



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002034
Purchase Order Change Notice (# 3)

Page: 1 of 4

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **C** Date: **12/16/15** PO Method: **BC** Dispatch: **Dispatch Via Print** Rev Dt: **08/26/16**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE 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: 1P12 - Finance Admin Services
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

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

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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.

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.

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).

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.

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

08/26/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002034
Purchase Order Change Notice (# 3)

Page: 2 of 4

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

Contractor: Quentin Eckert (Previously William Cory)
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.

Contractor: Jacob Reagor
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.

Agency Contact: Dawn McNabb
(512) 465-1262
Dawn McNabb@TxDMV.gov

POCN1 by Douglas Leach on 01/07/2016
Updated term of service for Line 1 from 12/17/2015 through 01/15/2016 to 12/17/2015 through 12/29/2015.
Added Line 3 for Quentin Eckert to replace William Cory term of service 01/4/2016 through 01/25/2016.

POCN2 by Douglas Leach on 01/12/2016
Added Line 4 to exercise renewal option for Jacob Reagor term of service 01/16/2016 through 09/05/2016
Updated Job Class Title from Administrative Assistant I - Experienced to Administrative Assistant II - Experienced.
Updated rate from \$20.42 to \$23.25.

POCN3 by Douglas Leach on 08/26/2016
Updated Line 4 term of service from 01/16/2016 through 09/05/2016 to 01/16/2016 through 08/31/2016.
Reduced Line 4 quantity of hours from 1312 to 1288.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Job Class Title: Administrative Assistant I Level: Experienced Job Class Code: 0150 Contractor: William Cory Term of Service: 12/17/2015 through 12/29/2015	962/69	55.5000	HR	\$20.42	\$1,133.31	12/16/2015
						Schedule Total	\$1,133.31
<u>Contract ID:</u> 0000002034				<u>ReqID:</u> 0000002154			
						Item Total for Line # 1	\$1,133.31

Authorized Signature

08/26/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002034
Purchase Order Change Notice (# 3)

Page: 3 of 4

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Job Class Title: Administrative Assistant I Level: Experienced Job Class Code: 0150 Contractor: Jacob Reagor Term of Service: 12/17/2015 through 01/15/2016	962/69	176.0000	HR	\$20.42	\$3,593.92	12/16/2015
						Schedule Total	\$3,593.92
<u>Contract ID:</u> 0000002034				<u>ReqID:</u> 0000002154			
						Item Total for Line # 2	\$3,593.92
3- 1	Job Class Title: Administrative Assistant I Level: Experienced Job Class Code: 0150 Contractor: Quentin Eckert Term of Service: 01/04/2016 through 01/25/2016	962/69	120.5000	HR	\$20.42	\$2,460.61	01/04/2016
						Schedule Total	\$2,460.61
<u>Contract ID:</u> 0000002034				<u>ReqID:</u> 0000002154			
						Item Total for Line # 3	\$2,460.61

Authorized Signature

08/26/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002034
Purchase Order Change Notice (# 3)

Page: 4 of 4

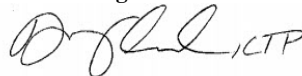
Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	Job Class Title: Administrative Assistant II Level: Experienced Job Class Code: 0150 Contractor: Jacob Reagor Term of Service: 01/16/2016 through 8/31/2016	962/69	1288.0000	HR	\$23.25	29946.000 \$	01/16/2016
						Schedule Total	\$29,946.00
<u>Contract ID:</u> 0000002034				<u>ReqID:</u> 0000002242			
						Item Total for Line # 4	\$29,946.00

Total PO Amount **\$37,133.84**

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

 JCTP

08/26/2016