



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013671

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 11/16/2023    **PO End Date:** 12/31/2023    **PO Method:** SV    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** TAYLOR COMMUNICATIONS INC  
 PO BOX 840655  
 DALLAS TX 75284-0655  
 United States

**Ship To:** 1P05 - Huntsville  
 810 FM 2821  
 Huntsville TX 77349  
 United States

**Ship To Attention:** Tammy Sue Wooten  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1811701544 8 003

**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:**

Envelopes need to be delivered y mid-to-late December 2023.

Special delivery requirements - Delivery to: TDCJ/TxDMV Wynne Unit, 810 FM 2821, Huntsville, Texas 77349.

TxDmv exercised the extension option for IFB 608-23-12613-A, License Plate Envelopes.

The effective date is 09/01/23 through 11/30/23.

**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.

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

11/17/2023



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013671

TxDMV Contract Monitor:  
 Tammy Wooten  
 tammy.wooten@txdmv.gov

Vendor Contact:  
 Joe Scardino  
 joe.scardino@taylor.com  
 832-326-0844

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	License Plate Envelope #27 6.5" x 12.5"	30101	966/31	300000.00 00	EA	\$0.09570	\$28,710.00	11/16/2023

**Contract ID:**  
0000012007

**ReqID:**  
0000014213

**Schedule Total**

Delivery to: TDCJ/TxDmv Wynne Unit, 810 FM 2821 Huntsville, Texas 77349  
 Quantity: 300,000  
 Dimension of 6.5" x 12.5"  
 Catalog envelope of 28# white KRAFT  
 Peel and seal along the 6.5" side of the envelope  
 Packaged 500 per box  
 Printed with attached graphic in black ink

**Item Total for Line # 1**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	License Plate Envelope #28 7.0" x 12.5"	30101	966/31	200000.00 00	EA	\$0.10050	\$20,100.00	11/16/2023

**Contract ID:**  
0000012007

**ReqID:**  
0000014213

**Schedule Total**

Delivery to: TDCJ/TxDmv Wynne Unit, 810 FM 2821 Huntsville, Texas 77349  
 Quantity: 200,000  
 Dimension of 7.0" x 12.5"  
 Catalog envelope of 28# white WOVE  
 Peel and seal along the 7.0" side of the envelope  
 Packaged 500 per box  
 Printed with attached graphic in black ink

**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

*James Adams, MS, CTCM, CTCO*

11/17/2023