



Texas Department of Motor Vehicles

Business Unit # 60800
Purchase Order # 0000011436
Purchase Order Change Notice (# 1)

Payment Terms: NET30
Freight Terms: FOB Destination
Ship Via: US MAIL
PCC: 0
PO Date: 08/02/2022
PO End Date: 08/31/2023
PO Method: LS
Dispatch: Dispatch Via Print
Rev Dt: 03/21/2023
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: BELTLINE PROPERTY MANAGEMENT LLC
ATTN: LORNA TEMPLE, ASSET MANAGER
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 1 001

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Jimmy Lee Smartt
Phone: 512/465-4180
Fax: 512/465-5641

Bill To Fax:

Email: jimmy.smartt@txdmv.gov

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

PO Information:

POCN # 1 03/21/2023 - Jimmy Smartt
Added Line 2 to reflect a \$334.81 per month rent increase effective April 01, 2023.

Lease Terms:

Months 1-5 (April 1, 2020 through August 31, 2020)
Months 6-17 (September 1, 2020 through August 31, 2021) PO # 0000008664
Months 18-20 (September 1, 2021 through November 30, 2021) PO # 0000008664
Months 21-29 (December 1, 2021 through August 31, 2022) PO # 0000010615
Months 30 - 41 (September 1, 2022 through August 31, 2023) PO # 0000011436
Months 42 - 53 (September 1, 2023 through August 31, 2024)
Months 54 - 60 (September 1, 2024 through March 31, 2025)

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 correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

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.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: http://www.txdmv.gov/contractors-vendors

Authorized Signature

Jimmy L. Smartt

03/21/2023



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011436  
 Purchase Order Change Notice (# 1)

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

**TxDMV Contract Monitors:**

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

Monica Hernandez  
 Monica.Hernandez@TxDMV.gov  
 512-465-1261

**Property Manager:**

Tyko Management  
 accounting@tykomanagement.com;  
 angie@tykomanagement.com;  
 lorna@tykomanagement.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Lease 7959 Carrollton Regional Service Center. Months 30 - 41 of a 60 month lease. Term of Service: September 1, 2022 - August 31, 2023.	30103	971/45	12.0000	MO	\$10,628.85000	\$127,546.20	09/01/2022	
							<b>Schedule Total</b>	<input type="text" value="\$127,546.20"/>	
<b>Contract ID:</b> 0000010615					<b>ReqID:</b> 0000012200				
							<b>Item Total for Line # 1</b>	<input type="text" value="\$127,546.20"/>	

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Consumer Price Index (CPI) Lease Payment Adjustment effective April 1, 2023	30103	971/45	5.0000	MO	\$334.81000	\$1,674.05	03/24/2023	
							<b>Schedule Total</b>	<input type="text" value="\$1,674.05"/>	
<b>Contract ID:</b> 0000010615					<b>ReqID:</b> 0000013161				
							<b>Item Total for Line # 2</b>	<input type="text" value="\$1,674.05"/>	

**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>

Authorized Signature

*Jimmy L. Smartt*

03/21/2023