php\)](https://comptroller.texas.gov/about/policies/public-information-act.php)
- [Texas Secretary of State \(https://www.sos.state.tx.us/\)](https://www.sos.state.tx.us/)
- [HB855 Browser Statement](#)

OTHER STATE SITES

- [texas.gov \(https://www.texas.gov/\)](https://www.texas.gov/)
- [Texas Records and Information Locator \(TRAIL\) \(https://www.tsl.state.tx.us/trail/\)](https://www.tsl.state.tx.us/trail/)
- [State Link Policy](http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Linking%20and%20Privacy%20Policy.pdf)
(<http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Linking%20and%20Privacy%20Policy.pdf>)
- [Texas Veterans Portal \(https://veterans.portal.texas.gov\)](https://veterans.portal.texas.gov)