



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013155

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 08/15/2023    **PO End Date:** 08/31/2024    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** PRESTIGE ELEVATOR SERVICES  
 3321 GARDEN BROOK DRIVE  
 FARMERS BRANCH TX 75234-2310  
 United States

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

**Ship To Attention:** Steven Andrew Harper  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1824796123 0 004

**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:**

All Deliverables shall be provided or performed in accordance with TxDMV's statement of work, and other contractual duties and obligations, which have been provided to the Contractor through IFB 608-23-11882. Additionally, for the avoidance of doubt, by providing the Deliverables contemplated by this Purchase Order, the Contractor agrees to be bound by IFB 608-23-11882 and the attachments incorporated thereto, including, but not limited to, the TxDMV Contract Terms and Conditions, which is incorporated into this Purchase Order and governs and applies to, all Deliverables provided hereunder. Unless expressly stated otherwise in this Purchase Order, in the event of a conflict, ambiguity, or inconsistency between or among any Contract documents, the following documents, including any amendments thereto, shall control in the specified order of precedence:

- (1) Attachment A, TxDMV Contract Terms and Conditions,
- (2) This Purchase Order,
- (3) IFB 608-23-11882 (minus Attachments A and B),
- (4) Attachment B, Statement of Work,
- (5) Contractors Completed Attachment D, Pricing Sheet,
- (6) Contractors Completed Attachment F, HUB HSP,
- (7) Contractors Completed Attachment G, Disclosure of Interested Parties, and
- (8) Contractors Response and other associated documents (minus Contractors Completed Attachments D, F, and G)

Initial Term: 02/14/2023 to 08/31/2023 under PO #0000012306

1st Optional Renewal: 09/01/2023 to 08/31/2024 under PO #0000013155

2nd Optional Renewal: 09/01/2024 to 08/31/2025

3rd Optional Renewal: 09/01/2025 to 08/31/2026

4th Optional Renewal: 09/01/2026 to 08/31/2027

**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 the 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.)

Authorized Signature

08/18/2023



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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.

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>.

TxDMV Contract Monitor:  
 Steve Harper  
 steve.harper@txdmv.gov  
 512-465-1284

Vendor Contact:  
 Diana Farnsworth  
 Office Manager  
 Prestige Elevator Services, LLC.  
 Office: 469-209-6369 Cell: 469-404-2147  
 3321 Garden Brook Dr., Farmers Branch, TX 75234  
 Email: diana@prestigelevatorllc.com  
 Web: www.prestigelevatorllc.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Elevator Monthly Service	31102	910/13	12.0000	MO	\$3,000.00000	\$36,000.00	08/15/2023
							<b>Schedule Total</b>	<input type="text" value="\$36,000.00"/>
<b>Contract ID:</b> 0000011882					<b>ReqID:</b> 0000013710			
Term: 09/01/2023 to 08/31/2024								<b>Item Total for Line # 1</b> <input type="text" value="\$36,000.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Elevator Yearly Inspections	31102	910/13	7000.0000	USD	\$1.00000	\$7,000.00	08/15/2023
							<b>Schedule Total</b>	<input type="text" value="\$7,000.00"/>
<b>Contract ID:</b> 0000011882					<b>ReqID:</b> 0000013710			
Term: 09/01/2023 to 08/31/2024								<b>Item Total for Line # 2</b> <input type="text" value="\$7,000.00"/>

Authorized Signature

*Louis Adams, MS, CTCM, CTCO*

08/18/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Elevator Repair and Maintenance	31102	910/13	195000.00 00	USD	\$1.00000	\$195,000.00	08/15/2023
							<b>Schedule Total</b>	<input type="text" value="\$195,000.00"/>
<b>Contract ID:</b> 0000011882					<b>ReqID:</b> 0000013710			
Term: 09/01/2023 to 08/31/2024							<b>Item Total for Line # 3</b>	<input type="text" value="\$195,000.00"/>

**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

*Louis Adams, MS, CTCM, CTCO*

08/18/2023