



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011233  
 Purchase Order Change Notice (# 5)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** E **Date:** 06/22/22 **PO Method:** SP **Dispatch:** Dispatch **Rev Dt:** 09/21/22  
**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:** Yvette Marie Bonhomme  
**Phone:** 512/465-4197  
**Fax:**

**Bill To Fax:**

**Email:** yvette.bonhomme@txdmv.gov

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

**PO Information:**

POCN#5 Yvette Bonhomme 9/21/2022  
 The hearing date is now set for 12/05/2022 at 1pm and not 9am, via Teams.

POCN#4 Yvette Bonhomme 9/21/2022  
 The hearing date is now set for 12/05/2022 at 9am, via Teams.

POCN#3 Yvette Bonhomme 9/14/2022  
 The hearing date is now set for 12/02/2022 at 9am, via Teams.

POCN#2 Yvette Bonhomme 9/9/2022  
 The hearing date is now set for 11/18/2022 at 9am, via Teams.

POCN#1 Yvette Bonhomme 8/4/2022  
 The hearing set for July 13th with a Spanish Interpreter was change to September 15th at 9:00 am by Microsoft Teams. Also updated funds to be applied from FY23.

**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.

**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).

**Authorized Signature**

*Yvette M. Bonhomme*

**09/21/2022**



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011233  
 Purchase Order Change Notice (# 5)

**Delivery:**

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

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

Quote: #062222R

TxDMV Contract Monitor:  
 Sue Russel  
 sue.hernandez@txdmv.gov  
 (512) 465-5000

Vendor Contact:  
 Sam Hawkins  
 sam@tiptopturnkey.com  
 (469) 674-3166

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	One Spanish Interpreter needed for a Lemon Law Hearing.	961/46	4.0000	HR	\$160.00000	\$640.00	07/13/2022

**Schedule Total**

**Contract ID:**  
0000011233

**ReqID:**  
0000011972

One Spanish Interpreter needed for a Lemon Law Hearing:  
 Hearing date: 12/05/2022  
 Time: - 1 pm CT

Hearing Location: Microsoft Teams Meeting  
 Join on your computer or mobile app  
 Or call in (audio only)  
 +1 737-787-8456,,748640403# United States  
 Phone Conference ID: 748 640 403#

Hearing Examiner: Edward Sandoval  
 Case: 22-0009240 CAF - JOSE HERRERA, Complainant v. FORD MOTOR COMPANY, Respondent

Contact person: Sue Russell  
 sue.hernandez@txdmv.gov  
 phone: 512-465-5000

**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**

*Yvette M. Barhomme*

**09/21/2022**



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000011233  
Purchase Order Change Notice (# 5)

---

Page: 3 of 3

---

**Authorized Signature**

*Yvette M. Bonhomme*

09/21/2022