



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 000002333
Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **I** Date: **03/11/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **05/26/16**

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: IP00 - TxDMV Warehouse
 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 is governed by the Department of Information Resources (DIR) Master, Information Technology Staff Augmentation Contact (ITSAC) DIR-SDD-2316. All terms and conditions of the identified ITSAC shall apply to this Purchase Order. Additional TxDMV terms and conditions are found below and, where a conflict exists, supersede the terms and conditions of DIR-SDD-2316.

Services to be provided under this Purchase Order will fall within the guidelines of the IT Staffing Contracts. The IT Title Descriptions with related duties are documented on the DIR website:
<http://www2.dir.state.tx.us/ict/contracts/itstaffingservices/Pages/itstaffingfulltitledescription.aspx>

Either party may terminate this Purchase Order by written notice to the other at any time.

This purchase order may be renewed for additional terms or additional hours with the same Terms Conditions as long as the referenced DIR Contract remains in force, a need exists, and both parties agree and Contractor receives a Purchase Order Change Notice from TxDMV Purchasing Section.

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 will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

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).

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.

Service shall be performed in accordance with DIR's Exhibit A, Terms and Conditions.

Authorized Signature

Paula Kenney, CTM, CTPM

05/26/2016



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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.

Travel expense reimbursement may include car rental, personal mileage and parking (The TxDMV Release of Liability and Holds Harmless Agreement must be fully executed by both the vendor and the contractor and returned to the TxDMV Purchaser at award.) Commercial coach transportation, hotel accommodations and meals may also be reimbursed; provided, however, the amount of reimbursement does not exceed the amounts authorized by the current State Travel Regulations for employees which can be viewed at the following web-site.
<https://fmx.cpa.state.tx.us/fmx/travel/textravel/index.php>

Travel time shall not be included as part of the amounts payable by TxDMV for any services rendered. Anticipated travel expenses must be pre-approved in writing by TxDMV. Travel reimbursement must be itemized on an invoice based on actual cost incurred with a copy of the receipt. Amount listed for travel is an estimate. Travel cost shall not exceed amount listed. Any additional amount shall be pre-approved in writing with TxDMV Purchase Order Change Notice (POCN) that must be issued prior to any additional travel.

Contractor Name: Craig Archer

Work Location: 3800 Jackson Avenue, Bldg. 5, Austin, TX. 78731

Work Hours: Monday through Friday 8:00 AM to 5:00 PM unless otherwise coordinated with supervisor.

Agency Contact: Bonnie Davidson

(512) 465-5621

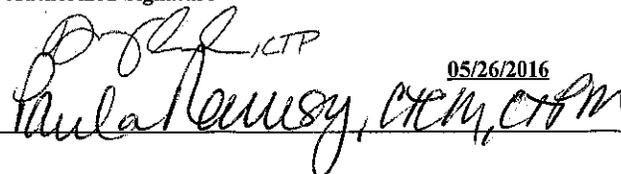
Bonnie.Davidson@TxDMV.gov

POCN1 by Douglas Leach on 05/26/2016

Added Line 2 for an additional 91 hours to extend current term through 08/31/2016.

Added Line 3 to include travel for contractor for period of 05/27/2016 through 08/31/2016.

Authorized Signature


Paula Ramsey, CEM, CFM
05/26/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Category: Project Management Title: Project Manager Level: Project Manager 2 Technology Type: Emerging Contractor: Craig Archer Term of Service: 03/14/2016 through 08/12/2016	962/69	881.0000	HR	\$118.94	\$104,786.14	03/14/2016
						Schedule Total	\$104,786.14
<u>Contract ID:</u> 0000002333				<u>ReqID:</u> 0000002495			
						Item Total for Line # 1	\$104,786.14
2- 1	Category: Project Management Title: Project Manager Level: Project Manager 2 Technology Type: Emerging Contractor: Craig Archer Adding 91 additional hours to extend original term through 08/31/2016	962/69	91.0000	HR	\$118.94	\$10,823.54	05/26/2016
						Schedule Total	\$10,823.54
<u>Contract ID:</u> 0000002333				<u>ReqID:</u> 0000002778			
						Item Total for Line # 2	\$10,823.54

Authorized Signature

[Handwritten Signature]
Paula Ramsey, CTM, CTM
05/26/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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3-1	Travel Contractor: Craig Archer Term of Service: 05/27/2016 through 08/31/2016	962/88	3200.0000	UNT	\$1.00	\$3,200.00	05/26/2016
						Schedule Total	\$3,200.00
Contract ID: 0000002333				ReqID: 0000002778			
						Item Total for Line # 3	\$3,200.00

Total PO Amount

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

Paula Henry, CTCM, CTPM
 05/26/2016