



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000004187  
 Purchase Order Change Notice (# 7)

**Payment** NET30 **Freight** FOB **Ship Via:** VNDR **PCC:** I **Date:** 07/12/17 **PO Method:** CP **Dispatch:** Dispatch **Rev Dt:** 07/27/20  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** TOSHIBA AMERICA BUSINESS SOLUTIONS INC  
 DBA TOSHIBA BUSINESS SOLUTIONS, USA  
 FILE 57202  
 LOS ANGELES CA 90074-7202  
 United States

**Ship To:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1330865305 7

**Purchaser:** Travis Reese  
**Phone:** 512 4654180  
**Fax:** 512/465-5641

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Email:** Travis.Reese@txdmv.gov

**Bill To Fax:**  
**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Toshiba Copier 7506ACT - 3 year lease with color and black and white overages terms: 11/01/2017 through 10/31/2020  
 Copier Lease:  
 Equipment is to be leased in accordance with the terms and conditions of the State of Texas Department of Information Resources Toshiba Contract No. DIR-TSO-3042, Appendix D Master Lease Agreement. It is acknowledged and agreed that this purchase order constitutes a schedule as defined in the Master Lease Agreement.

The terms of the service shall commence on the date of execution of a Copier Lease Commencement Letter by Lessee OR 10 days after the delivery of the last piece of equipment and shall continue for 36 whole months.

MONTHS 1 - 12: NOVEMBER 28, 2017 - NOVEMBER 27, 2018  
 MONTHS 13 - 24: NOVEMBER 28, 2018 - NOVEMBER 27, 2019  
 MONTHS 25 - 36: NOVEMBER 28, 2019 - NOVEMBER 27, 2020

This purchase order may be renewed for an additional period of time not exceeding the original period of time, provided both parties agree to do so prior to the expiration of the original purchase order. The renewed purchase order shall be for the original purchase order unit price, terms and conditions, plus any approved changes. The renewed purchase order may be cancelled at any time by providing 60 days written notice.

Lease shall include delivery, setup, installation, removal, analyst services and onsite user training.

All supplies except paper shall be included at no additional charge for the life of the purchase order.

Ownership: The equipment is and shall at all times be and remain the property of the vendor.

The State shall exercise due care in the use, operations and maintenance of the equipment and shall not use, operate or maintain the equipment improperly.

TxDMV shall be relieved from risks of loss or damage to all equipment leased during the period of transportation, installation, and during the entire time the equipment is in the possession of TxDMV except when loss or damage is due to the fault or negligence of TxDMV.

The State shall not obtain property or casualty insurance protecting the vendor's equipment on State property. The vendor may obtain such insurance for its own account and assumes all costs associated with such insurance.

Maintenance: There shall be no escalation of maintenance costs for the duration of the lease period. The vendor shall keep equipment fully operations for the duration of the lease period. The vendor shall assume the cost of all repairs to the equipment including parts, labor, transportation and travel expenses.

Service technicians shall be fully qualified to work on the specific equipment, and shall have factory training with a minimum of one year hands on

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experience working on the specific equipment. Normal maintenance coverage shall be Monday through Friday, 8:00 AM to 5:00 PM. Vendor shall respond to maintenance calls within four (4) business hours.

TxDMV believes a lease is unlikely to be cancelled prior to the full lease term. However, TxDMV may terminate a lease period, with no termination charges assessed, when either funds are not appropriated by the Texas Legislature or for vendor non-performance in these instances:

\*Consistent failure to respond to service calls within the required time frame. Consistent failure is defined as not responding at any or all locations on two (2) out of three (3) consecutive occurrences.

\*On-Site maintenance performed by unqualified technicians. If TxDMV determines that the technician is unable to perform in accordance with the service requirements or fails to communicate effectively, the vendor shall immediately remove the technician.

Hardware upgrades are negotiable, are at TxDMV's discretion and shall be changed to TxDMV. Upgrades will not extend past the duration of the lease period regardless of when added.

Technology Upgrades: Any software or firmware full service maintenance upgrades available during the term of the lease shall be offered at no additional cost to TxDMV.

Upon expiration of lease Vendor must sanitize (multiple pass overwrite) the internal hard drive of the copier. The Vendor must provide TxDMV an attestation which includes the serial number of the copier that the hard drive was removed from and the date it was sanitized

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).

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.

Toshiba Copier 7506ACT2 replace an existing copier in a 36 month contract term 11/01/2017 through 10/31/2020.

TxDMV Contact:

Roger Feuge - 512-465-1459 or Roger.Feuge@TxDMV.gov

Vendor Contact:

Mary Ellen Harper - 512-237-0259 or Maryellen.Harper@tbs.toshiba.com

POCN 1 by Douglas Leach on 11/21/2017

Updated Buyer from Rhonda Gips to Douglas Leach

Updated Line Item 1 description.

from: Toshiba e-Studio 7506ACT Copier Lease

Accs:

MJ1111 Finisher

GD1370 Fax

MJ6106N Hole Punch

To: Toshiba e-Studio 4505AC (Color) Copier Lease

Accs:

MJ1109 Finisher

MR3031 RADF

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KN5005 Bridge Kit  
MJ6105 Hole Punch  
KD1059LT 2000 Sheet LCF  
GD1370 Fax Board

Updated Line Item 1 cost from \$514.88 to \$512.30.

Updated Line Item 2 from quantity 6000 at \$0.0056 to quantity 4000 at \$0.0084.  
Updated Line Item 3 from quantity 6000 at \$0.0299 to quantity 4281 at \$0.00419.

POCN2 by Douglas Leach

Updated Line Item 1 description to accurately reflect overages cost of \$0.0084 Blk/White and \$0.0419 Color.  
Updated Line Item 2 description from \$0.0056 to \$0.0084 for Blk/White overages.  
Updated Line Item 3 description from \$0.0299 to \$0.0419 for Color overages.

POCN3 by Douglas Leach on 03/22/2018

Updated the Lines 1 and 4 lease period from 11/1/2017 - 10/31/2020 to 10/01/2017 - 09/30/2020.

POCN4 by Douglas Leach on 04/02/2018

Updated Line 1 lease period from 10/01/2017 - 09/30/2020 to 11/28/2017 - 11/27/2020 to accurately reflect the machine installation date.

POCN 5, 10/31/2019; REVISED BY DROSAS

CHANGED BUYER FROM DOUGLAS LEACH TO DEBRA ROSAS FOR PO EDITS

PO LINE 1 QUANTITY REDUCED FROM 36 TO 33 MONTHS

PO LINE 4 QUANTITY REDUCED FROM 36 TO 35 MONTHS

PO TOTAL DECREASED FROM \$37,404.45 TO \$35,352.67

REASON: RELEASE FUTURE ENCUMBRANCES

POCN 6, 07/27/2020, Travis R:

Added Line 7, months 34-36, Toshiba 4505AC

Line 8, 9, overages for Toshiba 4505AC

Added Line 10, month 36, Toshiba 7506AC

Line 11, 12, overages for Toshiba 7506AC

Updated buyer name for PO changes

POCN 7, 07/27/2020, Travis R: Corrected buyer name to Travis Reese

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Toshiba e-Studio 4505AC (Color) Copier Lease Accs: MJ1109 Finisher MR3031 RADF KN5005 Bridge Kit MJ6105 Hole Punch KD1059LT - 2000 Sheet LCF GD1370 Fax Board  Lease Period: 11/28/2017 - 11/27/2020	985/58	33.0000	MO	\$512.30000	\$16,905.90	11/01/2017
						<b>Schedule Total</b>	<input type="text" value="\$16,905.90"/>
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000004859			
Incidental Charge: \$17.26							
Monthly Black/White Print Allowance: 10,000 ea. 10,001+ Black/White Prints: \$0.0084ea.							
Monthly Color Print Allowance: 4,500 ea. 4,501+ Color Prints: \$0.0419							
Copier S/N SCFHG45634 Studio 4505AC (Replacing Copier S/N: SC7HD79092)							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$16,905.90"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	10,001+ per Month Black/White Print Overages (\$0.0084 ea.)	985/58	4000.0000	EA	\$0.00840	\$33.60	11/01/2017
						<b>Schedule Total</b>	<input type="text" value="\$33.60"/>
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000004859			
						<b>Item Total for Line # 2</b>	<input type="text" value="\$33.60"/>

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	4,501+ per Month Color Print Overages (\$0.0419 ea.)	985/58	4281.0000	EA	\$0.04190	\$179.37	11/01/2017
						Schedule Total	\$179.37
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000004859			
						Item Total for Line # 3	\$179.37
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Toshiba e-Studio 7506ACT Copier Lease Accs: MJ1111 Finisher GD1370 Fax MJ6106N Hole Punch  Lease Period: 10/01/2017 - 09/30/2020	985/58	35.0000	MO	\$514.88000	\$18,020.80	11/01/2017
						Schedule Total	\$18,020.80
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000004860			
Incidental Charge: \$17.26							
Monthly Black/White Print Allowance: 10,000 ea. 10,001+ Black/White Prints: \$0.0056 ea.							
Monthly Color Print Allowance: 4,500 ea. 4,501+ Color Prints: \$0.0299							
Copier S/N SCHIG21575 Studio7506AC (Replacing Copier S/N: C7FD68442)							
						Item Total for Line # 4	\$18,020.80
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	4,501+ per Month Color Print Overages (\$0.0299 ea.)	985/58	6000.0000	EA	\$0.02990	\$179.40	11/01/2017
						Schedule Total	\$179.40
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000004860			
						Item Total for Line # 5	\$179.40

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	10,001+ per Month Black/White Print Overages (\$0.0056 ea.)	985/58	6000.0000	EA	\$0.00560	\$33.60	11/01/2017
						<b>Schedule Total</b>	<input type="text" value="\$33.60"/>
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000004860			
						<b>Item Total for Line # 6</b>	<input type="text" value="\$33.60"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Add funds for Line 1-1 for Toshiba Copier eStudio 4505AC - FY2021	985/58	3.0000	MO	\$512.30000	\$1,536.90	08/19/2020
						<b>Schedule Total</b>	<input type="text" value="\$1,536.90"/>
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000009392			
						<b>Item Total for Line # 7</b>	<input type="text" value="\$1,536.90"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Funds for Line 2-1 Black & White Overages for FY 2021 Toshiba Copier 4505AC	985/58	500.0000	EA	\$0.00840	\$4.20	08/19/2020
						<b>Schedule Total</b>	<input type="text" value="\$4.20"/>
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000009392			
						<b>Item Total for Line # 8</b>	<input type="text" value="\$4.20"/>

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Funds for Line 3-1 Copy Overages -Toshiba Copier 4505AC - Funding for FY 2021	985/58	500.0000	EA	\$0.04190	\$20.95	08/19/2020
						Schedule Total	\$20.95
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000009392			
						Item Total for Line # 9	\$20.95
10-1	Add funds for Line 4-1 Toshiba Copier 7506AC - FY2021	985/58	1.0000	MO	\$514.88000	\$514.88	08/19/2020
						Schedule Total	\$514.88
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000009392			
						Item Total for Line # 10	\$514.88
11-1	Funds for Line 5-1, Black & White Overages - Toshiba 7506ACT- Funds for FY2021	985/58	1000.0000	EA	\$0.00560	\$5.60	08/19/2020
						Schedule Total	\$5.60
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000009392			
						Item Total for Line # 11	\$5.60

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	Funds for Line 6-1, Color Copy Overage, Toshiba Copier 7506ACT - Funds for FY 2021	985/58	500.0000	EA	\$0.02990	\$14.95	08/19/2020
						<b>Schedule Total</b>	\$14.95
<b>Contract ID:</b> 0000004187				<b>ReqID:</b> 0000009392			
						<b>Item Total for Line # 12</b>	\$14.95

**Total PO Amount** \$37,450.15

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>

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