



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000008659  
Purchase Order Change Notice (# 6)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 09/01/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 11/10/21  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** BURNHAM PROPERTIES LTD  
PO BOX 522541  
EL PASO TX 79952-0009  
United States

**Ship To:** See Detail Below

**Vendor ID:** 1742883752 4

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

**Purchaser:** Samantha Lavoie  
**Phone:** 512/465-4180  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Samantha.Lavoie@txdmv.gov

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

**PO Information:**

**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 Invoices@txdmv.gov. 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.

**Quantities**

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 purchases 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 quantities.

The link to the TxDMV Terms and Conditions - <http://www.txdmv.gov/contractors-vendors>

**TxDmv Contact:**

Ann Pierce  
Ann.Pierce@TxDMV.gov  
512-465-4100

Texas Facilities Commission  
Jenny Ruiz  
Jenny.Ruiz@tfc.state.tx.us  
512-463-5649

Contract Specialist:  
Samantha Lavoie

**Authorized Signature**

*Samantha Lavoie*

11/15/2021



Texas Department of Motor Vehicles  
Business Unit # 60800  
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Email: samantha.lavoie@txdmv.gov  
Phone: 512-465-4199

TX Gov Code, Sec. 2167.002, Lease payments for district office space for certain agencies and programs.

This is a 60 Month lease beginning November 1, 2017 and ending October 31, 2022.

Previous PO #60800 0000007555.

Current PO #60800 0000008659.

POCN #1, dated 10/28/2020, PCampos

Add line #2, amount \$47,467.50;

Original PO amount: \$56,565.00

New PO amount: \$104,032.50

Reason: add adjusted CPI fy21 funding for remaining term, beginning Nov. 1, 2020 end Aug. 31, 2021. Reference TX Facilities Commission letter entitled "CPI Lease adjustment.", attached.

Change contract specialist from Virginia Turrubiarte to Patricia Campos

Original terms and conditions shall remain the same.

POCN#2, DATED 10/29/2020, PCAMPOS

line #1, decrease qty from 12 to 2 months.

decrease amount by \$47,137.50; new line amt. 9,427.50

Original PO total amount: \$104,032.50

New PO total amount: \$56,895.00

Reason: line #1, decrease monthly qty due to TFC CPI cost adjustment notification. This line is for months 35 - 46 of a 60 month lease. Term: September 1, 2020 through August 31, 2021

Line #2 was created to show new monthly lease cost, effective Nov 1, 2020.

Original terms and conditions shall remain the same.

POCN#3 SLavoie 8/5/21 - Changed buyer to SLavoie. Added line #3 to encumber funds for months 47- 58 of a 60 month lease. Service Term: September 1, 2021 through August 31, 2022.

Future requisition:

Months 59 and 60 (September 1, 2022 through October 31, 2022)

POCN#4 SLavoie 8/11/21 Updated shipping address to IP13.

POCN#5 SLavoie 8/11/21 Updated shipping address to the correct address of IP09.

POCN#6 SLavoie 11/10/21 Added line #4 to encumber funds to account for a monthly rent increase Effective November 1, 2021. Rent is increasing \$137.66 per month resulting in a new rent amount of \$4,884.41 per month.

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*Samantha Lavoie*

11/15/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Lease 10263 El Paso Regional Service Center (Months 35 - 46)	971/45	2.0000	MO	\$4,713.75000	\$9,427.50	08/25/2020
Term: September 1, 2020 - October 31, 2020							
<b>Ship To:</b> 1P09		<b>Delivery Instructions:</b>					
1227 Lee Trevino, Ste. 100 El Paso TX 79907 United States							
						<b>Schedule Total</b>	\$9,427.50
<b>Contract ID:</b> 0000008659				<b>ReqID:</b> 0000009482			
						<b>Item Total for Line # 1</b>	\$9,427.50
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	CPI Lease Payment Adjustment Notification - Lease 10263 El Paso.	971/45	10.0000	MO	\$4,746.75000	\$47,467.50	10/28/2020
Term: November 1, 2020 - August 31, 2021							
<b>Ship To:</b> 1P09		<b>Delivery Instructions:</b>					
1227 Lee Trevino, Ste. 100 El Paso TX 79907 United States							
						<b>Schedule Total</b>	\$47,467.50
<b>Contract ID:</b> 0000008659				<b>ReqID:</b> 0000009840			
						<b>Item Total for Line # 2</b>	\$47,467.50

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Lease 10263 El Paso Regional Service Center. Months 47 - 58 of a 60 month lease.	971/45	12.0000	MO	\$4,746.75000	\$56,961.00	08/13/2021
Term: September 1, 2021 - August 31, 2022.							
Ship To: 1P09		Delivery Instructions:					
1227 Lee Trevino, Ste. 100 El Paso TX 79907 United States							
						Schedule Total	\$56,961.00
Contract ID: 0000008659				ReqID: 0000010769			
						Item Total for Line # 3	\$56,961.00

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Lease 10263 El Paso - CPI Lease Payment Adjustment - Effective November 1, 2021	971/45	10.0000	MO	\$137.66000	\$1,376.60	11/10/2021
Term: November 1, 2021 - August 31, 2022							
Ship To: 1P12		Delivery Instructions:					
4000 Jackson Avenue Austin TX 78731 United States							
						Schedule Total	\$1,376.60
Contract ID: 0000008659				ReqID: 0000011263			
						Item Total for Line # 4	\$1,376.60

Total PO Amount \$115,232.60

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.

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