



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000009319  
 Purchase Order Change Notice (# 3)

**Payment Terms:** NET30  
**Freight Terms:** FOB Destination  
**Ship Via:** See Detail Below  
**PCC:** I  
**Date:** 02/08/21  
**PO Method:** DG  
**Dispatch:** Dispatch Via Print  
**Rev Dt:** 04/26/21

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

**Vendor:** CDW GOVERNMENT INC  
 75 REMITTANCE DR DEPT 1515  
 CHICAGO IL 606751515  
 United States

**Ship To:** See Detail Below

**Vendor ID:** 1364230110 8

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

**Bill To Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

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

**PO Information:**

POCN# 3 - by Mandy Maxwell, 04/26/2021  
 Changed cost of the restocking fee from \$7.19 to \$7.20

POCN# 2 - by Mandy Maxwell, 03/29/2021  
 Returned Plantronics APP-51 Electronic Hook Switch for Polycom with a 15% restocking fee and added line 4 with correct Poly APC-43 - electronic hook switch adapter for phone.

POCN# 1 - by Mandy Maxwell 02/23/2021  
 Returned originally ordered Poly CS 540-XD - headset, CDW# 3036240 Mfg. Part#: 88283-01 and ordered Poly - Plantronics Blackwire 5220 - headset on Quote# LXD870. Karen Poff advised the CS 540-XD's did not work with their phones.

**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.

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

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

This procurement is governed by the terms and conditions in DIR Contract: TX IT HW Peripherals - Plantronics - DIR-TSO-3865 (DIR-TSO-3865)

Per Quote#: LWZJ689  
 LWZJ769

**Authorized Signature**

04/26/2021



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Vendor Contact: Peter McGee  
 Phone: 877/708-8009  
 Email: petmcge@cdwg.com

TxDMV Contact: Ashley Lopez  
 Phone: 409/895-3214  
 Email: ashley.lopez@txdmv.gov

TxDMV Contact: Karen Poff  
 Email: karen.poff@txdmv.gov  
 Phone: 972/478-5212

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Poly CS 540 - headset CDW# 2468326 Mfg. Part#: 84693-01	204/68	2.0000	EA	\$191.97000	\$383.94	02/12/2021

Ship To: 1P04

Delivery Instructions:

8550 Eastex  
 Freeway  
 Beaumont TX  
 77708  
 United States

Schedule Total

ReqID:  
0000010057

Ashley Lopez  
 Vehicle Titles Reg Division  
 Phone: 409/895-3214  
 Email: ashley.lopez@txdmv.gov

Item Total for Line # 1

Authorized Signature

04/26/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	15% Restocking Fee: Plantronics APP-51 Electronic Hook Switch for Polycom CDW# 2687400 Mfg. Part#: 38439-11	839/85	2.0000	EA	\$7.20000	\$14.40	02/12/2021
<b>Ship To:</b> 1P04		<b>Delivery Instructions:</b>					
8550 Eastex Freeway Beaumont TX 77708 United States							
						<b>Schedule Total</b>	\$14.40
						<b>ReqID:</b> 0000010057	
Ashley Lopez Vehicle Titles Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov						<b>Item Total for Line # 2</b>	\$14.40
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Poly - Plantronics Blackwire 5220 - headset CDW#: 4848415 Mfg. Part#: 207576-01	204/68	4.0000	EA	\$73.64000	\$294.56	02/12/2021
<b>Ship To:</b> 1P08		<b>Delivery Instructions:</b>					
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States							
						<b>Schedule Total</b>	\$294.56
						<b>ReqID:</b> 0000010158	
Karen Poff Email: karen.poff@txdmv.gov Phone: 972/478-5212						<b>Item Total for Line # 3</b>	\$294.56

Authorized Signature

04/26/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Poly APC-43 - electronic hook switch adapter for phone CDW#: 4323794 Mfg. Part#: 38350-13	839/85	2.0000	EA	\$47.97000	\$95.94	04/02/2021
<b>Ship To:</b> 1P04		<b>Delivery Instructions:</b>					
8550 Eastex Freeway Beaumont TX 77708 United States							
						<b>Schedule Total</b>	<input type="text" value="\$95.94"/>
						<b>ReqID:</b> 0000010281	
Ashley Lopez Vehicle Titles Reg Division Phone: 409/895-3214 Email: ashley.lopez@txdmv.gov						<b>Item Total for Line # 4</b>	<input type="text" value="\$95.94"/>

**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.

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Authorized Signature

04/26/2021