



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016375

Page: 1 of 3

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** S **PO Date:** 08/05/2025 **PO End Date:** 08/31/2026 **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: WILLBANKS CONTRACTOR SUPPORT LLC
735 BUFFALO RUN
MISSOURI CITY TX 77489-1629
United States

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

Vendor ID: 1461930989 2 002

Purchaser: Jason K Adams
Phone: 512/465-4181
Fax: 512/465-5641

Ship To Attention: Christina Mullins Carter

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Email: jason.adams@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

This procurement is governed by the terms and conditions in TxDMV RFP 608-22-11937.

1st Year Term FY23 - 10/26/2022 - 10/25/2023 Past PO: 0000011966

Option to Renew for Four One-Year Terms:

1st Renewal: FY24 10/26/2023 to 10/25/2024 under PO #0000013467

2nd Renewal: FY25 10/26/2024 to 10/25/2025 under PO # 0000014719

3rd Renewal: FY26 09/01/2025 to 08/31/2026 under PO #0000016375 and aligning with the state fiscal year.

4th Renewal: FY27 10/26/2026 to 10/25/2027

Renewals are as follows, unless terminated sooner in accordance with the terms of the purchase order/contract. In addition, the department, in its sole discretion, may extend any contract for up to 90 days, in whole or in part.

All quantities are estimates only and the department reserves the right to increase and/or decrease the quantities to meet the departments need. At each renewal option, the parties may negotiate agree on a price reduction or escalation.

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:

Authorized Signature

Jason Adams, MS, CTCM, CTCO

08/06/2025



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Page: 2 of 3

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 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.

Contract Representative:
Javier Gomez
Email: Javier.Gomez@txdmv.gov
Phone: 512-431-029

Primary Vendor Contact:
Kristy Kemper
kristyk@willbanksinc.com
512-988-6535

Secondary Vendor Contact:
James Chankin
jamesc@willbanksinc.com
Phone #512-557-8500

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	General Maintenance and Repairs on boilers and pumps	31102	941/25	120000.00 00	EA	\$1.00000	\$120,000.00	08/05/2025

Schedule Total \$120,000.00

Contract ID:
0000011966

ReqID:
0000017194

Term: 09/01/2025 to 08/31/2026

Item Total for Line # 1 \$120,000.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Preventive Maintenance on boilers and pumps	31102	941/25	30000.000 0	EA	\$1.00000	\$30,000.00	08/05/2025

Schedule Total \$30,000.00

Contract ID:
0000011966

ReqID:
0000017194

Term: 09/01/2025 to 08/31/2026

Item Total for Line # 2 \$30,000.00

Total PO Amount \$150,000.00

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

James Adams, MS, CTCM, CTCO

08/06/2025



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Page: 3 of 3

Authorized Signature

Laura Adams, MS, CTCM, CTCO

08/06/2025