



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013071  
 Purchase Order Change Notice (# 2)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** C    **PO Date:** 08/07/2023    **PO End Date:** 08/31/2024    **PO Method:** DG    **Dispatch:** Dispatch Via Email12/12/2023    **Rev Dt:**

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

**Vendor:** PITNEY BOWES  
 PO BOX 981023  
 BOSTON MA 02298-1023  
 United States

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

**Ship To Attention:** Timothy C Baylor  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1841386389 7 017

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

**Bill To Fax:**

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

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

**PO Information:**

POCN# 2 by Mandy Maxwell 12/12/2023  
 Added line 2 for additional postage  
 All other information remains the same

POCN# 1 by Mandy Maxwell 09/14/2023  
 Updated line 1 description to include mail meter machine and postage account number  
 All other information remains the same

**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.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

**Authorized Signature**

**12/12/2023**



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Postage:

General Appropriations Act, Texas Government Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.103

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.

CPA contract 915-M1

Vendor Contact: Boyd Hering  
 Email: Boyd.Hering@pb.com  
 Phone: 254-733-6450

Vendor Contact: Phil Ostrand  
 Phone: 512.680.1591  
 Email: phil.ostrand@pb.com

TxDMV Contact: Timothy Baylor  
 Email: Timothy.Baylor@txdmv.gov  
 Phone: 512-465-4084

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY24 Postage for Pitney Bowes Mail Meter S/N 0025066 Postage Account: 19674498 - Austin, TX	31102	963/57	175000.00 00	EA	\$1.00000	\$175,000.00	09/01/2023

Schedule Total

Contract ID:  
0000013071

ReqID:  
0000013621

Term 9/01/2023 - 8/31/2024

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Additional FY24 Postage for Pitney Bowes Mail Meter S/N 0025066 Postage Account: 19674498 - Austin, TX	31102	963/57	1.0000	EA	\$98,000.00000	\$98,000.00	12/22/2023

Schedule Total

Contract ID:  
0000013071

ReqID:  
0000014388

Term 9/01/2023 - 8/31/2024

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

12/12/2023