Texas Department of Motor Vehicles

Business Unit # 60800
Purchase Order # 0000018074

Payment Terms:	Freight Terms:	Ship Via:	PCC:	PO Date:	PO End Date:	PO Method:	Dispatch:	Rev Dt:
NET30	FOB Destination	US MAIL	0	08/17/2026	08/31/2027	LS	Dispatch Via Print	

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: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Ship To Attention: Brandy Monique Garcia

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1742883752 4 003

Purchaser: Jason K Adams
Phone: 512/465-4181
Fax: 512/465-5641

Bill To Fax:

Email: jason.adams@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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

120 Month Lease Term: 11/1/2022 - 10/31/2032

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 - PO #60800 0000014873
Months 35-46: September 1, 2025 through August 31, 2026 - PO #60800 0000016316
Months 47-58: September 1, 2026 through August 31, 2027 - PO #60800 0000018074
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.

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.
Special Payment Notes (Advance Payment, Payment Type, etc.)

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

Authorized Signature

Jason Adams, MS, CTCM, CTCD

08/18/2026

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. Enter any other special delivery requirements.

Additionally, this Purchase Order is governed by the current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. These documents can be found at: http://www.txdmv.gov/contractors-vendors. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractor's documents, if any.

TxDMV Contract Representative:
Lori Burns
Lori.Burns@tsdmv.gov
512-431-4772

TxDMV Contact:
Brandy Garcia
brandy.garcia@txdmv.gov
(512) 465-1261

Texas Facilities Commission Contact:
Jenny Ruiz
jenny.ruiz@tfc.texas.gov
(512) 475-2438

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 10263 El Paso Regional Service Center.	30103	971/45	12.0000	MO	$5,336.56000	$64,038.72	08/18/2026

Schedule Total $64,038.72

Contract ID:
0000011939

ReqID:
0000019060

Term: 09/01/2026 to 08/31/2027

Item Total for Line # 1 $64,038.72

Total PO Amount $64,038.72

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.

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

Authorized Signature
Laura Adams, MS, CTCM, CTCD
08/18/2026