



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000015473

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** VNDR    **PCC:** 0    **PO Date:** 01/02/2025    **PO End Date:** 08/31/2025    **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:** TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TD)  
 PO BOX 99  
 HUNTSVILLE TX 773420099  
 United States

**Ship To:** 1P48 - San Antonio RSC Reno Rollin  
 6909 North Loop 1604 E ste 1199  
 San Antonio TX 78247  
 United States

**Ship To Attention:** Lori L Burns

**Vendor ID:** 3696696696 6 007

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**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:**

Pricing and item information reference Vendor Proposal Number: 25DMV070

This procurement is governed by the terms and conditions in CPA Contract Number 425-M1.

**The Prison Made Good Acts:**

Texas Department of Criminal Justice (TDCJ) and Texas Correctional Industries (TCI), a division of the TDCJ, Texas Government Code, Title 10, Subtitle D, Chapter 2155, Subchapter A, Sec. 2155.065 and Texas Government Code, Title 4, Subtitle G, Chapter 497, Subchapter A, Section 497.023 - 497.029)

**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.

Delivery Notes:

Authorized Signature

01/02/2025



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000015473

Shipping address will be San Antonio DMV Regional Service Center, Rolling Oaks Mall, 6909 North Loop 1604 E, Suite 1199, San Antonio, Texas 78247.

DELIVERY REQUIRES ADVANCE SCHEDULING FOR INSTALLATION.

Delivery arrangements for installation and assembly need to be made through: Lori Burns, lori.burns@txdmv.gov, Cell 512-431-4772

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.

TxDmv Contract Monitor:

Lori Burns  
 lori.burns@txdmv.gov  
 (512) 465-4081

San Antonio RSC Contacts:

Jeff Meacham, San Antonio Regional Manager  
 jeff.meacham@txdmv.gov  
 (210) 731-2140

Seberina Palomarez, Coordinator

seberina.palomarez@txdmv.gov  
 (210) 731-2151

Vendor Contact:

TCI Customer Service  
 tci@tdcj.texas.gov  
 (936) 437-6048

Secondary Vendor Contact:

TCI Modular Department  
 TCI\_Modular@tdcj.texas.gov  
 Phone: (800) 833-4302  
 Fax: (936) 437-8610  
 Phone: (936)293-4117  
 Fax: (936) 293-4126

For production statuses and installation scheduling, please contact TCI\_Modular@tdcj.texas.gov or Billie.Tabor@tdcj.texas.gov or call 936-293-4117 or 936-293-4151.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Manager's Desk, MODULAR ACCESSORIES	30101	425/94	1.0000	EA	\$14.00000	\$14.00	04/02/2025
							<b>Schedule Total</b>	<input type="text" value="\$14.00"/>
					<b>ReqID:</b>			
					0000016142			

Notes: REFERENCE DRAWING # 25DMV070, Color #1 SL SILVER / LIGHT SILVER, Lam #1 LIT ITALIAN SILVER ASH

Delivery arrangements for installation and assembly need to be made through:  
 Lori Burns, lori.burns@txdmv.gov, Cell 512-431-4772

**Item Total for Line # 1**

Authorized Signature

*Matthew Windham*

01/02/2025



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000015473

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Manager's Desk - MODULAR FILING & STORAGE	30101	425/94	5.0000	EA	\$446.00000	\$2,230.00	04/02/2025
							<b>Schedule Total</b>	<input type="text" value="\$2,230.00"/>
					<b>ReqID:</b> 0000016142			
Notes: REFERENCE DRAWING # 25DMV070, Color #1 SL SILVER / LIGHT SILVER, Lam #1 LIT ITALIAN SILVER ASH								
Delivery arrangements for installation and assembly need to be made through: Lori Burns, lori.burns@txdmv.gov, Cell 512-431-4772								
							<b>Item Total for Line # 2</b>	<input type="text" value="\$2,230.00"/>
3-1	Manager's Desk - MODULAR DESKS AND WORKSURFACES	30101	425/94	2.0000	EA	\$596.00000	\$1,192.00	04/02/2025
							<b>Schedule Total</b>	<input type="text" value="\$1,192.00"/>
					<b>ReqID:</b> 0000016142			
Notes: REFERENCE DRAWING # 25DMV070, Color #1 SL SILVER / LIGHT SILVER, Lam #1 LIT ITALIAN SILVER ASH								
Delivery arrangements for installation and assembly need to be made through: Lori Burns, lori.burns@txdmv.gov, Cell 512-431-4772								
							<b>Item Total for Line # 3</b>	<input type="text" value="\$1,192.00"/>

**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

*Matthew Windham*

01/02/2025