



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000001887
CHANGE ORDER - REPRINT

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **C** Date: **11/06/15** PO Method: **BC** Dispatch: **Dispatch Via Print** Rev Dt: **01/06/16**

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

Vendor: TIBH INDUSTRIES INC
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

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

Vendor ID: 1741976051

Purchaser: Douglas A Leach
Phone: 512/465-4180
Fax: 512/465-5641
Email: Douglas.Leach@txdmv.gov

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Contractor Name: Katya Garza (Previously Blanca Cavada) (Previously Marcela Thompson) (Previously Edgar Solis)
Work Location: 4000 Jackson Avenue, Bldg. 1, Austin, TX. 78731
Work Hours: Monday through Friday 8:00 AM to 5:00 PM unless otherwise coordinated with supervisor.

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).

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.

DIR Background Check:

A statewide criminal and sex offender background check shall be conducted on the contractor, contractor's personnel or subcontractors scheduled to work on the state project. Supporting documentation confirming the completion of the required background check is subject to review prior to beginning of the service and at any time during the term of the purchase order upon request by the designated state representative. Failure to provide the requested documentation upon request by the State may be cause for cancellation of the purchase order. The background check shall include, but not be limited to, the following:

- * Social Security Number Verification
- * Department of Public Safety Statewide Criminal and Sex Offender Background Check
- * Background check in all Out-Of-State Counties in which the applicant has resided in the last seven (7) years.

Persons with Class B or Class C Misdemeanor offenses shall not be allowed to work on this project and shall not be allowed access to the State documents. Persons with Class A Misdemeanor offenses or above will be disqualified.

Authorized Signature

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Service shall be performed in accordance with CPA Term Contract 962-M3 Terms and Conditions.

This Purchase Order may be renewed with the same Terms and Conditions as long as the referenced CPA Term Contract remains in force, a need exists and both parties agree. TxDMV may add additional hours or periods of service as needed.

Term of Service: November 9, 2015 through January 11, 2016.

Agency Contact: Kayle Schoen
(512) 465-4236
Kayle.Schoen@TxDMV.gov

POCN1 by Douglas Leach on 11/25/2015
Updated Line 1 Edgar Solis contract term 11/09/2015 through 11/11/2015.
Added Line 2 Edgar Solis replacement Marcela Thompson 11/30/15 through 01/11/2016.

POCN2 by Douglas Leach on 12/11/2015
Updated Line 2 Marcela Thompson contract term 11/30/2015 through 11/31/2015.
Added Line 3 Marcela Thompson replacement Blanca Cavada term 12/14/2015 through 02/03/2016.

POCN3 by Douglas Leach on 01/05/2016
Added Line 4 Katya Garza replacing Blanca Cavada term 01/05/2016 through 02/18/2016.

POCN4 by Douglas Leach on 01/06/2016
Updated Line 4 to show accurate term of service 01/05/2015 through 02/18/2016.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Job Class Title: Receptionist Level: Entry Job Class Code: 0006 Contractor Name: Edgar Solis Term of Service: 11/9/2015 through 11/10/2015	962/69	16.0000	HR	14.42000	230.72	11/09/2015
						Schedule Total	230.72
<u>Contract ID:</u> 0000001887				<u>ReqID:</u> 0000002035			
						Item Total for Line # 1	230.72

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Job Class Title: Receptionist Level: Entry Job Class Code: 0006 Contractor: Marcela Thompson Term of Service: 11/30/2015 through 11/31/2015	962/69	3.0000	HR	14.42000	43.26	12/11/2015
						Schedule Total	43.26
						Contract ID: 0000001887	
						Item Total for Line # 2	43.26
3- 1	Job Class Title: Receptionist Level: Entry Job Class Code: 0006 Contractor: Blanca Cavada Term of Service: 12/11/2015 through 02/03/2016	962/69	40.0000	HR	14.42000	576.80	12/11/2015
						Schedule Total	576.80
						Contract ID: 0000001887	
						Item Total for Line # 3	576.80
4- 1	Job Class Title: Receptionist Level: Entry Job Class Code: 0006 Contractor: Katya Garza Term of Service: 01/05/2016 through 02/18/2016	962/69	261.0000	HR	14.42000	3763.62	01/05/2016
						Schedule Total	3763.62
						Contract ID: 0000001887	
						Item Total for Line # 4	3763.62
						Total PO Amount	4614.40

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to Shipment.

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Terms and Conditions:

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

[Handwritten Signature] /CTP

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