Texas Department of Motor Vehicles

Business Unit # 60800
Purchase Order # 0000018220

Payment Terms:	Freight Terms:	Ship Via:	PCC:	PO Date:	PO End Date:	PO Method:	Dispatch:	Rev Dt:
NET30	PREPAY AND ADD	VNDR	E	09/16/2026	10/16/2026	SP	Dispatch Via Print	

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

Vendor:
ODP BUSINESS SOLUTIONS LLC
PO BOX 660113
DALLAS TX 75266-0113
United States

Vendor ID: 1862161688 9 004

Purchaser: Daphne Free
Phone:
Fax:

Email: daphne.free@txdmv.gov

Ship To:
1P18 - Lubbock Region
135 Slaton Road
Building B - VTR
Lubbock TX 79404
United States

Ship To Attention: Marcia Ann Balderas

Bill To:
4000 Jackson Avenue
Austin TX 78731
United States

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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 current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. These documents can be found at: http://www.txdmv.gov/contractors-vendors. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

Vendor Quote via email

TxDMV Contract Monitor:
Marcia Balderas
806-748-2900

Authorized Signature

Daphne Free, CTCD, CTCM

09/16/2026

Texas Department of Motor Vehicles

Business Unit # 60800
Purchase Order # 0000018220

Marcia.Balderas@TxDMV.gov

Vendor Contact:
Contractor: ODP Business Solutions, LLC
Contact Name: Richard Merten
Email: richard.merten@odpbusiness.com
Phone: (832) 477-6118
Alternate Contact Name: Angela Kubacak
Alternate Email: angela.kubacak@odpbusiness.com
Alternate Phone: (830) 353-2324
Address: 6600 N. Military Trail Boca Raton, FL 33496

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Puffs Ultra-Soft 2-Ply Facial Tissues	30101	641/80	2.0000	PAK	$7.47000	$14.94	10/16/2026

Schedule Total $14.94

ReqID:
0000019123

Item Total for Line # 1 $14.94

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Febreze Air Mist Air Freshener Spray	30101	493/80	2.0000	PAK	$12.69000	$25.38	10/16/2026

Schedule Total $25.38

ReqID:
0000019123

Item Total for Line # 2 $25.38

Total PO Amount $40.32

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

Authorized Signature

Daphne Frost, CTCD, CTCM

09/16/2026