



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006956**  
**Purchase Order Change Notice (# 1)**

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: **0** Date: **05/31/19** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **06/10/19**

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

**Vendor:** UNIVERSITY OF TEXAS AT AUSTIN  
 PO BOX 7246  
 AUSTIN TX 78713-7246  
 United States

**Ship To:** 1P05 - Huntsville  
 810 FM 2821  
 Huntsville TX 77349  
 United States

**Vendor ID:** 3721721721 7

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

**Purchaser:** Shawn C Goodnight  
**Phone:** 512/465-4197  
**Fax:** 512/465-5641  
**Email:** Shawn.Goodnight@txdmv.gov

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

**PO Information:**

**SPECIAL DELIVERY REQUIREMENTS:**

Deliveries to the Wynne Unit must be made Monday through Friday between the hours of 6:30 AM and 10:30 AM. Deliveries will be made to a maximum security prison. Vendors/Shippers must present a packing slip that will identify the contents of all incoming shipments. The following items will not be allowed on the unit during the delivery process: Phones, tobacco, extra clothing, any type of weapon (knives, firearms etc.) The driver will be able to turn these items over to the correctional officer staff while he/she performs the delivery. They will be returned upon departure from the facility. Also, there are lockers available at the local truck stops where items could be stored while the delivery is made. If there are any questions regarding delivery, please call Brad Beaty at (936) 295-3798.

Interagency Agreement Contract Act:  
 Texas Government Code, Title 7, Chapter 771

The logo to be imprinted on the goods covered by this procurement is copyrighted by TxDMV. The vendor is advised that permission for use of the logo is granted only for meeting the requirements of this procurement. Any person or company wishing to use the logo for other than this purpose must contact the TxDMV Purchasing Section at (512) 465-4193.

**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.

**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, which-ever is later.

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

Authorized Signature

*S Goodnight*

**06/10/2019**



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Per Estimate: 32066, quoted on May 24, 2019 and Estimate: 32067, quoted on May 28, 2019.

Vendor contact information: Michael Pappageorge, 512) 471-9821, michael.pappageorge@austin.utexas.edu

TxDMV Contact: Brad Beaty (512) 465-1438, Brad.Beaty@TxDMV.gov  
 POCN - 1 by S. Goodnight (6.10.19): To change ship-to location.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Envelope #24, Size 10, white wove, with window, Peel and Stick flap, with TxDMV HQ address, black ink only. Term of service: 06/03/2019-08/31/2019	966/31	50.0000	BOX	\$40.99390	\$2,049.70	06/03/2019
						<b>Schedule Total</b>	\$2,049.70
						<u>ReqID:</u> 0000007662	
Return address to read:							
TxDMV Logo 4000 Jackson Avenue, Austin, Texas, 78731							
						<b>Item Total for Line # 1</b>	\$2,049.70
2- 1	Envelope #24, Size 10, white wove, non window, Peel and Stick flap, with TxDMV HQ address, black ink only. Term of service: 06/03/2019-08/31/2019	966/31	50.0000	BOX	\$40.99390	\$2,049.70	06/03/2019
						<b>Schedule Total</b>	\$2,049.70
						<u>ReqID:</u> 0000007662	
Return address to read:							
TxDMV Logo 4000 Jackson Avenue, Austin, Texas, 78731							
						<b>Item Total for Line # 2</b>	\$2,049.70

Authorized Signature

*S Goodnight*

06/10/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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3- 1	Envelope Catalog 6"x9" #28, Inside security tint, Peel and Stick Flap, 500/Box. Term of service: 06/03/2019-08/31/2019	966/31	40.0000	BOX	\$105.54000	\$4,221.60	06/03/2019
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Schedule Total

ReqID:  
0000007662

Envelope, Catalog, 6 X 9, 28# White Wove w/Security Tint, Peel and Stick flap, 500 per box, TxDMV Logo and HQ return address. Samples available upon request. Last PO 0000003816.

Return address to read:

TxDMV Logo  
4000 Jackson Avenue, Austin, Texas, 78731

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

*S. Gosdnight*

06/10/2019