



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002138
Purchase Order Change Notice (# 3)

Page: 1 of 4

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **D** Date: **01/21/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **01/31/18**

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

Vendor: COURT FILE AMERICA
720 W 6TH ST
HOUSTON TX 77007-2423
United States

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

Vendor ID: 1342054510 8

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:

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.

TxDMV Contact:

Jennifer Whittaker - 512-465-1386 or Jennifer.Whittaker@TxDMV.gov

Vendor Contact:

Tex Welsh - 832-347-0400 or twelsh@courtfileamerica.com

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

POCN 1 - 1/03/17

Exercising renewal option 2/12/17 - 2/11/18; all other terms and conditions remain. rg

POCN 2 - 5/09/17

Per email from Budget FY17 funds were moved from Line 1 to Line 2 to cover April invoice.

Reduced quantity of Line 1 from 10,000 to 6,777.76 and increased quantity of Line 2 from 5,000 to 8,222.24 rg

Authorized Signature

Dyde, LTPM

01/31/2018



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Page: 2 of 4

POCN 3 1-31-2018

Changed buyer from RG to DL

Added Line Item 3 to exercise renewal option for period of service 02/12/2018 - 02/11/2019.

Pricing remains the same.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Fees: eFiling - \$3 per filing + applicable court filing fees pursuant to Government Code eService included at no additional charge Service Date: 2/12/2016 - 2/11/2017 Option to renew for one (1) additional one (1) year period.	956/35	6777.7600	USD	\$1.00000	\$6,777.76	02/12/2016
						Schedule Total	\$6,777.76
<u>Contract ID:</u> 0000002138				<u>ReqID:</u> 0000002106			
1. Extended Credit to allow charge each eFiling against the credit card and invoice monthly (due in 30 days) 2. Charge \$3 for each eFiling and applicable court service fees (mandatory eService included at no charge). No monthly or annual fees. 3. Provide training and administrative support (reset passwords, add/delete users, etc.) at no charge.							
OGC Users: David Duncan, Aline Aucoin, Sarah Swanson, David Richards, Sally Jo Hahn, Chris Kadas, Cheli Castro, Joyce Wendler, Melanie Nelon, Linda Jennings, and Bert McManus							
						Item Total for Line # 1	\$6,777.76

Authorized Signature

[Signature] LTPM

01/31/2018



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Page: 3 of 4

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Fees: eFiling - \$3 per filing + applicable court filing fees pursuant to Government Code eService included at no additional charge Service Date: 2/12/2017 - 2/11/2018 (Renewal)	956/35	8222.2400	UNT	\$1.00000	\$8,222.24	02/12/2017
						Schedule Total	\$8,222.24
Contract ID: 0000002138				ReqID: 0000004032			
1. Extended Credit to allow charge each eFiling against the credit card and invoice monthly (due in 30 days)							
2. Charge \$3 for each eFiling and applicable court service fees (mandatory eService included at no charge). No monthly or annual fees.							
3. Provide training and administrative support (reset passwords, add/delete users, etc.) at no charge.							
OGC Users: David Duncan, Aline Aucoin, Sarah Swanson, David Richards, Sally Jo Hahn, Chris Kadas, Joyce Wendler, Melanie Nelon, Karen Walters, Jennifer Whittaker, and Krystal Beckley.							
						Item Total for Line # 2	\$8,222.24
3- 1	Fees: eFiling - \$3 per filing + applicable court filing fees pursuant to Government Code eService included at no additional charge Service Date: 2/12/2018 - 2/11/2019 (Renewal)	956/35	5000.0000	UNT	\$1.00000	\$5,000.00	02/12/2018
						Schedule Total	\$5,000.00
Contract ID: 0000002138				ReqID: 0000005704			
1. Extended Credit to allow charge each eFiling against the credit card and invoice monthly (due in 30 days)							
2. Charge \$3 for each eFiling and applicable court service fees (mandatory eService included at no charge). No monthly or annual fees.							
3. Provide training and administrative support (reset passwords, add/delete users, etc.) at no charge.							
OGC Users: David Duncan, Aline Aucoin, Sarah Swanson, David Richards, Jon Lawson, Chris Kadas, Joyce Wendler, Melanie Nelon, Karen Walters, Jennifer Whittaker, and Krystal Beckley.							
						Item Total for Line # 3	\$5,000.00
						Total PO Amount	\$20,000.00

Authorized Signature

[Signature] LTPM

01/31/2018



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Page: 4 of 4

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

[Handwritten Signature] LTPM

01/31/2018