



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000017126

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**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** VNDR    **PCC:** 0    **PO Date:** 12/15/2025    **PO End Date:** 01/30/2026    **PO Method:** IA    **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:** 1P49 - Houston South RSC  
11720 West Airport Blvd  
Suite 200  
Meadows Place TX 77477  
United States

**Ship To Attention:** Lori L Burns

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

**Vendor ID:** 3696696696 6 007

**Purchaser:** Miguel G Alvarez  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** miguel.alvarez@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

See additional documents.

This requisition is to cover task lights that go under the overhead shelf in each of the 10 hoteling cubicle workstations in the Hoteling Area in the new Houston South location. These accessories were left off of the original quote.

Delivery and installation should be coordinated through:  
Lori Burns 512-431-4772.

Delivery and installation will be at the new Houston South RSC located at 11720 West Airport Blvd., Suite #200, Meadows Place, TX 77477.

Secondary local contacts:  
Amanda Roncancio, 713-316-6115, amanda.roncancio@txdmv.gov

Vendor Contacts:  
Rachael Honeycutt  
Texas Department of Criminal Justice  
Modular Department  
Direct: 936-293-4116 FAX: 936-293-4126  
rachael.honeycutt@tdcj.texas.gov

Please email copies of Purchase Order to:  
lori.burns@txdmv.gov  
amanda.roncancio@txdmv.gov  
rachael.honeycutt@tdcj.texas.gov  
tci@tdcj.texas.gov  
tci\_modular@tdcj.texas.gov

TCI

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)

Vendor Quote Number: TCI #26DMV032

**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.

**Authorized Signature**

**12/15/2025**



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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](mailto: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. 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:

Lorri Burns  
[lori.burns@txdmv.gov](mailto:lori.burns@txdmv.gov)  
(512) 465-4081

Vendor Contact:

TDCJ-CID - Wynne Unit  
810 FM 2821 Rd. West  
Huntsville, Texas 77349-0001  
Phone: 936.291.5137

TCI

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Houston South - Task Lighting for Hotelling Area, Item # TUCK.17.SGL.GN, Description: TUCK 17" Single Light /w 18WP	30101	425/94	10.0000	EA	\$126.00000	\$1,260.00	01/15/2026
							<b>Schedule Total</b>	\$1,260.00
							<b>ReqID:</b> 0000017899	
							<b>Item Total for Line # 1</b>	\$1,260.00

**Total PO Amount** \$1,260.00

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

*Miguel M. Alvarez*

12/15/2025