



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000015841

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**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** X **PO Date:** 04/09/2025 **PO End Date:** 08/31/2025 **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:** ACE RELOCATION SYSTEMS, INC  
2312 S OLD BASTROP HWY  
USA  
SAN MARCOS TX 78666-8972  
United States

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

**Ship To Attention:** Christina Mullins Carter

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1910652945 6 \*00

**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:**

Contract Details: # TXMAS-25-96201

Quote Reference No.: 20250331-153734347

**Scope of Work:**

- \* ACE Requires free and clear access at all loading, unloading and work areas during move schedule. Delays due to other trades may result in change order due to stoppage.
- \* ACE will not connect or disconnect any utilities, network, gas, power, etc. from any equipment or devices unless specified in the scope of work.
- \* ACE hours are based on a Portal to Portal timing.
- \* ACE has 5 hours of minimum labor charge per site visit per team.
- \* Texas Department of Motor Vehicles will have an onsite representative at all times during servicing. This may require 2 or more different representatives, one or more at the Origin site(s) and one or more at the Destination site(s).
- \* Texas Department of Motor Vehicles will have any specialized items move-ready before the ACE move team's beginning of the move.
- \* Texas Department of Motor Vehicles will label all items for the move. Labels will indicate the destination space location for ease of delivery. A map of the destination location is preferred if available.
- \* Texas Department of Motor Vehicles will have any equipment or items cleaned, decontaminated, and/or set to "move safe" for the ACE move team's safety.
- \* ACE will move and place items unless specifically noted in the scope of work. Packing and Unpacking are available but at additional time, labor, and cost.
- \* Rates charged are subject to change due to commodity, space requirements, or safety needs.
- \* Onsite securing of devices, equipment, or other items that may require permits is the customer's responsibility.
- \* ACE will provide moving equipment, supplies, and materials unless the customer states they will be providing those materials.
- \* Remove items from the San Antonio office (photos)
- \* Deliver items to Abilene and place
- \* Remove items from the Abilene office (photos)
- \* Deliver items to Austin and place.

**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

**Authorized Signature**

*Jason Adams, MIS, CTM, CTCD*

**04/09/2025**



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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. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. 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 Contractors documents, if any.

**TxDMV Contract Monitor:**

David Schoettle  
David.Schoettle@txdvm.gov  
512-354-0157

**Vendor Contact:**

Ace Relocation Systems, Inc.  
James Misner  
jmisner@acerelocation.com  
acetxmas@acerelocation.com  
619-244-9286

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	TXDMV Office Relocation	30103	962/56	8.0000	EA	\$123.79000	\$990.32	04/09/2025

**Schedule Total**

**Contract ID:**  
0000015841

**ReqID:**  
0000016610

Term: 04/09/2025 to 08/31/2025

1. Move from San Antonio to Abilene
2. Move from Abilene to Austin
3. Move from San Antonio to Abilene.

**Item Total for Line # 1**

**Authorized Signature**

*James Adams, MS, CTCM, CTCO*

**04/09/2025**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	TXDMV Office Relocation	30103	962/56	8.0000	EA	\$123.79000	\$990.32	04/09/2025
							Schedule Total	\$990.32
<u>Contract ID:</u> 0000015841					<u>ReqID:</u> 0000016610			
Term: 04/09/2025 to 08/31/2025 1. Move from San Antonio to Abilene 2. Move from Abilene to Austin								
Item Total for Line # 2								\$990.32

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	TXDMV Office Relocation - Fuel Surcharge	30103	963/79	2.0000	EA	\$300.00000	\$600.00	04/09/2025
							Schedule Total	\$600.00
<u>Contract ID:</u> 0000015841					<u>ReqID:</u> 0000016610			
Term: 04/09/2025 to 08/31/2025								
Item Total for Line # 3								\$600.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	TXDMV Office Relocation - Materials and Equipment	30103	560/61	1.0000	EA	\$125.00000	\$125.00	04/09/2025
							Schedule Total	\$125.00
					<u>ReqID:</u> 0000016610			
Term: 04/09/2025 to 08/31/2025								
Item Total for Line # 4								\$125.00

**Total PO Amount** \$2,705.64

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

*Laura Adams, MS, CTCM, CTCO*

04/09/2025