



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006278**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **0** Date: **12/06/18** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

**Vendor:** TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TD)  
PO BOX 99  
HUNTSVILLE TX 773420099  
United States

**Ship To:** See Detail Below

**Vendor ID:** 3696696696 6

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

**Purchaser:** Sarah Marie Gresham  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Sarah.Gresham@txdmv.gov

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

**PO Information:**

Custom Conference Table for the Austin Conference Room, Texas Department of Motor Vehicles Headquarters in Austin, TX (CH-Building 1; 4th Floor).

Reference attached quote GL 05-19, dated 11/19/2018.

TxDMV Point of Contacts:  
Ann Pierce  
(512) 465-4100  
Ann.Pierce@txdmv.gov

Dawn.McNabb  
(512) 465-1262  
Dawn.McNabb@txdmv.gov

**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.

**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.

**The Prison Made Good Acts:**

Texas Department of Criminal Justice (TDCJ) and Texas Correctional Industries (TCI), a division of the TDCJ, Texas Government Code, Title 10, Subtitle D, Chapter 2155, Subchapter A, Sec. 2155.065 and Texas Government Code, Title 4, Subtitle G, Chapter 497, Subchapter A, Section 497.023 - 497.029)

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCI*

**12/07/2018**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	TCI Quote #GL 05-19 Custom Conference Table	425/48	1.0000	EA	\$2,185.76000	\$2,185.76	01/07/2019
	Ship To:	1P00					
		4000 Jackson Avenue Austin TX 78731 United States					
						<b>Schedule Total</b>	\$2,185.76
					ReqID: 0000007088		
	Custom boat shaped conference table - 180"W x 48-42"D x 30"						
	Color: Mahogany (dark with red tint) stain						
	Custom cut outs to accommodate two popups to be installed by TxDMV after delivered/received. 2 FT (24 inches) from the edges.						
	The dimension of the cut outs: 121mm + 2mm thickness of the metal template X 133mm + 2mm.						
	Placement Upon Arrival: CH-1, 4th Floor, Austin Room (at arrival, old table to be removed and taken to the CH-5 Wrangler Room)						
						<b>Item Total for Line # 1</b>	\$2,185.76

2- 1	Delivery and Installation Fee	931/45	1.0000	EA	\$75.00000	\$75.00	01/07/2019
	Ship To:	1P12					
		4000 Jackson Avenue Austin TX 78731 United States					
						<b>Schedule Total</b>	\$75.00
						<b>Item Total for Line # 2</b>	\$75.00

**Total PO Amount** \$2,260.76

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**  
  
 Sarah M. Gresham, CTCM, CTCB  
**12/07/2018**



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

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCB*

**12/07/2018**



## REQUEST FOR QUOTE



Request #	GL 05-19
Factory	Lewis
Date	November 19, 2018
Agency	Texas Department of Motor Vehicles
Contact Name	Monica Hernandez
Contact Phone #	512-465-1261
Contact Fax	
Contact E-mail	
Specs:	cusotm conference table

Custom boat shaped conference table - 180"W x 48-42"D x 30"

Holes to be cut for pop ups - NEED exact dimension of holes  
and location from the ends

Installation - \$ 75.00

Table - \$2,185.76

Due date to CS	<b>ASAP</b>
Factory Install	
Quantity	1
Stain	Mahogany
Upholstery	
Price	\$2,260.76