Texas Department of Motor Vehicles
Texas SmartBuy PO # 26267511
Business Unit # 60800
Purchase Order # 0000017697

Payment Terms:	Freight Terms:	Ship Via:	PCC:	PO Date:	PO End Date:	PO Method:	Dispatch:	Rev Dt:
NET30	FOB Destination	VNDR	A	06/02/2026	06/12/2026	AT	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: 1P21 - Pharr Region
600 West Expressway 83
Pharr TX 78577
United States

Ship To Attention: Lorena Ramirez

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1862161688 9 004

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:

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

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.
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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 (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.
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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).
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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.
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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.
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TxDMV Contract Monitor:
Lorena Ramirez

Authorized Signature
Miguel M. Alvarez
06/02/2026

Texas Department of Motor Vehicles
Texas SmartBuy PO # 26267511
Business Unit # 60800
Purchase Order # 0000017697

lorena.ramirez@txdmv.gov
(956) 784-6715

Vendor Contact:
Contractor: ODP Business Solutions, LLC
Contact Name:
Richard Merten
Email: richard.merten@odpbusiness.com
Phone: (832) 477-6118

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Invisible Office Tape-3M Highland 6200 Tape, 1/2" X 1,296", Clear, Pack Of 12 SP# 341963	30101	615/20	2.0000	PKG	$13.51000	$27.02	06/04/2026

Schedule Total: $27.02

ReqID: 0000018562

Item Total for Line # 1: $27.02

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Calculator Paper Rolls-Office Depot Brand Thermal Rolls, 2-1/4" X 50Ft, White, Pack Of 6 SP# Calculator Paper Rolls-Office Depot Brand Thermal Rolls, 2-1/4" X 50Ft, White, Pack Of 6	30101	615/20	2.0000	PKG	$19.95000	$39.90	06/04/2026

Schedule Total: $39.90

ReqID: 0000018562

Item Total for Line # 2: $39.90

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Staples-Office Depot Brand Standard Staples, 1/4", 5,000 Per Pack, SP#432255	30101	615/20	2.0000	PKG	$19.18000	$38.36	06/04/2026

Schedule Total: $38.36

ReqID: 0000018562

Item Total for Line # 3: $38.36

Authorized Signature
Miguel M. Alvarez
06/02/2026

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Electric Staplers-Bostitch Impulse 30 Sheet Stapler, Black, SP# 549014	30101	605/85	2.0000	EA	$50.76000	$101.52	06/04/2026

Schedule Total $101.52

ReqID:
0000018562

Item Total for Line # 4 $101.52

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Envelope Sealers-Lee Sortkwik Hygienic Fingertip Moistener, SP#458547	30101	605/46	3.0000	PKG	$2.34000	$7.02	06/04/2026

Schedule Total $7.02

ReqID:
0000018562

Item Total for Line # 5 $7.02

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Aaa Alkaline Batteries-Energizer Industrial Batteries, SP#445511	30101	450/20	1.0000	BOX	$15.54000	$15.54	06/04/2026

Schedule Total $15.54

ReqID:
0000018562

Item Total for Line # 6 $15.54

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Binders-Avery Durable View 3 Ring Binder, 1" Slant Rings, White SP#339681	30101	615/20	3.0000	EA	$6.14000	$18.42	06/04/2026

Schedule Total $18.42

ReqID:
0000018562

Item Total for Line # 7 $18.42

Authorized Signature
Miguel M. Alvarez
06/02/2026

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	an exact representation of the product* Ballpoint Pens-Bic Round Stic Ballpoint Pens, Medium Point, 1.0 SP#664011	30101	620/20	2.0000	BOX	$5.47000	$10.94	06/04/2026

Schedule Total $10.94

ReqID: 0000018562

Item Total for Line # 8 $10.94

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Catalog Envelopes-Office Depot Brand Manila Envelopes, 9" X 12", Clasp Closure Add To Wishlist Compare Catalog Envelopes-Office Depot Brand Manila Envelopes, 9" X 12", Clasp Closure SP#33808	30101	310/06	2.0000	BOX	$11.00000	$22.00	06/04/2026

Schedule Total $22.00

ReqID: 0000018562

Item Total for Line # 9 $22.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	SHARPIE BLACK MARKERS XL SP#272716	30101	620/20	1.0000	PAK	$4.95000	$4.95	06/04/2026

Schedule Total $4.95

ReqID: 0000018562

Item Total for Line # 10 $4.95

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	Rubber Bands SP 808634	30101	615/20	3.0000	PKG	$8.17000	$24.51	06/04/2026

Schedule Total $24.51

ReqID: 0000018562

Item Total for Line # 11 $24.51

Total PO Amount $310.18

Authorized Signature

Miguel M. Alvarez

06/02/2026

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.

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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

Miguel M. Alvarez

06/02/2026