



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000010615

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 01/05/22 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** BELTLINE PROPERTY MANAGEMENT LLC  
 615 N UPPER BROADWAY ST STE 101  
 CORPUS CHRISTI TX 78401-0702  
 United States

**Ship To:** 1P08 - Dallas Region  
 1925 E. Beltline, Ste. 100  
 Carrollton TX 75006  
 United States

**Vendor ID:** 1873490026 1

**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 Contract Specialist:**  
 Samantha Lavoie  
 Samantha.lavoie@txdmv.gov  
 512-465-4199

**Contract Monitors:**  
 Ann Pierce  
 Ann.Pierce@TxDMV.gov  
 512-465-4100

**Requestor:** Monica Hernandez

**Authorized Signature**

*Samantha Lavoie*

01/06/2022



Texas Department of Motor Vehicles  
 Business Unit # 60800  
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Monica.Hernandez@TxDMV.gov  
 512-465-1261

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

Term of Lease: April 1, 2020 through March 31, 2025

Received Change of Lessor Notification from Texas Facilities Commission effective December 1, 2021.

PO#10615 replaces PO#8664 with a term of service beginning December 1, 2021 and ending August 31, 2022 (Months 21 - 29 of a 60 month lease.)

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)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Lease 7959 Carrollton Regional Service Center located at 1925 E. Beltline Rd., Suite 100 Carrollton, TX 75006.	971/45	9.0000	MO	\$10,628.85000	\$95,659.65	01/06/2022
	Term of Service: December 1, 2021 - August 31, 2022						
						<b>Schedule Total</b>	\$95,659.65

**Contract ID:**  
0000010615

**ReqID:**  
0000011471

**Item Total for Line # 1** \$95,659.65

**Total PO Amount** \$95,659.65

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

*Samantha Lavoie*

01/06/2022