



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011633  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** C **Date:** 08/29/22 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 10/24/22  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** PITNEY BOWES PRESORT SERVICES  
 PO BOX 809369  
 CHICAGO IL 60680-9369  
 United States

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

**Vendor ID:** 1470794215 8

**Purchaser:** Matthew Terrell Windham  
**Phone:** 512/465-5808  
**Fax:** 512/465-5641

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

**Email:** Matthew.Windham@txdmv.gov

**Bill To Fax:**

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

**PO Information:**

POCN #1 (Matthew Windham 10/24/2022):  
 Administrative change for internal processing only. Changed Line 1 Quantity from 1 unit to 25,000 units and Unit Price from \$25,000.00 to \$1.00.  
 Total cost remains unchanged.

**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).

**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>

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

**Authorized Signature**

*Matthew Windham*

10/24/2022



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This purchase order is a FY23 renewal of PO #60800 0000004344.

Renewal options:

September 1, 2018 through August 31, 2019 - PO #60800 0000004344  
 September 1, 2019 through August 31, 2020 - PO #60800 0000004344  
 September 1, 2020 through August 31, 2021 - PO #60800 0000004344  
 September 1, 2021 through August 31, 2022 - PO #60800 0000004344  
 September 1, 2022 through August 31, 2023 - PO #60800 0000011633

This purchase order may be renewed with the same Terms and Conditions as long as the referenced Contract remains in force, a need exists, and both parties agree.

Contract Number(s): 915-M1

Pricing Per 915-M1 Pitney Bowes Pre-Sort Price Sheet Updated 8/29/2021.

TxDMV Contract Monitor:

DeCarlos Roberson  
 decarlos.roberson@txdmv.gov  
 (512) 465-4084

Vendor Contact:

Phillip Ostrand  
 phil.ostrand@pb.com  
 (512) 680-1591

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	PSI/Pitney Bowes Pre-Sort (Barcode) Mail Services for Flats, Letters, and Postcards Contract: 915-M1	915/58	25000.0000	UNT	\$1.00000	\$25,000.00	09/01/2022

Schedule Total

**Contract ID:**  
0000004344

**ReqID:**  
0000012416

Service Period: 09/01/2022 - 08/31/2023

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.

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Authorized Signature

*Matthew Windham*

10/24/2022