



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000017536
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **PO Date:** 04/24/2026 **PO End Date:** 08/31/2026 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 04/27/2026
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: POLLOCK PAPER DISTRIBUTORS
 DBA POLLOCK PAPER DISTRIBUTORS
 PO BOX 735070
 DALLAS TX 75373-5070
 United States

Ship To: 1P05 - Huntsville
 Wynne Unit - Tag Plant
 810 FM 2821
 Huntsville TX 77349
 United States

Ship To Attention: Jennifer Robbins

Vendor ID: 1751015406 9 003

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Daphne Free
Phone:
Fax:

Bill To Fax:

Email: daphne.free@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN #1--Daphne Free--04 27 26
 Changing the Point of contact for Huntsville deliveries from Brad Beaty to Jennifer Robbins

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.

SPECIAL DELIVERY REQUIREMENTS:

Deliveries to the Wynne Unit must be made Monday through Friday between the hours of 6:30 AM and 10:30 AM. Deliveries will be made to a maximum-security prison. Vendors/Shippers must present a packing slip that will identify the contents of all incoming shipments. The following items will not be allowed on the unit during the delivery process: Phones, tobacco, extra clothing, any type of weapon (knives, firearms etc.). The driver will be able to turn these items over to the correctional officer staff while he/she performs the delivery. They will be returned upon departure from the facility. Also, there are lockers available at the local truck stops where items could be stored while the delivery is made. If there are any questions regarding delivery, please call Jennifer Robbins at (936) 465-1278.

Authorized Signature

Daphne Free, CTED, CTM

04/27/2026



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Polybags are to be packaged in bundles of 100, 100 bundles (1000 bags) per case. Cases must be delivered on pallets. Pallets of polybags are to be delivered to: TxDMV at Huntsville Prison Wayne Unit, 810 FM 2821 W, Huntsville, TX 77349. Please include special instructions for delivery to Huntsville on the PO. Cost of delivery is included in the unit price. The term of the contract should be upon execution of the PO through 8/31/26. The first delivery will be scheduled upon execution of the PO. The balance of the order should ship within the next 70 to 90 days.

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 Contract Monitor:
 Adale Bishop
 512-465-1323
 adale.bishop@txdmv.gov
 Camp Hubbard - Building 1

Vendor Contact:
 Veritiv Pollock dba
 Pollock Investments Incorporated
 Susan.Ritchie@veritiv.com

Ship to Comments:

Cases must be delivered on pallets. Pallets of polybags are to be delivered to: TxDMV at Huntsville Prison Wayne Unit, 810 FM 2821 W, Huntsville, TX 77349. Please include special instructions for delivery to Huntsville on the PO.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	6" x 12" Polybags in cases of 1,000 bags ea.	30101	665/24	360.0000	CS	\$28.40000	\$10,224.00	04/22/2026
							Schedule Total	<input type="text" value="\$10,224.00"/>
Contract ID: 0000017536					ReqID: 0000018495			
							Item Total for Line # 1	<input type="text" value="\$10,224.00"/>

Total PO Amount

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

Daphne Jones, CTED, CTM

04/27/2026