



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000004260  
 Purchase Order Change Notice (# 5)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** See Detail Below **PCC:** I **Date:** 08/07/17 **PO Method:** CP **Dispatch:** Dispatch Via Print **Rev Dt:** 10/22/20

**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:** See Detail Below

**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:**

**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).

**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.

**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: OCTOBER 1, 2017 - SEPTEMBER 30, 2018  
 MONTHS 13 - 24: OCTOBER 1, 2018 - SEPTEMBER 30, 2019  
 MONTHS 25 - 36: OCTOBER 1, 2019 - SEPTEMBER 30, 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.

**Authorized Signature**

*Travis Reese, CTCD*

**10/22/2020**



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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 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

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.

TxDMV Contact:

Stephanie Powell - 254-296-2716 or Stephanie.Powell@TxDMV.gov

Vendor Contact:

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

POCN1 by Douglas Leach on 12/08/2017

Updated Buyer from Rhonda Gips to Douglas Leach

POCN# 2 by Rodrigo Garcia on 11/30/2018. Additional funds added for color and black/white copier overages.

Buyer updated

POCN 3, 10/31/2019; REVISED BY DROSAS

CHANGED BUYER FROM RODRIGO GARCIA TO DEBRA ROSAS FOR PO EDITS

REDUCED PO LINE 1 QUANTITY FROM 36 TO 35 MONTHS

PO TOTAL DECREASED FROM \$6,011.84 TO \$5,850.40

REASON: RELEASE FUTURE ENCUMBRANCES

POCN4, Travis R, 10/05/2020: Added line 4, final month of 36 month lease. Updated buyer name for PO changes

POCN 5, Travis R, 10/22/2020: Added line 5, two month extension (10/01/2020 - 11/30/2020) to copier lease while we await delivery of new copiers on PO 8642

Authorized Signature

10/22/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Toshiba e-Studio 4508A Copier Lease Accs: MJ1109 Finisher MR3031 RADF KN5005 Bridge Kit MJ6105 Hole Punch KD1059LT - 2000 Sheet LCF GD1370 Fax Board  Lease Period: 10/01/2017 - 9/30/2020	985/58	35.0000	MO	\$161.44000	\$5,650.40	10/01/2017
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$5,650.40
<b>Contract ID:</b> 0000004260				<b>ReqID:</b> 0000004852			
Incidental Charge: \$11.61 (included in monthly payment)							
Monthly Black/White Print Allowance: 5,000 ea. 5,001+ Black/White Prints: \$0.0059 ea.							
(Replacing Copier S/N: SCEGD26725)							
						<b>Item Total for Line # 1</b>	\$5,650.40
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	5,001+ per Month Black/White Print Overages (\$0.0059 ea.)	985/58	16949.0000	EA	\$0.00590	\$100.00	10/01/2017
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$100.00
<b>Contract ID:</b> 0000004260				<b>ReqID:</b> 0000004852			
						<b>Item Total for Line # 2</b>	\$100.00

Authorized Signature

*[Handwritten Signature]*, CTCD

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	5,001+ per Month Black/White Print Overages (\$0.0059 ea.)	985/85	16949.0000	EA	\$0.00590	\$100.00	11/30/2018
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	\$100.00
<b>Contract ID:</b> 0000004260				<b>ReqID:</b> 0000007069			
						<b>Item Total for Line # 3</b>	\$100.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Toshiba e-Studio 4508A Copier Lease Accs: MJ1109 Finisher MR3031 RADF KN5005 Bridge Kit MJ6105 Hole Punch KD1059LT - 2000 Sheet LCF GD1370 Fax Board  Lease Period: 10/01/2017 - 9/30/2020	985/26	1.0000	MO	\$161.44000	\$161.44	10/05/2020
<b>Ship To:</b> 1P24		<b>Delivery Instructions:</b>					
2203 Austin Avenue Waco TX 76701 United States							
						<b>Schedule Total</b>	\$161.44
				<b>ReqID:</b> 0000009753			
						<b>Item Total for Line # 4</b>	\$161.44

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
5-1	Toshiba e-Studio 4508A Copier Lease	985/26	2.0000	MO	\$161.44000	\$322.88	11/03/2020	
	Extension - 2 Months (10/01/2020 - 11/30/2020)							
	Ship To: 1P24	Delivery Instructions:						
	2203 Austin Avenue Waco TX 76701 United States							
						Schedule Total	\$322.88	
					ReqID: 0000009796			
						Item Total for Line # 5	\$322.88	

Total PO Amount \$6,334.72

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.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

*Louis P. ...*, CTCD

10/22/2020