



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 000012575

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 04/17/2023    **PO End Date:** 08/31/2023    **PO Method:** IA    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** TEXAS WORKFORCE COMMISSION  
 CONTRACT SERVICES DEPT  
 ATTN: SYLVIA DAVES  
 101 E 15TH ST RM 350-T  
 AUSTIN TX 78778-0001  
 United States

**Ship To:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 3320320320 4 000

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

**Purchaser:** Jason K Adams  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** jason.adams@txdmv.gov

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

**PO Information:**

This Agreement shall commence on the date upon which it has been signed by all Parties and terminates on August 31, 2023. Thereafter, this Agreement shall automatically renew for successive four-year terms, unless either Party gives the other Party at least 60 days advance written notice of its intent not to renew. Additionally, this Agreement may be terminated early by either Party upon providing 60 days advance written notice to the other Party. Notwithstanding the preceding sentences, any termination of this Agreement must comply with and not be prohibited by Texas Labor Code, Chapter 355, and 20 U.S.C. § 107a(d)(2).

Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771  
 Texas Workforce Commission and Texas Department of Motor Vehicles Inter-agency Contract:  
 TWC Contract No. 3123ADM087  
 TxDMV Contract No. 608-23-032123

**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.  
 Special Payment Notes (Advance Payment, Payment Type, etc.)

**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. Enter any other special delivery requirements.

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

**Authorized Signature**

*Jason Adams, MS, CTCM, CTCO*

04/17/2023



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TxDMV Contract Monitor:  
 Contract Monitor: Ann Pierce  
 Ann.Pierce@TxDMV.gov  
 Phone: 512-465-4100

Vendor Contact:  
 TWC Procurement HUB Services  
 Attn: Melanie Torres  
 101 E. 15th Street, Room 316T  
 Austin, Texas 78778  
 melanie.torres@twc.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Vending IAC (TWC-DMV)	31102	963/43	1.0000	EA	\$0.01000	\$0.01	04/20/2023
							<b>Schedule Total</b>	<input type="text" value="\$0.01"/>
<b>Contract ID:</b> 608-23-032123					<b>ReqID:</b> 0000013247			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$0.01"/>
							<b>Total PO Amount</b>	<input type="text" value="\$0.01"/>

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

*James Adams, MS, CTCM, CTCO*

04/17/2023