



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000017277

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **PO Date:** 01/30/2026 **PO End Date:** 04/09/2026 **PO Method:** SP **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: EILAN HOTEL & SPA CONDOMINIUM ASSOCIATIO
 18603 LA CANTERA TER
 SAN ANTONIO TX 78256-2520
 United States

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

Vendor ID: 1832220818 4 000

Ship To Attention: Yessenia Benavides

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Matthew.Windham@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

The vendor, by its acceptance of and performance under this Purchase Order, acknowledges and agrees that the agreement between TxDMV and the vendor consists of this Purchase Order (including all attachments thereto) and the TxDMV Uniform Contract Terms and Conditions with Affirmations incorporated herein and currently accessible at: <https://www.txdmv.gov/contractors-vendors>. In the event of a conflict, ambiguity, or inconsistency between or among this Purchase Order, the TxDMV Uniform Contract Terms and Conditions with Affirmations, and the vendors quote, the controlling order of precedence will be as follows: first, the TxDMV Uniform Contract Terms and Conditions with Affirmations, and second, this Purchase Order and its attachments.

For the avoidance of doubt, the vendor further agrees that if it has included any of its terms and conditions, including by reference, hyperlink, or otherwise, in or with its quote, such terms and conditions are deemed excluded from the agreement entered under this Purchase Order, and will have no force or effect on the rights, obligations, or performance of either party to the agreement. However, to the extent any vendor terms and conditions are found by a court of competent jurisdiction to be incorporated into the agreement, and such term conflicts or is inconsistent with applicable Texas and/or United States laws or regulations, such vendor term or condition is void and unenforceable.

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

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).

Authorized Signature

01/30/2026



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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.

TxDMV Contact:
 Yessenia Benavides
 yessenia.benavides@txdmv.gov
 (512) 465-4011

TxDMV Contract Monitor:
 William Diggs
 william.diggs@txdmv.gov
 (512) 465-4200

Vendor Contact:
 Nancy Hinojosa
 Nancy.Hinojosa@bgvc.com
 Phone: (210) 598-2900
 Office: (210) 598-2956

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Meeting Space and Services for MVCPA RFA Workshop	30301	971/65	7052.3200	UNT	\$1.00000	\$7,052.32	01/30/2026
							Schedule Total	\$7,052.32

Contract ID: 0000017277
ReqID: 0000018141

Note: Function space charges are inclusive of any taxes and fees.

Event Dates: 04/08/2026 - 04/09/2026

Event Location:
 Eilan Hotel and Spa
 18603 La Cantera Terrace
 San Antonio, TX 78256

Individuals are responsible for their own reservation with the hotel.

Item Total for Line # 1 **\$7,052.32**

Total PO Amount **\$7,052.32**

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

01/30/2026