



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007688

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **C** Date: **11/27/19** PO Method: **BC** Dispatch: **Dispatch** Rev Dt:
 Terms: **0** Terms: **Destination** **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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 3696696696 6

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.

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.

TxDMV Contact: Mary Menoskey, 512-465-4011, Mary.Menoskey@TxDMV.gov

Supplier Contact: Hobby Unit Printing Facility, 254-883-5561, tci@tdcj.texas.gov
 TCI BID # 2011-038 - Job Request # - 1521581108 - Completion date December 16, 2019.

Authorized Signature

11/27/2019



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 Business Unit # 60800
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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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Line-Sch: 1-1	Line Description: Envelope #10 non-window, white wove 24# regular rounded gummed flap/1000	Class/Item: 310/24	Quantity: 1.0000	UOM: EA	Unit Price: \$37.00000	Extended Amt: \$37.00	Due Date: 11/27/2019
						Schedule Total	<input type="text" value="\$37.00"/>
<u>ReqID:</u> 0000008269							
Envelopes Need as soon as possible No Proofs Needed Envelope #10 non-window, white wove 24# regular rounded gummed flap, 500/box Return address on all envelope: Dmv logo Texas Department of Motor Vehicles Motor Vehicle Crime Prevention Authority 4000 Jackson Avenue, Austin, Texas 78731							
						Item Total for Line # 1	<input type="text" value="\$37.00"/>

Line-Sch: 2-1	Line Description: 10x13 white wove envelope, peel n seal, 500	Class/Item: 310/24	Quantity: 1.0000	UOM: EA	Unit Price: \$189.93000	Extended Amt: \$189.93	Due Date: 11/27/2019
						Schedule Total	<input type="text" value="\$189.93"/>
<u>ReqID:</u> 0000008269							
Envelopes Need as soon as possible No Proofs Needed 10x13 white wove envelope, peel n seal, 500/box Return address on envelope: Dmv logo Texas Department of Motor Vehicles Motor Vehicle Crime Prevention Authority 4000 Jackson Avenue, Austin, Texas 78731							
						Item Total for Line # 2	<input type="text" value="\$189.93"/>

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3-1	Note cards and envelopes/50	966/57	1.0000	EA	\$12.38000	\$12.38	11/27/2019
						Schedule Total	<input type="text" value="\$12.38"/>
				ReqID:			
				0000008269			
<p>Note card Will need hard copy proofs prior to final printing Attachment was Sent by Separate Email 8 x 5 , 80 lb card stock ivory, fold over, compatible with laser print, pack of 50 w/ envelopes Logo on front: Pic of car Watch Your Car Motor Vehicle Crime Prevention Authority</p>							
						Item Total for Line # 3	<input type="text" value="\$12.38"/>
						Total PO Amount	<input type="text" value="\$239.31"/>

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

11/27/2019