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PURCHASE REQUISITION

Texas
Juvenile
Justice
Department

Lease #694B-52-03-Dallas

Requisition Number: LHH112 Date Submitted: 2/8/2012 Date Required: 9/1/2013
 Purpose: Lease Renewal for Halfway House - Cottrell
 Requestor: Kimbla Newsom Signature: _____
 Requesting Department: State Programs & Facilities Telephone: 424-6139 Fax: 424-6040
 Delivery Location of Products: _____ City: Dallas
 Person Receiving Goods or Services: Priscilla Johnson Telephone: 214-388-5497

PCA	Activity	Location	Object	Project Grant	Grant Name	FY	Amount	Percentage
14052	231	52	574680			14-18		

Estimated Total: \$0.00 0%

Suggested Vendor: W O Davis Realty, LP Vendor ID#: _____
 Address 1: _____ Contact Name: _____
 Address 2: _____ Telephone: _____
 City: _____ Fax: _____
 State: _____ Zip: _____ Email: rsmith@mspc.com

Attachments: Quote/Proposal: Statement of Work: Contract: Proprietary Justification:

Item #	Class/Item	Description of Goods or Services/Part Number	Qty	Unit	Unit Price	Total
	971-64	5-year renewal at rate of \$6,796.57/month = \$407,794.20 (CB)				0.00
	971-45					0.00
		Annual Cost: \$81,558.84 (CB)				0.00
						0.00
						0.00
						0.00
						0.00
						0.00

If Contract New: Renewal: Amendment: Estimated Total: \$0.00
 Number: _____ Start Date: 9/1/2013 End Date: 8/31/2018

Approver:	Name:	Signature:	Date
Requesting Department Head	Kimbla Newsom	<i>Kimbla Newsom</i>	2/8/13
Requesting Division Director:	Teresa Stroud	<i>Teresa Stroud</i>	2/12/13
Superintendent/CLA:			
Facility Business Coordinator:			
IRD Approval:			
Construction Director:			
Budget/Grant Approval:	Nick Satterfield	<i>Nick Satterfield</i>	5-13-13
Senior Director of Finance & Technology	Linda Brooks	<i>Linda Brooks</i>	6-20-13
Interim Chief Financial Officer	Mick Smith	<i>Mick Smith</i>	
Requesting Department Head			
Executive Director			

To be completed by the Purchaser

Purchase Order: SmartBuy PO: Procurement Card: Petty Cash: Other:
 Purchaser Signature: _____ Date: _____
 Received by Signature: _____ Date Received: _____



Texas Juvenile Justice Department

Business Operations & Contracts

ROUTING FORM

Purchasing Received Date: 05/14/2013		CONTACT INFORMATION		Contract and/or Purchase Order Number: Lease 694B-52-03 Dallas/LHH112	
Date Routed: 05/20/2013		Prepared by: Connie Booker		Start Date: 09/01/2003	
PCA/Activity/Location Code: 14052 / 0231 / 52		Assigned Purchaser/Contract Specialist: Connie Booker		End Date: 08/31/2018	

ITEM JUSTIFICATION (Attach necessary documentation) Make sure BSD-008/BSD-105 and ACC-905 (if applicable) must be attached before approval process

W.O. Davis Realty, LP – Lease Renewal for Cottrell Halfway House from September 1, 2013 through August 31, 2018. Rate: \$6,796.57/month

Total NTE Amount: \$6,796.57 per month (NTE \$81,558.84 annually) New/Renewal/Amendment: #1

GAP/Legal Cite Requirement: (over)
 GAP385.1101 TGC 2254 TGC 2155 TGC 2167 TGC 771 TGC 791 HRC Title 3

APPROVAL AUTHORITIES

Contract Administration Manager – Connie Booker

Approve Disapprove

Connie Booker Signature 5/23/2013 Date

Director of Business Operations & Contracts – Kenneth Ming

Approve Disapprove

Kenneth Ming Signature 5/23/2013 Date

Office of General Counsel – Staff Attorney

Approve Disapprove

[Signature] Signature 5-24-13 Date

Sr. Director for State Programs & Facilities – Teresa Stroud

Approve Disapprove

Teresa Stroud Signature 6/14/13 Date

Chief of Staff / Interim Chief Financial Officer - Linda Brooke

Approve Disapprove

Linda Brooke Signature 6-20-13 Date

Executive Director – Mike Griffiths

Approve Disapprove

Mike Griffiths Signature 6-26-13 Date

RETURN TO BUSINESS SERVICES
Date Distribution Completed: _____ Initials: _____

Summary

Introduction: This lease was originally awarded for an initial term of ten years beginning on September 1, 2003 through August 31, 2013 for the juvenile residential halfway house program at Cottrell House for youth under its care.

Current Action: Amendment 1 is being issued to exercise TJJD’s option to renew this lease for an additional five-year term ending August 31, 2018, in accordance with Section 4(B) of the lease agreement.

Please provide any comments below