



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000001258
Purchase Order Change Notice (# 2)

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **C** Date: **07/01/15** PO Method: **BC** Dispatch: **Dispatch Via Print** Rev Dt: **06/01/16**

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

Vendor: FEDERAL EXPRESS
2005 CORPORATE AVE FL 2
MEMPHIS TN 381321702
United States

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

Vendor ID: 1710427007 3

Purchaser: Rhonda Lee Gips
Phone: 512/465-4199
Fax: 512/465-5641
Email: Rhonda.Gips@txdmv.gov

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

In accordance with CPA Term Contract 962-M1

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).

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

This service will be used on an as-needed basis; TxDMV reserves the right to add additional line items.

This purchase order may be renewed with the same terms and conditions as long as Contract 962-M1 remains in force, a need exists, and both parties agree.

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.

TxDMV Contact: Dawn McNabb - 512-465-1262 or Dawn.McNabb@TxDMV.gov

Vendor Contact: Fedex Customer Service - 800-645-9424 or govt@fedex.com

08/21/2015 - David Chambers

Made a distribution change to line one moving \$7,000 from 2016 and created a 2017 distribution line for budgetary purposes per Delores Hubbard.

Authorized Signature

Rhonda Gips, CFM

06/01/2016



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POCN #1 - 5/18/16 - David Chambers
Per Delores Hubbard, canceled the 2017 distribution line and reduced line 1 of the PO for budgetary purposes
From: 82000 UNT
To: 57000 UNT

POCN 2 - 6/1/16

Exercising renewal option; all terms and conditions remain the same. rg

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Courier/delivery services (including air courier services) overnight, second- day and ground delivery services Service Period: Sept. 1, 2015 - Aug. 31, 2016	962/24	57000.0000	UNT	\$1.00	\$57,000.00	07/31/2015
						Schedule Total	\$57,000.00
<u>Contract ID:</u> 0000001258				<u>ReqID:</u> 0000001202			
						Item Total for Line # 1	\$57,000.00
2- 1	Courier/delivery services (including air courier services) overnight, second- day and ground delivery services Service Period: Sept. 1, 2016 - Aug. 31, 2017	962/24	75000.0000	UNT	\$1.00	\$75,000.00	09/01/2016
						Schedule Total	\$75,000.00
<u>Contract ID:</u> 0000001258				<u>ReqID:</u> 0000002930			
						Item Total for Line # 2	\$75,000.00
						Total PO Amount	\$132,000.00

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.

Authorized Signature

Rhonda Lips, CFM

06/01/2016



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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

Rhonda Gips, CTM

06/01/2016