

RECEIVING

**PURCHASE ORDER**  
**TEXAS A&M FOREST SERVICE**  
**PURCHASING DEPARTMENT**

Order Date  
08/22/2024

Page 01

200 Technology Way, Suite 1120, College Station, TX 77845-3424; Phone 979-458-7380, FAX 979-458-7386

Purchase Order No.	(Include this number on all correspondence and packages)
P500068	

VENDOR GUARANTEES  
 MERCHANDISE DELIVERED ON  
 THIS ORDER WILL MEET OR  
 EXCEED SPECIFICATIONS IN  
 THE BID INVITATION.

<b>VENDOR</b>
17560005427 CITY OF GRANBURY PO BOX 969 GRANBURY, TX 76048

ALL TERMS AND  
 CONDITIONS SET  
 FORTH IN OUR BID  
 INVITATION BECOME  
 A PART OF THIS  
 ORDER.

<b>INVOICE TO:</b>
TEXAS A&M FOREST SERVICE GRANBURY OFFICE PO BOX 69 GRANBURY TX 76048
<b>SHIP TO:</b>
TEXAS A&M FOREST SERVICE GRANBURY OFFICE 450 HOWARD CLEMMONS DR GRANBURY TX 76048

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE APPROVED  
 BY THE TEXAS A&M FOREST SERVICE PURCHASING DEPARTMENT **BEFORE** TO SHIPPING.

PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED  
 PAYMENT WILL BE DELAYED.

Item	Description	Quantity	UOM	Unit Price	Ext Price
	USER REF: 000000-VKM				
1	Granbury office monthly lease payment	12	MO	1,348.300	16,179.60
				TOTAL	16,179.60
	***** NET 30 *****				
	NOTE TO VENDOR: "SHIP TO" AND "INVOICE TO" ADDRESSES MAY DIFFER. FAILURE TO SUBMIT INVOICE TO PROPER ADDRESS MAY RESULT IN DELAYED PAYMENT.				
	LEASE TERM 60 MONTHS 4/1/23-3/31/28 ATTACHED				
	REPRESENTS 29 OF 60 MONTHS 9/1/24-8/31/25				
	OGC FILE #2004-0009038				
	VENDOR QUOTE: LEASE VENDOR REF: CITY OF GRANBURY				
	Purchase made by an Institution of Higher Education, Section 51.9335 Education Code.				
	CC      FY      ACCOUNT NO.      DEPT.				
	--      ---      -----      ----				
	11      2025      124045-00055-5860      FOPS			4,853.88	
	11      2025      116024-00000-5860      FANA			11,325.72	
	DOCUMENT DATE: 08/22/2024				
	DEPT. CONTACT: VANESSA MOORE PHONE NO.: 817-753-0851				

CEC

Texas A&amp;M Forest Service cannot accept collect freight shipments.

FOB: DESTINATION FRT INCLUDED

Terms:

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions nor cancellations permitted without prior approval of Purchasing Department.

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST BE PLACED IN THE  
 DEPARTMENT RECEIVING ROOM BY

The State of Texas is exempt from all Federal Excise Taxes.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309 (4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

The Terms and Conditions of the State of Texas shall prevail.

THIS ORDER IS NOT VALID UNLESS SIGNED BY THE PURCHASING AGENT



PURCHASING AGENT FOR

TEXAS A&amp;M FOREST SERVICE

RECEIVING

**PURCHASE ORDER**  
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PAYMENT WILL BE DELAYED.

Item	Description	Quantity	UOM	Unit Price	Ext Price
CEC	PCC CD: 9  TYPE FUND: TYPE ORDER:				

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*Chun E. [Signature]*

PURCHASING AGENT FOR

**TEXAS A&M FOREST SERVICE**



## AGREEMENT FOR LEASE OF SPACE

This Agreement for Lease of Space ("Lease") is effective the 1st day of April, 2023, by and between **CITY OF GRANBURY** as landlord (the "**CITY**"), and the **BOARD OF REGENTS OF THE TEXAS A&M UNIVERSITY SYSTEM**, an agency of the State of Texas, as Tenant ("**A&M SYSTEM**"), for the use and benefit of **TEXAS A&M FOREST SERVICE** ("**TFS**").

### ARTICLE 1 PREMISES

- 1.1 Exclusive Use. Except as provided in paragraph 1.3, **CITY**, in consideration of the mutual covenants and obligations of this Lease, hereby leases to **A&M SYSTEM** the exclusive use of 5,000 square feet of office space and bay area located at 450 Howard Clemmons Road, Granbury Texas 76048, (the "Leased Premises") for housing the Granbury Regional Fire Coordinator.
- 1.2 Common Use. **A&M SYSTEM** will have non-exclusive use with **CITY** and other complex tenants of the "Common Area" or those areas open for use by the general public, including but not limited to:
- A. Entryway, lobby area, hallways, elevators, stairwells;
  - B. Public restrooms and water fountain facilities;
  - C. Vending machines; and
  - D. Kitchen and dining facilities.
- 1.3 Shared Use. The City of Granbury Fire Department will have the right to utilize the open areas for meetings as needed upon notification to **A&M SYSTEM**. The term "open areas" means: one bay area and one office in the building, both of which are identified in green coloring on the floor plan which attached hereto as Exhibit "A" and incorporated herein for all purposes.
- 1.4 Right of Entry. **CITY** retains the right to enter into the Leased Premises during the hours of 7:00 a.m.-6:00 p.m., provided prior notice, provided as soon as reasonably practicable, has been given to **A&M SYSTEM** (specifying the anticipated date and time of entry). **CITY** may enter into the Leased Premises without having given prior notice, if an emergency situation arises, to repair any damage, in the event of default by **A&M SYSTEM**, or any other purpose allowed by this Lease or by law. Such entry by **CITY** will not constitute an eviction or disturbance of **A&M SYSTEM**'s use and possession of the Leased Premises, will not render **CITY** liable for damages or grant **A&M SYSTEM** any right of offset of rental, or constitute any breach of **A&M SYSTEM**'s quiet enjoyment.
- 1.5 Accessibility. In signing this Lease, **LANDLORD** certifies that at the time the Premises become occupied by **A&M SYSTEM** and throughout the term of this Lease and any additional tenancy, **LANDLORD** will comply with The Texas Accessibility Standards

regarding architectural barriers to persons with disabilities promulgated under Chapter 469, Texas Government Code as prepared and administered by the Texas Department of Licensing and Regulation ("TDLR"); the ADA Accessibility Guidelines promulgated under The Americans with Disabilities Act of 1990, Public Law 101-336, 42 U.S.C. § 12181 et seq.

- 1.6 Signage. The design and location of any exterior signs desired by **A&M SYSTEM** will be submitted to the **CITY** for written approval prior to being erected. Any interior signs will be erected by the **CITY** or will be erected by **A&M SYSTEM** with the **CITY**'s written approval. **CITY** may temporarily remove any authorized sign to complete repairs or alterations to the Leased Premises. **A&M SYSTEM**'s signs will be erected or installed at its expense.
- 1.7 Vehicle Parking Spaces. **A&M SYSTEM**, its employees, customers, suppliers and other licensees or invitees of **A&M SYSTEM** may utilize all the vehicular parking area surrounding the Leased Premises. **CITY** will ensure no less than one handicap access parking space is available, clearly marked and in compliance with all applicable federal, state, and local codes.
- 1.8 Utilities.
- A. The following utilities are included in the rent or will otherwise be paid by the **A&M SYSTEM** (check all that are applicable):
- |                                     |                       |                                     |                      |
|-------------------------------------|-----------------------|-------------------------------------|----------------------|
| <input checked="" type="checkbox"/> | Electric              | <input checked="" type="checkbox"/> | Water                |
| <input checked="" type="checkbox"/> | Sanitary Sewer        | <input checked="" type="checkbox"/> | Solid Waste Disposal |
| <input checked="" type="checkbox"/> | Air Conditioning Cost |                                     |                      |
- B. **CITY** will provide, as currently installed, telephone conduits necessary for **A&M SYSTEM'S** use of the Leased Premises as office space. **A&M SYSTEM** is responsible for all other equipment, fees, costs, and expenses related to providing telecommunication and internet service.
- C. **CITY** and **A&M SYSTEM** will each pay 50% of the cost to have the meeting room floors maintained.
- 1.9 Permitted Use. **A&M SYSTEM** shall use the Leased Premises solely in such manner that is coincident with the necessary proper administration of state, county, and federal programs. The Leased Premises shall be used solely as office space for **A&M SYSTEM** except that this facility may be utilized as a "fire staging area" for the Texas Forest Service during appropriate times.

**A&M SYSTEM** will store approximately six 55-gallon plastic drums and 2 pallets of 5-gallon square totes of Fire Quench, a non-hazardous material used as an additive in firefighting.

- 1.10 Taxes. Unless exempt, **CITY** is solely responsible for any ad valorem property taxes and assessments, or other taxes and assessments levied against the Leased Premises and/or the Building.
- 1.11 Insurance. **CITY** will provide property insurance on the Leased Premises, excluding improvements constructed by **A&M SYSTEM** and excluding **A&M SYSTEM's** furniture, fixtures, equipment and other personal property, written on a full replacement cost basis and on the most recent edition of ISO form CP 10 30 or equivalent for 100 percent of the replacement costs.
- 1.12 Janitorial Services. **A&M SYSTEM** will be responsible for janitorial services, including replacement of light bulbs, to the Leased Premises, at **A&M SYSTEM's** sole cost.
- 1.13 Extermination Services. **A&M SYSTEM** is responsible for extermination services to the Leased Premises.
- 1.14 Maintenance. **A&M SYSTEM** agrees to be responsible for providing standard minor maintenance and repair to the Leased Premises due to ordinary wear and tear. **A&M SYSTEM** and **CITY** will meet and negotiate resolution of any major maintenance and repair to the Leased Premises. The negotiated resolution will be issued in written form, signed by **A&M SYSTEM** and **CITY** and shall become a part of this Lease.

## **ARTICLE 2**

### **TERM**

- 2.1 Term. The term of this Lease will be 60 months, commencing on April 1, 2023 (the "Commencement Date"), and ending on March 31, 2028, unless terminated sooner pursuant to this Lease.
- 2.2 Early Termination. **A&M SYSTEM** may terminate this Lease, with or without cause, by sending **CITY** 30 calendar days' written notice of **A&M SYSTEM's** intent to terminate.

## **ARTICLE 3**

### **RENTALS AND FEES**

- 3.1 Rental. During the term of this Lease, **CITY** has agreed to provide **A&M SYSTEM** the use of the Leased Premises at the cost of \$1275 per month, payable no later than the fifth day of each month during the Term of this Lease.
- 3.2 Availability of Funding. This Lease may be contingent upon the continuation of state or federally funded programs, the appropriation of funds by the Texas Legislature and/or the

availability of specific funds to cover the full term and cost of this Lease. In the event a curtailment of state or federally funded programs occurs, state appropriations are curtailed or withdrawn, or in the event specific funds are unavailable to **A&M SYSTEM**, **A&M SYSTEM** may terminate this Lease upon written notice to **CITY**, or may assign this Lease, or sublet the Premises, or any part of the Premises, to another agency of the State of Texas, without further duty or obligation hereunder. **CITY** acknowledges that appropriation of funds is beyond the control of **A&M SYSTEM**.

- 3.3 Annual Increase. The monthly Rent amount may be adjusted annually on September 1<sup>st</sup>, beginning September 1, 2023 ("Annual Increase"). The first Annual Increase will be based upon the monthly Rent amount as stated in this Article 3. Each subsequent Annual Increase of the monthly Rent amount will be as follows:

The total Annual Increase will be either five percent (5%) of the monthly Rent or the All Urban Consumer Price Index as published in August (CPI- U) immediately prior to the September 1st Annual Increase . Notwithstanding the foregoing, for the avoidance of doubt, **A&M SYSTEM** will pay either a 5% Annual Increase or the CPI- U, whichever is less.

#### **ARTICLE 4** **CONDEMNATION AND CASUALTY**

- 4.1 Condemnation. If a condemnation proceeding results in a partial taking of the Leased Premises (or if the Leased Premises are partially conveyed under threat of condemnation), and the remainder of the Leased Premises is useful to **A&M SYSTEM** as determined by **A&M SYSTEM** in its sole discretion, then the rent specified in Section 3.1 will be equitably adjusted as of the date of the taking of possession by the condemning authority.

If a condemnation proceeding results in a total taking of the Leased Premises (or if the entire Leased Premises are conveyed under threat of condemnation), then all rent and charges will be prorated to the date of the taking of possession by the condemning authority and this Lease will be terminated. Alternatively, if **CITY** is able to provide space suitable for **A&M SYSTEM** use, in **A&M SYSTEM**'s sole opinion, **A&M SYSTEM** may elect to rent such space under the same terms, conditions, and rental amount as this Lease.

- 4.2 Casualty. Within 10 days following the date the Leased Premises are damaged by casualty, **A&M SYSTEM** shall give written notice to **CITY** stating whether **A&M SYSTEM** desires to either (i) continue use and occupancy of the Leased Premises or any undamaged portion of the Leased Premises, or (ii) terminate this Lease effective as of the date of the casualty. If **A&M SYSTEM** decides, in its sole discretion, to continue use and occupancy of the Leased Premises or any portion of the Leased Premises, **CITY** shall, at its expense and within 10 days following the date of **A&M SYSTEM**'s written notice, proceed with diligence to restore the Leased Premises to substantially the same condition that existed before the casualty, exclusive of any alterations, additions, improvements, fixtures and equipment installed by **A&M SYSTEM**. The rent payable by **A&M SYSTEM** during

repairs and restoration will be equitably adjusted. If **A&M SYSTEM** decides to terminate this Lease, all rent and other charges will be prorated as of the date of the casualty. Alternatively, if **CITY** is able to provide other space suitable for **A&M SYSTEM**'s use, in **A&M SYSTEM**'s sole opinion, **A&M SYSTEM** may elect to rent the other space under the same terms and conditions as set forth in this Lease.

- 4.3 **Emergency Repairs.** **CITY** authorizes **A&M SYSTEM** to repair any damage to the Leased Premises, whether **CITY** has been notified of such damage or not, if the damage presents a threat to the health or safety of **A&M SYSTEM**, its employees, clients, representatives, agents, customers or other persons frequenting the Leased Premises. Any costs incurred by **A&M SYSTEM** shall be reimbursed by **CITY** within 10 days of **CITY**'s receipt of written notice from **A&M SYSTEM** of the actions undertaken and the costs incurred to repair the damage, accompanied by documentation of the costs (e.g., invoice).

## **ARTICLE 5**

### **COVENANTS AND OBLIGATIONS OF CITY**

- 5.1 **Quiet Enjoyment.** **CITY** covenants and agrees that during the term of this Lease, and so long as **A&M SYSTEM** is not in breach of this Lease, **A&M SYSTEM** shall peaceably and quietly have, hold and enjoy the Leased Premises. **CITY** will not lease, rent, demise, sell, or otherwise furnish space in the Building, or any adjacent building owned or controlled by **CITY**, to any entity that (i) creates or may be expected to create noise, odors or a hazardous condition injurious to **A&M SYSTEM**, its employees, agents, representatives, customers, invitees or guests, or disruptive to **A&M SYSTEM**'s use of the Leased Premises, or (ii) that provides services to a clientele which engages in harassment of **A&M SYSTEM**'s employees, agents, representatives, clients, invitees or guests.

In the event of a default by **CITY** under this Section, **A&M SYSTEM** will give **CITY** written notice identifying the default and **CITY** will have 30 calendar days in which to cure or cause the cure of the default. If **CITY** fails or refuses to remedy the situation to **A&M SYSTEM**'s approval, **A&M SYSTEM** can terminate this Lease by giving **CITY** written notice. If the activity or behavior presents a safety hazard to **A&M SYSTEM**'s employees, agents, representatives, clients, invitees or guests, **A&M SYSTEM** may immediately vacate the Leased Premises by giving **CITY** written notice and this Lease shall terminate.

- 5.2 **Ability to Lease.** **CITY** covenants and agrees that it has good and sufficient title and exclusively holds the authority, right, and ability to rent, lease, or otherwise furnish the Leased Premises to **A&M SYSTEM**. Additionally, **CITY** warrants that the person executing this Lease on behalf of **CITY** is authorized to do so, and that such person has the capacity to do so.



**ARTICLE 6**  
**TERMINATION BY CITY**

- 6.1 **Default.** CITY may terminate this Lease and terminate all or any of CITY's obligations pursuant to this Lease if A&M SYSTEM fails to perform, keep and observe any terms, covenants, or conditions required by this Lease to be performed by A&M SYSTEM.
- 6.2 **Notice of Default and Termination of Lease.** In the event of such failure, CITY will give A&M SYSTEM written notice pursuant to Section 10.1 of this Lease. If the default continues for 30 calendar days after A&M SYSTEM's receipt of such notice, CITY may as its sole and exclusive remedy, terminate this Lease by written notice to A&M SYSTEM sent pursuant to Section 10.1 of this Lease.

**ARTICLE 7**  
**TERMINATION BY A&M SYSTEM**

- 7.1 **Default.** In addition to any other right of A&M SYSTEM to terminate this Lease, A&M SYSTEM may terminate this Lease and terminate all or any of its obligations at any time, upon or after the occurrence of any one of the following events:
- A. Breach or failure by CITY to perform, keep and observe, any terms, covenants, or conditions required by this Lease, and failure of CITY to remedy such breach or failure for a period of 30 calendar days after the receipt of written notice of breach;
  - B. Inability of A&M SYSTEM to use the Leased Premises for more than 30 consecutive calendar days due to any law, statute, ordinance, rule or regulation of any competent governmental authority.
- 7.2 **Property Removal.** At the end of the term or in the event A&M SYSTEM terminates this Lease, A&M SYSTEM must remove its equipment and personal property from the Leased Premises on or before the termination date, and must leave the Leased Premises clean and in a condition equal to the condition which existed at the commencement of this Lease, normal wear and tear excepted. A&M SYSTEM may remove any fixtures and other improvements which it constructed on the Leased Premises according to this Lease; provided the fixtures and improvements are removed in a manner so as to cause as little damage, as is reasonably possible, to the Building and the Leased Premises.

**ARTICLE 8**  
**ASSIGNMENT OF LEASE**

A&M SYSTEM may assign this Lease or any part of this Lease to any member of The Texas A&M University System with the prior written consent of the CITY.



**ARTICLE 9**  
**SUBLEASE**

**A&M SYSTEM** may sublease the Leased Premises or any portion of the Leased Premises to any member of The Texas A&M University System, provided that **A&M SYSTEM** notifies **CITY** in writing within 30 days.

**ARTICLE 10**  
**MISCELLANEOUS PROVISIONS**

- 10.1 **Notices.** Any notices required or permitted under this Agreement must be in writing and will be deemed given: (a) three (3) business days after it is deposited and post-marked with the United States Postal Service, postage prepaid, certified mail, return receipt requested, (b) the next business day after it is sent by overnight carrier, (c) on the date sent by email transmission with electronic confirmation of receipt by the party being notified, or (d) on the date of delivery if delivered personally. The parties may change their respective notice address by sending to the other party a notice of the new address. Notices should be addressed as follows

<b>CITY:</b>	City of Granbury Attn: City Manager 116 West Bridge Street Granbury, Texas 76048 Phone: (817) 573-1114
<b>A&amp;M SYSTEM:</b>	Texas A&M Forest Service Attn: Terry Smith, Purchasing Department Head 200 Technology Way, Suite 1120 College Station, Texas 77845 Phone: (979) 458-7381 Email: tsmith@tfs.tamu.edu
<b>With copy to:</b>	The Texas A&M University System Office of Business Affairs Attn: System Real Estate Office 301 Tarrow St., 5 <sup>th</sup> Floor College Station, Texas 77840-7896 Phone: 979-458-6350 Email: sreo@tamus.edu

With copy to:           The Texas A&M University System  
Office of General Counsel  
Attn: Property & Construction  
301 Tarrow St., 6<sup>th</sup> Floor  
College Station, Texas 77840-7896  
Phone: 979-458-6120  
Email: property@tamus.edu

- 10.2 Governing Law. The validity of this Lease and all matters pertaining to this Lease, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the Constitution and the laws of the State of Texas. Pursuant to Section 85.18, *Texas Education Code*, venue for any suit filed against **A&M SYSTEM** shall be in the CITY in which the primary office of the chief executive officer of **A&M SYSTEM** is located.
- 10.3 Entire Agreement. This Lease constitutes the complete agreement of **CITY** and **A&M SYSTEM** and supersedes any prior understanding, written or oral, between them regarding the issues covered by this Lease.
- 10.4 Savings Clause. If any term, provision, covenant, or condition of this Lease is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions will remain in full force and effect and will not be affected, impaired or invalidated.
- 10.5 Alterations. **A&M SYSTEM** will not materially alter the Leased Premises without the prior written approval of **CITY**.
- 10.6 Time of the Essence. Time is of the essence in respect to the performance of each provision of this Lease.
- 10.7 Consent and Approval. **CITY** agrees that any consent or approval of **CITY** required under this Lease shall not be unreasonably withheld or delayed.
- 10.8 Special Provisions. Per Section 1.14 of this Lease, **A&M SYSTEM** and **CITY** have negotiated regarding the repair of the air conditioning system and **A&M SYSTEM** will reimburse the **CITY** \$19,900 toward the replacement of same, to be payable within 30 days upon full execution of this Lease.

(SIGNATURES BEGIN ON NEXT PAGE)

EXECUTED on the 22<sup>nd</sup> day of March, 2023 by the CITY, or by its authorized agent.

**CITY OF GRANBURY**

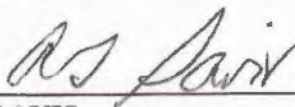
By: Chris Coffman  
~~JAMES T. JARRATT~~ Chris Coffman  
Mayor City Manager

(SIGNATURES CONTINUE ON NEXT PAGE)

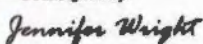


EXECUTED on the 26<sup>th</sup> day of March, 2023 by A&M SYSTEM,  
or by its authorized agent.

**BOARD OF REGENTS OF THE TEXAS A&M  
UNIVERSITY SYSTEM**, an agency of the State of  
Texas, for the use and benefit of **TEXAS A&M  
FOREST SERVICE**

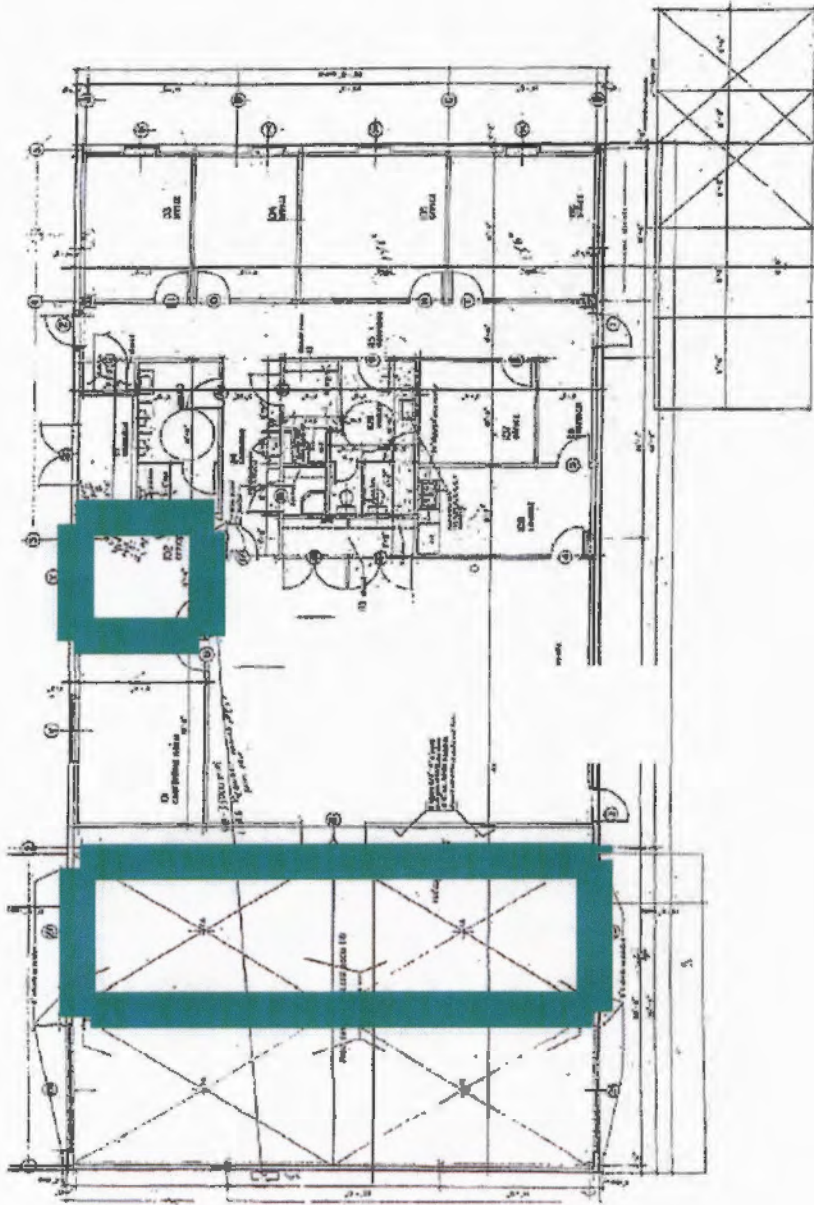
By:   
**A.G. DAVIS**  
Interim Director  
Texas A&M Forest Service

**APPROVED AS TO FORM:**

DocuSigned by:  
  
1C34ADB47F68496...

**JENNIFER J. WRIGHT**  
Assistant General Counsel  
Office of General Counsel  
The Texas A&M University System

EXHIBIT A



**U.S. BUREAU OF LABOR STATISTICS**

Bureau of Labor Statistics &gt; Data Tools &gt; Data Retrieval Tools &gt; Top Picks

## Databases, Tables & Calculators by Subject

Change Output Options: From: 2013 ▼ To: 2023 ▼

☐ include graphs ☐ include annual averages[More Formatting Options](#)

Data extracted on: August 23, 2023 (12:00:54 PM)

**CPI for All Urban Consumers (CPI-U)****Series Id:** CUUR0000SA0

Not Seasonally Adjusted

**Series Title:** All items in U.S. city average, all urban consumers, not seasonally adjusted**Area:** U.S. city average**Item:** All items**Base Period:** 1982-84=100Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	236.265	237.769
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	250.089	252.125
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474	257.557	260.065
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802	266.236	275.703
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012	297.711	296.797	288.347	296.963
2023	299.170	300.840	301.836	303.363	304.127	305.109	305.691						302.408	

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**From:** [Moore, Vanessa](#)  
**To:** [Lull, Travis](#)  
**Subject:** Fw: [External] Re: Texas A&M Forest Service - Rent Increase  
**Date:** Wednesday, August 23, 2023 4:14:38 PM  
**Attachments:** [image001.png](#)  
[image001.png](#)  
[Granbury Lease 3-23-23.pdf](#)  
[Granbury Rent Increase 8-23-23.pdf](#)

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Attached is the information you may need for R400108.

Thanks,

*Vanessa Moore*

Business Associate II

**Texas A&M Forest Service**

P.O. Box 69

Granbury, TX 76048

Office: 817-753-0851 / Cell: 817-219-8456

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**From:** Chris Coffman <ccoffman@granbury.org>  
**Sent:** Wednesday, August 23, 2023 1:34 PM  
**To:** Smith, Terry <tsmith@tfs.tamu.edu>  
**Cc:** Moore, Vanessa <vmoore@tfs.tamu.edu>; Eva Gregory <egregory@granbury.org>  
**Subject:** [External] Re: Texas A&M Forest Service - Rent Increase

Thank you. Seems low but I agree. Steady as we go. Have a great week.  
Chris

Sent from my iPad

On Aug 23, 2023, at 11:24 AM, Smith, Terry <tsmith@tfs.tamu.edu> wrote:

Chris, I attached the office space lease agreement between TFS and the City of Granbury. Section 3.3 requires an annual rent increase based on the CPI-U index.

The second attachment is the current CPI-U index. I highlighted months representing a 12-month period. Note: The index is updated around the middle of the month with the previous month's data, so I had to use August 2022 thru July 2023 (the most recent data) to calculate the increase. The index increased 3.22% over the 12-months. Increasing the current rent by 3.22% will set our new rent at \$1316.05/month, starting September 1, 2023.

Please respond with your concurrence to the increase, or with any questions you might have.

Terry Smith  
Purchasing Department Head  
Texas A&M Forest Service  
200 Technology Way, Suite 1151  
College Station, TX 77845  
P: 979-458-7381

## Cavanaugh, Charles

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**From:** Smith, Terry  
**Sent:** Friday, August 16, 2024 2:42 PM  
**To:** Moore, Vanessa  
**Cc:** Lull, Travis; Cavanaugh, Charles  
**Subject:** FW: [External] Re: Texas A&M Forest Service - Rent Increase

FYI, the response I got from the city is below. You should be good to go on the requisition for the Granbury lease.

**From:** Chris Coffman <[ccoffman@granbury.org](mailto:ccoffman@granbury.org)>  
**Sent:** Friday, August 16, 2024 2:27 PM  
**To:** Smith, Terry <[tsmith@tfs.tamu.edu](mailto:tsmith@tfs.tamu.edu)>  
**Subject:** RE: [External] Re: Texas A&M Forest Service - Rent Increase

Thanks you for doing this. Saved me from addressing it! Have a great weekend.  
Chris

Chris Coffman, CPM  
City Manager  
City of Granbury  
[ccoffman@granbury.org](mailto:ccoffman@granbury.org)  
[www.granbury.org](http://www.granbury.org)  
work 817-573-1114  
cell 817-894-6974

**From:** Smith, Terry <[tsmith@tfs.tamu.edu](mailto:tsmith@tfs.tamu.edu)>  
**Sent:** Friday, August 16, 2024 9:25 AM  
**To:** Chris Coffman <[ccoffman@granbury.org](mailto:ccoffman@granbury.org)>  
**Cc:** Moore, Vanessa <[vmoore@tfs.tamu.edu](mailto:vmoore@tfs.tamu.edu)>; Eva Gregory <[egregory@granbury.org](mailto:egregory@granbury.org)>  
**Subject:** RE: [External] Re: Texas A&M Forest Service - Rent Increase

Chris, the current CPI-U is attached, which has increased 2.45% in the previous 12-month. Increasing the current rent for TFS by 2.45% will set our new rent amount at \$1348.30/month starting September 1, 2024.

Please respond with your concurrence to the increase.



Terry Smith  
Purchasing Department Head  
Texas A&M Forest Service  
200 Technology Way, Suite 1151  
College Station, TX 77845  
P: 979-458-7381



**From:** Chris Coffman <[ccoffman@granbury.org](mailto:ccoffman@granbury.org)>  
**Sent:** Wednesday, August 23, 2023 1:35 PM  
**To:** Smith, Terry <[tsmith@tfs.tamu.edu](mailto:tsmith@tfs.tamu.edu)>  
**Cc:** Moore, Vanessa <[vmoores@tfs.tamu.edu](mailto:vmoores@tfs.tamu.edu)>; Eva Gregory <[egregory@granbury.org](mailto:egregory@granbury.org)>  
**Subject:** [External] Re: Texas A&M Forest Service - Rent Increase

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Sent from my iPad

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Please respond with your concurrence to the increase, or with any questions you might have.

Terry Smith  
Purchasing Department Head  
Texas A&M Forest Service  
200 Technology Way, Suite 1151  
College Station, TX 77845  
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