



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013100
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 08/09/2023 **PO End Date:** 08/31/2024 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 10/31/2023
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: 1P09 - El Paso Region
 1227 Lee Trevino, Ste. 100
 El Paso TX 79907
 United States

Ship To Attention: Monica C Hernandez
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1742883752 4 003

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN #1 (Matthew Windham 10/31/2023):
 Added Line 2 for lease space rent increase per CPI Lease Payment Adjustment Notification for Lease #10263 El Paso. Effective November 1, 2023, for the lease space occupied by the Texas Department of Motor Vehicles (DMV), the total rent amount will be increased by \$88.15 per month at \$16.78 annual rate per square foot for 3,771 usable square feet, resulting in a new rent amount of \$5,273.28 per month. PO total increased from \$62,221.56 to \$63,103.06 for lease period.

This purchase order adds FY24 funds for the 120 month Lease Renewal Amendment for Lease #10263 El Paso. This purchase order replaces PO #60800 0000011939 upon its expiration on August 31, 2023.

- 120 Month Lease Term: November 1, 2022 through October 31, 2032
- Months 1-10: November 1, 2022 through August 31, 2023 - PO #60800 0000011939
- Months 11-22: September 1, 2023 through August 31, 2024 - PO #60800 0000013100
- Months 23-34: September 1, 2024 through August 31, 2025
- Months 35-46: September 1, 2025 through August 31, 2026
- Months 47-58: September 1, 2026 through August 31, 2027
- Months 59-70: September 1, 2027 through August 31, 2028
- Months 71-82: September 1, 2028 through August 31, 2029
- Months 83-94: September 1, 2029 through August 31, 2030
- Months 95-106: September 1, 2030 through August 31, 2031
- Months 107-118: September 1, 2031 through August 31, 2032
- Months 119-120: September 1, 2032 through October 31, 2032

NOTE: Effective November 1, 2027 the cost per month will be \$5,970.75.

Monthly cost per Lease Renewal Amendment for Lease: 10263 El Paso

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

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

Authorized Signature

10/31/2023



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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.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

TxDMV Contract Monitor:

Donny Ruemke
 donny.ruemke@txdmv.gov
 (512) 465-4089

TxDMV Contact:

Monica Hernandez
 monica.hernandez@txdmv.gov
 (512) 465-1261

Texas Facilities Commission Contact:

Laura Mangalindan
 laura.mangalindan@tfc.texas.gov
 (512) 463-3160

Lessor Contact:

Patrick Gordon
 manager@vistastarinc.com
 (915) 544-7733

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Lease Renewal for Lease #10263 El Paso Regional Service Center. Months 11-22 of a 120 month lease	30103	971/45	12.0000	MO	\$5,185.13000	\$62,221.56	08/31/2023
							Schedule Total	\$62,221.56
Contract ID: 0000011939					ReqID: 0000013617			
Current Lease Period: Months 11-22: September 1, 2023 through August 31, 2024								
Overall Lease Period: November 1, 2022 through October 31, 2032 (120 months)								
Lease Location: El Paso RSC 1227 Lee Trevino, Suite 100 El Paso, TX 79907								
							Item Total for Line # 1	\$62,221.56

Authorized Signature

Matthew Windham

10/31/2023



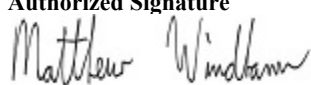
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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Consumer Price Index (CPI) Lease Payment Adjustment Effective November 1, 2023.	30103	971/45	10.0000	MO	\$88.15000	\$881.50	10/31/2023	
							Schedule Total	<input type="text" value="\$881.50"/>	
Contract ID: 0000011939					ReqID: 0000014208				
Term: November 1, 2023 through August 31, 2024							Item Total for Line # 2	<input type="text" value="\$881.50"/>	

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

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