



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013154  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 08/15/2023    **PO End Date:** 08/31/2024    **PO Method:** LS    **Dispatch:** Dispatch Via Print    **Rev Dt:** 10/25/2023  
**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** RIVERGATE PROPERTIES LLC  
 2339 COMMERCE ST STE 170  
 HOUSTON TX 77002-2319  
 United States

**Ship To:** 1P16 - Houston Region  
 2110 E. Governors Circle  
 Houston TX 77092  
 United States

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

**Vendor ID:** 1823801755 4 000

**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 10/25/2023):  
 Added Line 5 for lease space rent increase per CPI Lease Payment Adjustment Notification for Lease 20399 Houston. 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 \$420.84 per month for 11,554 usable square feet, resulting in a new rent amount of \$25,175.99 per month. PO total increased from \$344,261.80 to \$348,470.20 for FY24 lease period.

This purchase order adds FY24 funds for the 120 month lease for Lease #20399 Houston. This purchase order replaces PO #0000011461 upon its expiration on August 31, 2023.

**Lease Terms:**  
 Months 59 - 70: September 1, 2019 through August 31, 2020 - PO # 0000007318  
 Months 71 - 82: September 1, 2020 through August, 31, 2021 - PO # 0000007318  
 Months 83 - 94: September 1, 2021 through August 31, 2022 - PO # 0000007318  
 Months 95 - 106: September 1, 2022 through August 31, 2023 - PO # 0000011461  
 Months 107 - 118: September 1, 2023 through August 31, 2024 - PO # 0000013154  
 Months 119 - 120: September 1, 2024 through October 24, 2024

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

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

**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.

Authorized Signature

10/25/2023



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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

Vendor Contact:

Rivergate Properties LLC  
 c/o Rifle Real Estate Company  
 Attn: Kailub Feazell  
 kailub@riflere.com  
 (713) 527-2156

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Lease 20399 Houston Regional Service Center, Months 107 - 118 of a 120 month lease	30103	971/45	12.0000	MO	\$24,755.15000	\$297,061.80	08/31/2023
							<b>Schedule Total</b>	<b>\$297,061.80</b>

**Contract ID:**  
0000011461

**ReqID:**  
0000013623

Term: September 1, 2023 through August 31, 2024

**Item Total for Line # 1** **\$297,061.80**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Water Meter Consumption and Irrigation Meter Consumption (City of Houston)	30103	910/63	5000.0000	UNT	\$1.00000	\$5,000.00	08/31/2023
							<b>Schedule Total</b>	<b>\$5,000.00</b>

**Contract ID:**  
0000011461

**ReqID:**  
0000013623

Water Meter Number: 06299350-BA-1.500  
 Irrigation Meter Number: 15220866-BA-1.500

Term of Service: 09/01/2023 - 08/31/2024

**Item Total for Line # 2** **\$5,000.00**

Authorized Signature

*Matthew Windham*

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Gas Usage (CenterPoint Energy)	30103	910/63	1200.0000	UNT	\$1.00000	\$1,200.00	08/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,200.00"/>
<b>Contract ID:</b> 0000011461					<b>ReqID:</b> 0000013623			
Meter Number: 9519300055176								
Term of Service: 09/01/2023 - 08/31/2024								
							<b>Item Total for Line # 3</b>	<input type="text" value="\$1,200.00"/>
4-1	Electric Service (Freepoint Energy Solutions)	30103	911/75	41000.0000	UNT	\$1.00000	\$41,000.00	08/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$41,000.00"/>
<b>Contract ID:</b> 0000011461					<b>ReqID:</b> 0000013623			
Meter Number: I87551086								
Term of Service: 09/01/2023 - 08/31/2024								
							<b>Item Total for Line # 4</b>	<input type="text" value="\$41,000.00"/>
5-1	Consumer Price Index (CPI) Lease Payment Adjustment effective November 1, 2023	30103	971/45	10.0000	MO	\$420.84000	\$4,208.40	10/25/2023
							<b>Schedule Total</b>	<input type="text" value="\$4,208.40"/>
<b>Contract ID:</b> 0000011461					<b>ReqID:</b> 0000014154			
Term: November 1, 2023 through August 31, 2024								
							<b>Item Total for Line # 5</b>	<input type="text" value="\$4,208.40"/>

**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

*Matthew Windham*

10/25/2023