



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008320  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** S **Date:** 05/13/20 **PO Method:** SV **Dispatch:** Dispatch **Rev Dt:** 05/22/20  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** CONCORD COMMERCIAL SERVICES INC  
 11400 LONG ST  
 BALCH SPRINGS TX 751803232  
 United States

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

**Vendor ID:** 1752634156 9

**Purchaser:** Jason Adams  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641

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

**Email:** Jason.Adams@txdmv.gov

**Bill To Fax:**

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

**PO Information:**

POCN #1 - Adding funds to cover overtime labor charges for weekend and holiday installation.

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 Health and Safety. On Friday, March 13, Governor Abbott declared State of Disaster for all Texas counties amid the growing need to prepare for, respond to, and mitigate the spread of COVID-19. As part of the Governor's directive, state employees across Texas are doing their part to #FlattenTheCurve of Coronavirus spread by teleworking, prioritizing hygiene, and practicing physical or social distancing.

**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, whichever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

**TxDMV Contact:**

William Diggs  
 william.diggs@TxDMV.gov  
 (512) 465-4200

**TxDMV Regional Contacts**

[see attachment]

**Vendor Contact:**

Jaimie Perez  
 projects@ccsinctx.com  
 (972) 557-8789

**Authorized Signature**

**05/22/2020**



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Alan Greenwood, CEO  
agreenwood@ccsinctx.com  
(972) 557-8789

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Per quote dated 05/12/2020

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**Quantities**

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 purchases 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 quantities.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Plexiglass Partition Installation - Regional Service Centers	910/56	111393.0000	UNT	\$1.00000	\$111,393.00	05/13/2020

Schedule Total

**ReqID:**  
0000009143

Plexiglass Partition Installation at the Regional Service Centers

Per Estimate #20-158 (attached) dated 5/12/2020 from Concord Commercial Services Inc

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Plexiglass Partition Installation - Austin HQ	910/56	6020.0000	UNT	\$1.00000	\$6,020.00	05/13/2020

Schedule Total

**ReqID:**  
0000009143

Plexiglass Partition Intallation at Austin HQ

Per Estimate #20-158 (attached) dated 5/12/2020 from Concord Commercial Services Inc

Item Total for Line # 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Installation Charges of Plexiglass in the Regional Service Centers	910/56	23616.0000	EA	\$1.00000	\$23,616.00	05/25/2020

Schedule Total

**ReqID:**  
0000009174

Item Total for Line # 3

Authorized Signature

05/22/2020



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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

*J. Williams, CTCM*

05/22/2020