



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000014153

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 03/25/2024    **PO End Date:** 08/31/2024    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** RR DONNELLEY  
 PO BOX 932721  
 CLEVELAND OH 44193-0015  
 United States

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

**Ship To Attention:** Tammy Sue Wooten  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1361004130 6 007

**Purchaser:** Jason K Adams  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** jason.adams@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

All Deliverables shall be provided or performed in accordance with TxDMV's statement of work, and other contractual duties and obligations, which have been provided to the Contractor through RFP 608-24-96646. Additionally, for the avoidance of doubt, by providing the Deliverables contemplated by this Purchase Order, the Contractor agrees to be bound by RFP 608-24-96646 and the attachments incorporated thereto, including, but not limited to, the TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, which are incorporated into this Purchase Order and governs and applies to, all Deliverables provided hereunder. Unless expressly stated otherwise in this Purchase Order, in the event of a conflict, ambiguity, or inconsistency between or among any Contract documents, the following documents, including any amendments thereto, shall control in the specified order of precedence:

- 1) TxDMV Contract Affirmations (<https://www.txdmv.gov/contractors-vendors>)
- 2) TxDMV Contract Terms and Conditions (<https://www.txdmv.gov/contractors-vendors>)
- 3) This Purchase Order
- 4) RFP 608-24-96646 (minus Attachment C),
- 5) Attachment C, Statement of Work,
- 6) Contractor's Completed Attachment A, TxDMV Respondent's Preferences, Affirmations, and Solicitation Acceptance
- 7) Contractor's Completed Attachment F, Price Sheet,
- 8) Contractor's Completed Attachment I, HUB HSP,
- 9) Contractor's Completed Attachment J, Disclosure of Interested Parties, and
- 10) Contractor's Response and other associated documents.

The Purchase Order (PO) is for the Initiation of the new vehicles titles contract. Funds will be added if there is any type of preliminary work conducted by the Contractor. Of note, Any and all product deliveries will not commence until FY25. New funding will be added for FY25.

**Contract Terms and Renewals:**

Initial Term: April 1, 2024 to August 31, 2025 under PO #0000014153.  
 1st Renewal: September 1, 2025 to August 31, 2027  
 2nd Renewal: September 1, 2027 to August 31, 2029  
 3rd Renewal: September 1, 2029 to August 31, 2031  
 4th Renewal: September 1, 2031 to March 31, 2032

**Change Orders:**

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

Authorized Signature

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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.

Special Payment Notes (Advance Payment, Payment Type, etc.)

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).

Delivery:

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately. Enter any other special delivery requirements.

Additionally, this Purchase Order is governed by the current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. These documents can be found at: <http://www.txdmv.gov/contractors-vendors>. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractor's documents, if any.

TxDMV Contract Monitor:

Tammy Wooten  
 tammy.wooten@txdmv.gov

Vendor Contact:

Randy Denbow  
 Global Sales Executive  
 512.422.1452  
 randy.denbow@rrd.com  
 rrd.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Texas Certificate of Title Forms (VTR-30-C)	30101	966/16	1.0000	EA	\$1.00000	\$1.00	03/25/2024
							<b>Schedule Total</b>	<input type="text" value="\$1.00"/>
<b>Contract ID:</b> 0000014153					<b>ReqID:</b> 0000014758			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$1.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Certified Copy of Texas Certificate of Title Forms (VTR-30-CCO)	30101	966/16	1.0000	EA	\$1.00000	\$1.00	03/25/2024
							<b>Schedule Total</b>	<input type="text" value="\$1.00"/>
<b>Contract ID:</b> 0000014153					<b>ReqID:</b> 0000014758			
							<b>Item Total for Line # 2</b>	<input type="text" value="\$1.00"/>

Authorized Signature

*Louis Adams, MS, CTCM, CTCO*

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Texas Salvage Vehicle Title Forms (VTR-222-S)	30101	966/16	1.0000	EA	\$1.00000	\$1.00	03/25/2024
							<b>Schedule Total</b>	<input type="text" value="\$1.00"/>
<b>Contract ID:</b> 0000014153					<b>ReqID:</b> 0000014758			
							<b>Item Total for Line # 3</b>	<input type="text" value="\$1.00"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Texas Nonrepairable Vehicle Title Forms (VTR-222-NR)	30101	966/16	1.0000	EA	\$1.00000	\$1.00	03/25/2024
							<b>Schedule Total</b>	<input type="text" value="\$1.00"/>
<b>Contract ID:</b> 0000014153					<b>ReqID:</b> 0000014758			
							<b>Item Total for Line # 4</b>	<input type="text" value="\$1.00"/>
							<b>Total PO Amount</b>	<input type="text" value="\$4.00"/>

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.

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

**Authorized Signature**  
*James Adams, MS, CTCM, CTCO*  
 04/25/2024