



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007888

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **D** Date: **01/23/20** PO Method: **CP** 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: COURT FILE AMERICA
 5615 MEADOW LAKE LN
 HOUSTON TX 77056-4013
 United States

Ship To: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1342054510 8

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Rodrigo Garcia
Phone: 512/465-4181
Fax: 512/465-5641

Bill to **Fax:**

Email: Rodrigo.Garcia@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.

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.

Current OGC Users: 7 attorneys and 5 support staff; users updated with Tex Welsh as staffing needs change over time.

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

The service period is 2-12-2020 through 2-11-2021, and will be carried out as follows:

- From 02/12/2020 thru 08/31/2020; Purchase Order 60800 0000007888; 7 months = \$3,000.00
- From 09/01/2020 thru 02/11/2021; Purchase Order TBD; 5 months = \$2,000.00

Authorized Signature

Rodrigo Garcia

01/28/2020



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007888

TxDMV Contact: Jennifer Whittaker, 512-465-1386, Jennifer.Whittaker@txdmv.gov

Vendor Contact: Tex Welsh, 832-347-0400, twelsh@courtfileamerica.com

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	Court File America Renewal for 2020	956/35	3000.0000	EA	\$1.00000	\$3,000.00	02/12/2020

Schedule Total

Contract ID:
000000091

ReqID:
0000008639

Term: 02/12/2020 - 08/31/2020

Selected Choices:

1. Extended Credit to allow charge each e filing against the credit card and invoice monthly (due in 30 days)
2. Charge \$3 for each e filing and applicable court service fees (mandatory eService included at no charge). No monthly or annual fees.
3. Provide training and administrative support (reset passwords, add/delete users, etc.) at no charge.

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

Rodrigo Garcia

01/28/2020