



Texas Department of Motor Vehicles  
Texas SmartBuy PO # 25039809  
Business Unit # 60800  
Purchase Order # 0000016379  
Purchase Order Change Notice (# 2)

Page: 1 of 3

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:  
NET30 FOB Destination US MAIL A 09/01/2025 08/31/2026 AT Dispatch Via Print 11/26/2025

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

Vendor: PITNEY BOWES GLOBAL FINANCIAL SERVICES L PO BOX 371887 PITTSBURGH PA 152507887 United States	Ship To:	1P00 - TxDMV Warehouse 4000 Jackson Avenue Austin TX 78731 United States
	Ship To Attention:	Timothy C Baylor
Vendor ID: 1201344287 1 004	Bill To:	4000 Jackson Avenue Austin TX 78731 United States
Purchaser: Richard Emmanuel Oballo Phone: 512/465-4199 Fax: 512/465-5641	Bill To Fax:	
Email: richard.oballo@txdmv.gov	Bill To Email:	DMV_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN#2 Richard Oballo 11/26/2025  
Change end date to 8/31/2026

POCN#1 Richard Oballo 9/9/2025  
The end date was changed from 12/5/2025 to 12/5/2026

**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. 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

Authorized Signature

11/26/2025



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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.

Term: 12/06/2025 through 12/05/2026 (Months 13 through 24)

This procurement is governed by the terms and conditions in CPA Contract Number 985-C1.

CPA contract 985-C1 - <https://www.txsmartbuy.com/browsecontracts/2419>

Contract Term Date(s):

Months 1-12: 12/06/2024 through 12/05/2025 - PO 60800 0000015402 (12/06/2024-08/31/2025), PO 0000016379 (09/01/2025-12/05/2025)

Months 13-24: 12/06/2025 through 12/05/2026 - PO 0000016379 (12/06/2025-08/31/2026)

Months 25-36: 12/06/2026 through 12/05/2027

Months 37-48: 12/06/2027 through 12/05/2028

TxDMV Agency contact:

Timothy Baylor  
timothy.baylor@txdmv.gov  
(512) 465-4108

Contractor: Pitney Bowes Inc.  
Contact Name: Francie Coffey  
Email: francie.coffey@pb.com  
Phone: (213) 256-1917

Address: 3001 Summer St Stamford, CT 06926

Contact Name: Derek Allen  
Email: derek.allen@pb.com  
Phone: (936) 371-5855

Address: 3001 Summer St Stamford, CT 06926

This procurement is governed by the terms and conditions in CPA Contract Number 985-C1.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pitney Shipping 360 send kit - months - 48 Month Service Month 13-24	31102	600/80	278.1600	EA	\$1.00000	\$278.16	12/06/2025

Schedule Total \$278.16

ReqID:  
0000017154

The send kit Includes (but not limited to) the following items:

1 Label Printer  
1 100lb Scale

Cost: \$1.00  
Quantity: 278.16 / YEAR

Term: 12/6/2025 - 12/5/2026

REFERENCE: TXSMB 25039809

Item Total for Line # 1 \$278.16

Total PO Amount \$278.16

Authorized Signature

11/26/2025



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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

A handwritten signature in black ink that reads "Richard Oballo".

11/26/2025