



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000014377

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** E    **PO Date:** 05/15/2024    **PO End Date:** 08/31/2024    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** HERTZ HOUSTON BROOKHOLLOW LP  
 PO BOX 3500  
 PITTSBURGH PA 15230-3500  
 United States

**Ship To:** See Detail Below

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

**Vendor ID:** 1824042761 9 000

**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:**

Initial Term of Lease: 06/01/2024 to 05/31/2025.

Initial Funding of Lease: 06/01/2024 to 08/31/2024 under PO #0000014377.

A new purchase order will be issued prior to 09/01/2024 for FY25.

**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 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. 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 Contractors

**Authorized Signature**

*Jason Adams, MIS, CTCP, CTCO*

05/22/2024



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documents, if any.

TxDMV Contract Monitor:  
 David Schoettle  
 David.Schoettle@TxDMV.gov  
 512-465-4100

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

RSC Contact  
 Esteban Sanchez  
 esteban.sanchez@txdmv.gov  
 (281) 685-5676 (cell)  
 (713) 316-6128 (office)

Vendor Contact:  
 Mary Hoover, CPM | Senior Property Manager  
 HERTZ HOUSTON BROOKHOLLOW, LP | A HERTZ INVESTMENT GROUP PROPERTY  
 2900 North Loop West, Suite 160. | Houston, Texas 77092  
 713.255.2340 Main | 832-256-6306 Cell  
 mary.hoover@hertzgroup.com | www.hertzgroup.com  
 www.brookhollowcentral.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Monthly Parking Lease	30103	971/55	3.0000	MO	\$900.00000	\$2,700.00	05/15/2024

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

**Delivery Instructions:**

**Schedule Total**

**Contract ID:**  
 0000014377

**ReqID:**  
 0000014121

Location: 2800 North Loop West, Houston, TX 77900.  
 Term: June 1, 2024 to August 31, 2024.

**Item Total for Line # 1**

Authorized Signature

*Louis Adams, MS, CTCM, CTCO*

05/22/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Processing Fee for Each New Parking Access Cards	30103	963/39	20.0000	EA	\$25.00000	\$500.00	05/15/2024
<b>Ship To:</b> 1P12		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
<b>Contract ID:</b> 0000014377						<b>ReqID:</b> 0000014121		<b>Schedule Total</b> <input type="text" value="\$500.00"/>
Location: 2800 North Loop West, Houston, TX 77900. Term: June 1, 2024 to August 31, 2024.								<b>Item Total for Line # 2</b> <input type="text" value="\$500.00"/>

**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

*James Adams, MS, CTCM, CTCO*

05/22/2024