



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 20031209  
 Business Unit # 60800  
 Purchase Order # 0000007658

Payment Terms: **NET3** Freight Terms: **0** **FOB** Destination Ship Via: **US MAIL** PCC: **A** Date: **11/19/19** PO Method: **AT** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

**Vendor:** POLLOCK PAPER DISTRIBUTORS  
 PO BOX 671527  
 DALLAS TX 75267-1527  
 United States

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

**Vendor ID:** 1751015406 9

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

**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:**

Reference TXSmartbuy Purchase Order No. 20031209

Per State of Texas Term Contract 485-A1.

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

Vendor Contact: Susan Ritchie at 972-337-3681 or Susan.Ritchie@Pollockpaper.com

6"X12" Polybags are issued along with temporary tags to insure that the paper temporary tags remain readable.

**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).

**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

Authorized Signature

11/19/2019



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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.

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	6"X12" Reclosable Zipper Poly Bags, Clear - 1000 per case	665/24	900.0000	CS	\$25.58000	\$23,022.00	11/22/2019

Schedule Total

ReqID:  
0000008462

6"X12" Re-closable Zipper Poly Bags, Clear, 2 MIL. 1000 per case - 900 cases. Deliver 1P05 Huntsville, 810 FM 2821, Huntsville, TX 77349. Shipments can be broken down to accommodate the significantly large quantity. Invoice due at final delivery.

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

11/19/2019