



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000014620
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **PO Date:** 07/17/2024 **PO End Date:** 07/31/2025 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 07/24/2024
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: UNITED STATES POSTAL SERVICES
 GENERAL MAIL FACILITY
 ATTN: FINANCE WINDOW
 8225 CROSS PARK DR TX 78710-0001
 United States

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

Ship To Attention: Monica C Hernandez
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1410760000 0 425

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN #1 Matthew Windham 07/24/2024
 Added Line 2 to include \$140.00 in additional funds to pay for renewal fee increase. Effective 07/14/2024, the renewal fee for PO Box 149251 was increased from \$1,600.00 to \$1,740.00 for a 1-year renewal. All else remains unchanged.

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

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.

Payment Notes:
 Funds to be added to TxDMV's USPS Enterprise Payment Account to process the renewal via USPS Enterprise Payment System.

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.

Authorized Signature

07/24/2024



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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. 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.

TxDMV Contract Monitor:
 Monica Hernandez
 monica.hernandez@txdmv.gov
 (512) 465-1261

Vendor Contact:
 USPS Customer Service
 (800) 275-8777

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Renewal Fee for USPS PO Box 149251, 1-Year Renewal	30901	985/60	1.0000	YR	\$1,600.00000	\$1,600.00	07/31/2024
							Schedule Total	\$1,600.00

Contract ID: 0000014620 **ReqID:** 0000015253

Service Period: 08/01/2024 - 07/31/2025

PO Box includes Caller Service.
 Caller Service is a premium service available for a fee to any customer who:
 *Requires more than free carrier service
 *Receives or plans to receive more mail than can be delivered to the largest available Post Office Box at the facility
 *Plans to receive an incoming volume of mail that cannot fit into the largest available Post Office Box

Item Total for Line # 1 **\$1,600.00**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Additional Funds for Renewal Fee Price Increase for PO Box 149251	30901	985/60	1.0000	YR	\$140.00000	\$140.00	07/31/2024
							Schedule Total	\$140.00

Contract ID: 0000014620 **ReqID:** 0000015445

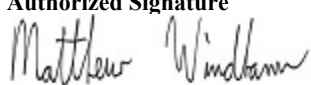
Service Period: 08/01/2024 - 07/31/2025

Item Total for Line # 2 **\$140.00**

Total PO Amount **\$1,740.00**

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

 07/24/2024