



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000010459
 Purchase Order Change Notice (# 2)

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** E **Date:** 11/24/21 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 01/26/22
Terms: **Terms:** Destination **Via Print**

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

Vendor: TIPTOP TURNKEY LLC
 STE B143
 12100 FORD RD
 USA
 FARMERS BRANCH TX 75234-7243
United States

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

Vendor ID: 1844144841 4

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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

Bill To Fax:

Email: Mandy.Maxwell@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN# 2 - by Mandy Maxwell 01/26/2022
 Updated hearing date to March 24, 2022. All other hearing information stays the same.
 Updated PO end date
 Changed buyer from Samantha Lavoie to Amanda Maxwell

POCN#1 SLavoie 11/30/21 Added contract number to line #1, encumbered funds to match price quoted on 11/23/21 of \$780.00.

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 Invoices@txdmv.gov. 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.

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.

The link to the TxDMV Terms and Conditions - <http://www.txdmv.gov/contractors-vendors>

TxDMV Contract Specialist:
 Samantha Lavoie
 Samantha.lavoie@txdmv.gov
 512-465-4199

Authorized Signature

Amanda Leigh Maxwell, CTO/COM

01/26/2022



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TxDMV Contract Monitor:
 Sue Russell
 sue.hernandez@txdmv.gov
 phone: 512-465-5000

Vendor Contact:
 Sam Hawkins
 sam@tiptopturnkey.com

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Mandarin Chinese Interpreter	961/46	4.0000	HR	\$125.00000	\$500.00	11/29/2021

Schedule Total

Contract ID:
0000010459

ReqID:
0000011353

One Mandarin Chinese Interpreter needed for Lemon Law Hearing:
 Hearing Date: 03/24/2022
 Time: 9:00 am - 1:00 pm
 Hearing Location: TxDMV Regional Service Center, 1925 E. Beltline Rd., Suite 100, Carrollton, Texas 75006
 Hearing Examiner: Edward Sandoval
 Case: 22-0000441 CAF - POHAN CHEN, Complainant v. BMW of NORTH AMERICA, LLC, Respondent

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Additional Funds added to PO #10459	961/46	4.0000	HR	\$70.00000	\$280.00	12/08/2021

Schedule Total

Contract ID:
0000010459

ReqID:
0000011378

Item Total for Line # 2

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

Sue Russell, CTOD/COM

01/26/2022