



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008664  
 Purchase Order Change Notice (# 4)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 09/01/20 **PO Method:** LS **Dispatch:** Dispatch **Rev Dt:** 12/30/21  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** PURPLE TREE LLC  
 1925 E BELT LINE RD STE 105  
 CARROLLTON TX 75006-5816  
 United States

**Ship To:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1815373131 2

**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.

**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

**TXDMV Contract Specialist**

Samantha Lavoie  
 samantha.lavoie@txdmv.gov

**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.

**Authorized Signature**

*Samantha Lavoie*

12/30/2021



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

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

Previous PO #8115 for months 1-5. Term of Lease: April 1, 2020 through March 31, 2025

PO #8664. Term of Lease: April 1, 2020 through March 31, 2025  
 Initial PO #8664 is for months 6 - 17 of a 60 month lease. Term: September 1, 2020 through August 31, 2021

-

POCN #1 - 04/27/2021 - Received CPI notification from Texas Facilities Commission on April 16, 2021 for monthly lease amount increase.

POCN #2 - 8/5/21 SLavoie Added line 3 to encumber funds for months 18 -29 of a 60 month lease. Service Term: September 1, 2021 through August 31, 2022.

Future requisitions  
 Months 30 - 41 (September 1, 2022 through August 31, 2023)  
 Months 42 - 53 (September 1, 2023 through August 31, 2024)  
 Months 54 - 60 (September 1, 2024 through March 31, 2025)

POCN#3 SLavoie 12/30/21 - Received a Change of Lessor Notification effective 12/01/21. Reduced the number of months in line #3 to cover 2021 through the end of November, and released the remaining funds back to the budget. Program will submit a new requisition in order to have a new PO dispatched for the new Lessor.

POCN#4 SLavoie 12/30/21 - Updated the Details Description on line #3 from "Months 18-29" to "Months 18-20", to correctly reflect the number of months funded by line #3. No other changes made.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Lease 7959 Carrollton Regional Service Center (Months 6 - 17)	971/45	12.0000	MO	\$10,544.49000	\$126,533.88	08/26/2020
						<b>Schedule Total</b>	<b>\$126,533.88</b>
<b>Contract ID:</b> 000000104				<b>ReqID:</b> 000009486			
						<b>Item Total for Line # 1</b>	<b>\$126,533.88</b>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	CPI Lease Payment Adjustment effective April 1, 2021.	971/45	5.0000	MO	\$84.36000	\$421.80	05/04/2021
						<b>Schedule Total</b>	<b>\$421.80</b>
<b>Contract ID:</b> 000000104				<b>ReqID:</b> 0000010371			
						<b>Item Total for Line # 2</b>	<b>\$421.80</b>

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Lease 7959 Carrollton Regional Service Center. Months 18 - 20 of a 60 month lease. Term September 1, 2021- November 30, 2021	971/45	3.0000	MO	\$10,628.85000	\$31,886.55	08/13/2021
						<b>Schedule Total</b>	<input type="text" value="\$31,886.55"/>
<b>Contract ID:</b> 000000104				<b>ReqID:</b> 0000010768			
						<b>Item Total for Line # 3</b>	<input type="text" value="\$31,886.55"/>

**Total PO Amount**

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>

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