



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007854  
 Purchase Order Change Notice (# 1)

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **I** Date: **01/15/20** PO Method: **CP** Dispatch: **Dispatch** Rev Dt: **01/28/20**  
 Terms: **0** Terms: **Destination** **Via Print**

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

**Vendor:** SITEIMPROVE, INC.  
 7807 CREEKRIDGE CIR  
 MINNEAPOLIS MN 55439-2609  
 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:** 1203425009 7

**Purchaser:** Andrew Ortegon  
**Phone:** (512) 465-4177  
**Fax:** 512/465-5641

Bill to **Fax:**

**Email:** Andrew.Ortegon@txdmv.gov

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

**PO Information:**

POCN Number: 1 By: Andrew Ortegon Dated: 01/28/2020  
 Description: POCN 1 to decrease the total amount by \$.29 to match the vendor quote. ao

This procurement is governed by the terms and conditions in DIR Contract Number DIR-TSO-3814

Service Period: 03/01/2020 through 02/28/2021

Pricing per Contract Number: 86766 Dated (Sent by Email): 01/10/2020 By: Amber Schueler

TxDMV Contact: Drake Kirk, 512-465-4255, Drake.Kirk@TxDMV.gov

Vendor Contact: Amber Schueler, 612-259-6473, amsc@siteimprove.com

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

**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).

**Authorized Signature**

*And Ortegon, CTM, CTM*

**01/28/2020**



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 1-1	Line Description: Subscription Renewal for Siteimprove Web Development	Class/Item: 920/03	Quantity: 1.0000	UOM: EA	Unit Price: \$5,100.47000	Extended Amt: \$5,100.47	Due Date: 01/17/2020
						Schedule Total	\$5,100.47
				ReqID: 0000008635			
						Item Total for Line # 1	\$5,100.47

Total PO Amount \$5,100.47

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.

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Authorized Signature

*Carol D. [Signature]* CTPM, CTCM

01/28/2020