



# Texas Department of Motor Vehicles

Texas SmartBuy PO # 26026861

Business Unit # 60800

Purchase Order # 0000016991

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**Payment Terms:** Freight Terms: **Ship Via:** **PCC:** **PO Date:** **PO End Date:** **PO Method:** **Dispatch:** **Rev Dt:**  
NET30 FOB Destination VNDR A 11/19/2025 12/05/2025 DG 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**

**Ship To:** 1P16 - Houston North RSC  
2110 E. Governors Circle  
Houston TX 77092  
**United States**

**Vendor ID:** 1862161688 9 004

**Ship To Attention:** Amanda Christina Carrera

**Purchaser:** Daphne Free  
**Phone:**  
**Fax:**

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

**Email:** daphne.free@txdmv.gov

**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.

This procurement is governed by the terms and conditions in CPA Contract Number 615-C1.

TxDMV Contract Monitor:  
Amanda Carrera

Authorized Signature

11/19/2025



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amanda.roncancio@txdmv.gov

(713) 316-6115

Houston Regional Office

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	File & Storage Carts- Innovative Spacemaker Fold N Roll Cart System, 21 3/4"H X 14 1/2"W X 18 1/2"D	30101	615/37	1.0000	EA	\$42.20000	\$42.20	12/05/2025
<b>Schedule Total</b>							\$42.20	
<b>ReqID:</b> 0000017860								
<b>Item Total for Line # 1</b>								
<b>\$42.20</b>								
2-1	File & Storage Carts-Lorell Steel Mesh Hanging Letter-Size Mobile Cart, Black APP PLATES SP # 926080	30101	615/37	1.0000	EA	\$135.76000	\$135.76	12/05/2025
<b>Schedule Total</b>							\$135.76	
<b>ReqID:</b> 0000017860								
<b>Item Total for Line # 2</b>								
<b>\$135.76</b>								
3-1	Extension Cords-Ge 6-Outlet Power Strip, 6Ft Cord, Black SP # 847658	30101	450/25	8.0000	EA	\$9.28000	\$74.24	12/05/2025
<b>Schedule Total</b>							\$74.24	
<b>ReqID:</b> 0000017860								
<b>Item Total for Line # 3</b>								
<b>\$74.24</b>								
<b>Total PO Amount</b>								
<b>\$252.20</b>								

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.

Authorized Signature

11/19/2025



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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 J. Lee, CTCO, CTEM

11/19/2025