

Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000007616

Page: 1 of 2

Payment Terms: **NET3** Freight Terms: **FOB Destination** Ship Via: **US MAIL** PCC: **C** Date: **11/07/19** PO Method: **BC** Dispatch: **Dispatch Via Print** Rev Dt:

**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:** 1P23 - Veh Titles and Reg  
4000 Jackson Avenue  
Austin TX 78731  
United States

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

**Vendor ID:** 3721721721 7

**Purchaser:** Tiffanay Heather Waller  
**Phone:** 512/465-4193  
**Fax:** 512/465-5641

Bill to **Fax:**

**Email:** Tiffanay.Waller@txdmv.gov

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

**PO Information:**

**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.

**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).

J# 2010441030 Basic Facts Brochure:Compatible files provided by TxDMV. 1,217,200 Brochures. This is a rush request.

Handicap Basic Facts Brochure is a mandated item to be available in county and TxDMV regional locations throughout the state.

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.

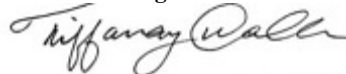
Reference UT Printing Services Estimate 32951 dated November 01, 2019.

TxDMV Contact: Roger Feuge (512) 465-1459 or Roger.Feuge@TxDMV.gov

Vendor Contact: Michael Pappageorge (512) 471-9821 or Michael.Pappageorge@austin.utexas.edu

Interagency Agreement Contract Act:

Authorized Signature



11/08/2019

Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007616

Texas Government Code, Title 7, Chapter 771

Per State Term Contract 966-M2.

**SPECIAL DELIVERY REQUIREMENTS:**

Attached is the spreadsheet of county addresses with the number of brochures each county will receive. Also attached a word doc identifying total number of orders per small, medium and large county including the number stocked for Huntsville and instructions you requested.

PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Handicap Basic Facts Brochure 11" x 8.5" Folded, Carton Pack	966/36	1.0000	LOT	\$36,012.30000	\$36,012.30	11/07/2019

**Schedule Total**

ReqID:  
0000008442

J# 2010441030 Basic Facts Brochure: 11' X 8.5"; CMY K/Same, No bleeds, Folds to 3.67" x 8.5", Carton Pack, Paper Stock: 60# White Husky Opaque Smooth Offset. Compatible files provided by TxDMV.

Hard Copy Proof Due November 14, 2019 - Prior to Final Printing

**SPECIAL DELIVERY REQUIREMENTS:**

Standard Ground Shipping to locations listed in attachment.  
 Attached spreadsheet of county addresses with the number of brochures each county will receive.

Specifications\_1.docx

Art\_Work.docx

Brochure\_Addressee\_List.xlsx

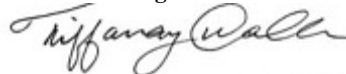
**Item Total for Line # 1**

**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



11/08/2019