

Texas Department of Motor Vehicles Business Unit # 60800 Purchase Order # 0000014265

Page: 1 of 2

Rev Dt:

PO Date: 04/19/2024 FOB Destination **US MAIL** Ε 08/31/2024 Dispatch Via Print DG

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

PCC:

Vendor: UNITED STATES POSTAL SERVICES

GENERAL MAIL FACILITY ATTN: FINANCE WINDOW

8225 CROSS PARK DR TX 78710-0001

Ship Via:

United States

Payment Terms: Freight Terms:

Ship To: 1P00 - TxDMV Warehouse

PO Method:

4000 Jackson Avenue Austin TX 78731 **United States**

Dispatch:

Ship To Attention:

PO End Date:

Tammy Wooten 4000 Jackson Avenue

Austin TX 78731 **United States**

Vendor ID: 1410760000 0 425

Purchaser: Matthew Terrell Windham

Phone: 512/465-5808 512/465-5641 Fax:

Bill To Fax:

Bill To:

Email: Matthew.Windham@txdmv.gov Bill To Email: DMV FIN-INVOICES@TxDMV.gov

PO Information:

Postage:

General Appropriations Act, Texas Government Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.103

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 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.

Payment Notes:

Funds to be added to TxDMV's USPS Enterprise Payment Account to process the renewal via USPS Enterprise Payment System.

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 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.

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/contractorsvendors. 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 Contractors

Authorized Signature

04/19/2024



Texas Department of Motor Vehicles Business Unit # 60800 Purchase Order # 0000014265

Page: 2 of 2

04/30/2024

documents, if any.			
TxDMV Contract Monitor: Tammy Wooten tammy.wooten@txdmv.gov (512) 465-4016			
Vendor Contact: USPS Customer Service (800) 275-8777			

Quantity: Line-Sch: Line Description: PCA: Class/Item: UOM: **Unit Price:** Extended Amt: Due Date: Renewal Fee for USPS PO 1-1 30101 985/60 1.0000 YR \$1,800.00000 \$1,800.00

Box 26420, 1-Year

Renewal Schedule Total \$1,800.00

 Contract ID:
 ReqID:

 0000014265
 0000014831

Service Period: 05/01/2024 - 04/30/2025

PO Box used for receipt of title documentation.

Box Location: USPS Chimney Corners Facility 3575 Far West Blvd. Austin, TX 78731

Item Total for Line # 1 \$1,800.00

Total PO Amount \$1,800.00

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

04/19/2024