



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000016307

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**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** S **PO Date:** 07/25/2025 **PO End Date:** 08/31/2025 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** TAYLOR COMMUNICATIONS INC  
PO BOX 840655  
DALLAS TX 75284-0655  
United States

**Ship To:** 1P05 - Huntsville  
Wynne Unit - Tag Plant  
810 FM 2821  
Huntsville TX 77349  
United States

**Vendor ID:** 1811701544 8 003

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

**Ship To Attention:** Tammy Sue Wooten

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

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

**Bill To Fax:**

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

**PO Information:**

The following documents are incorporated by reference and made a part of the Contract for all purposes. In the event of a conflict, ambiguity, or inconsistency between or among the terms and conditions set forth in the documents that comprise the Contract, this 5-page Signature Document will take precedence, followed by its attachments in the following list in the order stated:

- \* Attachment A, TxDMVs Request for Proposals No. 608-25-96636B, including all exhibits thereto; and
- \* Attachment B, Contractor's Solicitation Response.

For the avoidance of doubt, all TxDMV documents take precedence over the Contractors documents and the TxDMV Data Use Agreement, if attached to the Solicitation, takes precedence over all other Contract documents.

**Form Summary**

This Purchase Order/Contract is for the development, printing and delivery of three (3) specialized forms listed below throughout the Purchase Order/Contract Term:

- 1) Form VTR-271-A (Power of Attorney for Transfer of Ownership to a Motor Vehicle)
- 2) Form VTR-41-A (Dealer's Reassignment of Title for a Motor Vehicle)
- 3) Form VTR-71-1 (Auction Sales Receipt)

Initial Contract Term: Contract execution date to 08/31/2027

- \* 1st PO Term: DOE to 08/31/2025
- \* 2nd PO Term: 09/01/2025 to 08/31/2026
- \* 3rd PO Term: 09/01/2026 to 08/31/2027

- 1st optional contract renewal - 09/01/2027 to 08/31/2028
- 2nd optional contract renewal - 09/01/2028 to 08/31/2029
- 3rd optional contract renewal - 09/01/2029 to 08/31/2030

**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

**Authorized Signature**

*Jason Adams, MS, CTCM, CTCO*

**08/05/2025**



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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.

\*\*\*DELIVERY of FY 25 order REQUIRED BY 8/20/25\*\*\*

Forms delivered to Huntsville location at 810 FM 2821, Huntsville, TX 77349

**SPECIAL DELIVERY REQUIREMENTS:**

Deliveries to the Wynne Unit must be made Monday through Friday between the hours of 7:00 am and 10:30 am. Deliveries will be made to a maximum-security prison. Vendors/ Shippers must present a packing slip that will identify the contents of all incoming shipments. The following items will not be allowed on the unit during the delivery process: Phones, tobacco, extra clothing, any type of weapon (knives, firearms etc). The driver will be able to turn these items over to the correctional officer staff while he/ she performs the delivery. They will be returned upon departure from the facility. Also, there are lockers available at the local truck stops where items could be stored while the delivery is made.

Deliveries MUST be scheduled 48 hours in advance by contacting Jennifer Robbins at (512) 465-1278 or at Jennifer.Robbins@txdmv.gov.

Alternate contact is Tammy Wooten at (512) 689-8488 or Tammy.Wooten@txdmv.gov

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:**

Tammy King Wooten  
tammy.wooten@txdmv.gov  
512-689-8488

**Vendor Contact:**

Joe Scardino  
joe.scardino@taylor.com  
(832) 326-0844 (mobile)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	VTR-271-A; Power of Attorney for Transfer of Ownership to a Motor Vehicle	30101	966/36	500.0000	M	\$82.47900	\$41,239.50	07/30/2025

**Schedule Total** \$41,239.50

**Contract ID:**  
0000016307

**ReqID:**  
0000017126

1st PO Term: DOE to 08/31/2025

**Item Total for Line # 1** \$41,239.50

**Authorized Signature**

*Lance Adams, MS, CTCM, CTCO*

**08/05/2025**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	VTR-41-A; Dealer's Reassignment of Title for a Motor Vehicle	30101	966/36	650.0000	M	\$31.49800	\$20,473.70	07/30/2025
							<b>Schedule Total</b>	\$20,473.70
<b>Contract ID:</b> 0000016307					<b>ReqID:</b> 0000017126			
1st PO Term: DOE to 08/31/2025							<b>Item Total for Line # 2</b>	\$20,473.70

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	VTR-71-1; Auction Sales Receipt	30101	966/36	1.0000	M	\$0.00000	\$0.00	07/30/2025
							<b>Schedule Total</b>	\$0.00
<b>Contract ID:</b> 0000016307					<b>ReqID:</b> 0000017126			
1st PO Term: DOE to 08/31/2025							<b>Item Total for Line # 3</b>	\$0.00

**Total PO Amount** \$61,713.20

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*

08/05/2025