



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000006185
 Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US MAIL** PCC: **0** Date: **11/1** PO Method: **3/18** **DG** Dispatch: **Dispatch Via Print** Rev Dt: **08/29/19**

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

Vendor: PITNEY BOWES
 PO BOX 223648
 PITTSBURGH PA 15250-0001
United States

Ship To: See Detail Below

Vendor ID: 1841386389 7

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Debra A Rosas
Phone: 512/465-1257
Fax: 512/465-5641
Email: Debra.Rosas@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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).

Postage:
 General Appropriations Act, Texas Government Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.103

TxDMV Contact: Tammy Wooten 512-465-4016 Tammy.Wooten@TxDMV.gov

This Purchase Order may be added to and/or renewed as TxDMV has the need and funds to do so.

POSTAGE PROCESS

To request postage, Divisions will process a receipt in CAPPS against the appropriate purchase order for the amount needed. The Division will then e-mail the following information to: Zz - Resource - DMV_FIN-INVOICES DMV_FIN-INVOICES@txdmv.gov
 CAPPS PO number and Receipt Number;
 Applicable Postage meter and/or permit account balance report;
 Payment Deadline
 If a warrant is required whom to contact to pick up warrant.
 Divisions will then follow standard procedures to replenish postage accounts.

NOTE: Divisions should monitor postage accounts to ensure that excessive funds are not deposited or held in outside postage accounts. Standard funding should provide for no more than 3 months of funding being held in an outside account.

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, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

POCN 1, 8/29/2019; REVISED BY DROSAS
 ADDED PO LINE 3, \$1,500,000.00
 PO TOTAL INCREASED FROM \$10,225,000.00 TO \$11,725,000.00

Authorized Signature

08/29/2019



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REASON: TO ADD POSTAGE FUNDS FOR SHORTFALL

This request will add funds to FY19 PO #6185 for the postal meter(s) used by Xerox at the Austin Data Center for mailing titles, registration renewal notices, registration renewal stickers, salvage letters, and safety inspection letters. The additional funding will mitigate the risk of a postage budget shortfall for FY 2020. Adequately funded postage meters (1) allow the department to send mail to stakeholders to conduct agency business, and 2) provide an efficient means to add required USPS postage to outbound mail.

If VTR does not have adequate postage funding, whether on a meter or otherwise, we will not be able to conduct necessary agency business via the USPS, which would negatively impact customer service levels.

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.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Pitney Bowes Reserve Account # 50927102 - Postage for items being mailed by Austin Data Center (ADC). Period from 11-14-2018 through 8-31-2019.	963/57	4.0000	QTR	\$2,500,000.000 00	\$10,000,000.00	11/13/2018
						Schedule Total	\$10,000,000.00
<u>Contract ID:</u> 0000006185				<u>ReqID:</u> 0000007012			
						Item Total for Line # 1	\$10,000,000.00
2- 1	Pitney Bowes Reserve Account # 49120264 - Postage for items being mailed Regional Service Centers. Period from 11-14-2018 through 8-31-2019.	963/57	4.0000	QTR	\$56,250.00000	\$225,000.00	11/13/2018
						Schedule Total	\$225,000.00
<u>Contract ID:</u> 0000006185				<u>ReqID:</u> 0000007012			
						Item Total for Line # 2	\$225,000.00

Authorized Signature

08/29/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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3- 1	FY19 AUSTIN DATA CENTER / XEROX END OF YEAR POSTAGE	963/57	1.0000	LOT	\$1,500,000.0000	\$1,500,000.00	09/11/2019
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Schedule Total

Contract ID:
0000006185

ReqID:
0000008170

PITNEY BOWES RESERVE ACCOUNT #50927102

Postal meter(s) used by Xerox at the Austin Data Center for mailing titles, registration renewal notices, registration renewal stickers, salvage letters, and safety inspection letters. The additional funding will mitigate the risk of a postage budget shortfall for FY 2020. Adequately funded postage meters (1) allow the department to send mail to stakeholders to conduct agency business, and 2) provide an efficient means to add required USPS postage to outbound mail.

If VTR does not have adequate postage funding, whether on a meter or otherwise, we will not be able to conduct necessary agency business via the USPS, which would negatively impact customer service levels.

Item Total for Line # 3

Total PO Amount

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

Richard R. [Signature] CTPM, CTCM

08/29/2019