

Texas Department of Motor Vehicles Business Unit # 60800 Purchase Order # 0000008614

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Payment NET30 Freight PREPAY Ship Via: VNDR PCC: E Date: 08/13/20 PO Method: DG Dispatch: Dispatch Rev Dt:

Terms: Terms: AND ADD Via Print

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

 Vendor:
 P D MORRISON ENTERPRISES INC
 Ship To:
 1P00 - TxDMV Warehouse

DBA PDME INC
BUILDING 2 STE 208
Austin TX 78731
1120 TORO GRANDE DR
CEDAR PARK TX 786136974
4000 Jackson Avenue
Austin TX 78731
United States

United States

Bill To: 4000 Jackson Avenue

Austin TX 78731 United States

Vendor ID: 1742695260 6

Purchaser: Amanda Leigh Maxwell

Phone: Fax:

Bill To Fax:

Email: Amanda.Maxwell@txdmv.gov Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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.

Vendor Contact: Anna Vargas Phone: 512/335-7173 Email: avargas@pdme.com

TxDMV Contact: Monica Hernandez

Phone: 512/465-1261

Email: monica.hernandez@txdmv.gov

Authorized Signature

08/13/2020



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Line-Sch: 1-1	Line Description: Kitchen Roll Towels, 2 Ply, 11 x 8.8, White, 100/Roll; PDME #WIN1220RL	Class/Item: 640/75	Quantity: 12.0000	UOM: ROL	Unit Price: \$2.55000	\$30.60	Due Date: 08/17/2020
						Schedule Total	\$30.60
				<u>Req</u>	IID: 0009539		
Monica Herr Phone: 512/ Email: monid					lter	n Total for Line #1	\$30.60
						Total PO Amount	\$30.60
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

08/13/2020

Maxwell, Amanda FW: REQUEST FOR QUOTE - Paper Towels Part 2 Thursday, August 13, 2020 3:16:52 PM

Please see below

Michelle Lauderdale PDME Customer Service 800-723-3345 x 131

PDME now has availability of several COVID-19 and PPE related supplies. Click here to see what we have available for immediate ordering.

From: Service < service@pdme.com Sent: Wednesday, August 12, 2020 2:45 PM

To: Hernandez, Monica < Monica. Hernandez@txdmv.gov>
Subject: RE: REQUEST FOR QUOTE - Paper Towels

Should be the day after the order is placed.

Michelle Lauderdale 800-723-3345 x 131

PDME now has availability of several COVID-19 and PPE related supplies. Click here to see what we have available for immediate ordering.

From: Hernandez, Monica < Monica. Hernandez@txdmv.gov>

Sent: Wednesday, August 12, 2020 2:42 PM To: Service < service@pdme.com>

Subject: RE: REQUEST FOR QUOTE - Paper Towels

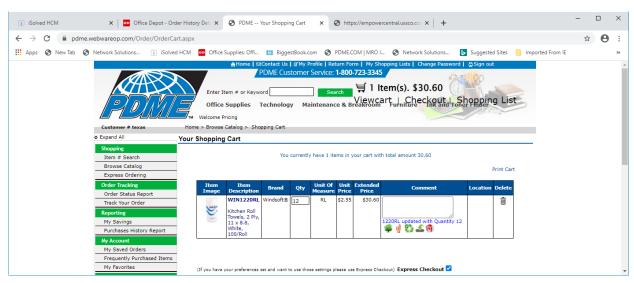
If we get a purchase order to you tomorrow, how soon will these be delivered?

Monica C. Hernandez II Executive Assistant

Finance and Administrative Services Division
Email: Monica.Hernandez@TxDMV.gov Direct: 512-465-1261
Tell us how we're doing. Complete our customer satisfaction survey

From: Service < service@pdme.com Sent: Wednesday, August 12, 2020 2:09 PM To: Hernandez, Monica < Monica.Hernandez@txdr
Subject: RE: REQUEST FOR QUOTE - Paper Towels ndez@txdmv.gov>

Please see below.



Michelle Lauderdale 800-723-3345 x 131

PDME now has availability of several COVID-19 and PPE related supplies. Click here to see what we have available for immediate ordering.

From: Hernandez, Monica < Monica.Hernandez@txdmv.gov>
Sent: Wednesday, August 12, 2020 1:02 PM

To: Anna Vargas avargas@pdme.com Subject: REQUEST FOR QUOTE - Paper Towels

Good afternoon Anna

Please provide a quote for the following:

12 Rolls - Windsoft Kitchen Roll Towels, 2 Ply, 11 x 8.8, White, 100/Roll

Texas Department of Motor Vehicles 4000 Jackson Avenue Austin, TX 78731

Thank you!

Monica C. Hernandez || Executive Assistant
Finance and Administrative Services Division
Email: Monica Hernandez/EXISMM.gov Direct: 512-465-1261
Tell us how we're doing. Complete our customer satisfaction survey.