



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016316

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Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 09/01/2025 **PO End Date:** 08/31/2026 **PO Method:** LS **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor ID: 1742883752 4 003

Purchaser: Quynh-Nhi Ge
Phone: 512/465-4193
Fax: 512/465-5641

Ship To Attention: Monica C Hernandez

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Email: Nhi.Ge@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

This purchase order adds FY26 funds for the 120 month Lease Renewal Amendment for Lease #10263 El Paso. This purchase order replaces PO #60800 0000014873 upon its expiration on August 31, 2025.

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 - 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
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 CPI Lease Payment Adjustment Notification 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 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

07/29/2025



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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 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 documents, if any.

TxDMV Contract Monitor:

Lori Burns
Lori.Burns@tsdmv.gov
512-431-4772

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 10263 El Paso Regional Service Center. Term: 9/1/2025 - 8/31/2026 (Months 35 - 46 of a 120- month lease).	30103	971/45	12.0000	MO	\$5,336.56000	\$64,038.72	07/28/2025

Schedule Total \$64,038.72

Contract ID:

0000011939

ReqID:

0000017148

Current Lease Period: Months 11-22: September 1, 2025 through August 31, 2026
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 \$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.

Authorized Signature

07/29/2025



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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

A handwritten signature in black ink, appearing to read "Quynh H. G.", written over a light gray rectangular background.

07/29/2025