



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000004996  
 Purchase Order Change Notice (# 6)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** I **Date:** 03/19/18 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 09/25/20  
**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:** 1P00 - TxDMV Warehouse  
 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:**

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: APRIL 1, 2018 - MARCH 31, 2019  
 MONTHS 13 - 24: APRIL 1, 2019 - MARCH 31, 2020  
 MONTHS 25 - 36: APRIL 1, 2020 - MARCH 31, 2021

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 experience working on the specific equipment. Normal maintenance coverage shall be Monday through Friday, 8:00 AM to 5:00 PM. Vendor shall

**Authorized Signature**

*Travis Reese, CTCD*

**09/25/2020**



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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.

TxDMV Contact: Bonnie Foster (512) 465-5621 or Bonnie.Foster@TxDMV.gov

Vendor Contact: Maryellen Harper (512) 929-9096 x 264 or Maryellen.Harper@tbs.toshiba.com

POCN1 by Douglas Leach on 04/24/2018

Per Toshiba updated Line Item 1 cost from \$645.78 to \$628.61 and incidental cost from \$352.48 to \$28.24.

POCN2 by Douglas Leach on 06/13/2018

Updated Line Item 1 cost from \$628.61 to 617.63 per vendor request.

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

CHANGED BUYER NAME FROM DOUGLAS LEACH TO DEBRA ROSAS FOR PO EDITS

REDUCED PO LINE 1 QUANTITY FROM 36 TO 29 MONTHS

PO TOTAL DECREASED FROM \$22,241.78 TO \$17,918.37

REASON: RELEASE FUTURE ENCUMBRANCES

POCN 4, Travis R, 07/27: Added Line 4 for months 30-36, FY21 charges. Updated buyer name for PO changes

POCN 5, Travis R, 07/27: Corrected buyer name to Travis Reese

POCN 6, Travis R, 09/25/2020: Corrected price on line 4. Originally quoted \$645.78 /mo, Toshiba later found that their pricing formula was incorrect. New price is \$617.63 /mo

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Toshiba e-Studio 7506ACT (Color) 75 PPM BIK / 65 PPM Color MFP Accs: MJ1111 Finisher MJ6160n Holepunch GD1370 Fax  Serial Number: SCHAH25301  Lease Period 04/01/2018 - 03/31/2021	985/58	29.0000	MO	\$617.63000	\$17,911.27	04/01/2018
						<b>Schedule Total</b>	<input type="text" value="\$17,911.27"/>
<b>Contract ID:</b> 0000004996				<b>ReqID:</b> 0000005908			
Incidental Charge: \$17.26 (included in monthly payment)							
Monthly Black/White Print Allowance: 15,000							
Monthly Color Allowance: 7,000							
S/N: SCHAH25301							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$17,911.27"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	15,001+ per Month Black/White Print Overages for e-Studio 7506ACT (\$0.0056 ea.)	985/58	200.0000	EA	\$0.00560	\$1.12	04/01/2018
						<b>Schedule Total</b>	<input type="text" value="\$1.12"/>
<b>Contract ID:</b> 0000004996				<b>ReqID:</b> 0000005908			
						<b>Item Total for Line # 2</b>	<input type="text" value="\$1.12"/>

Authorized Signature

*Louis P. [Signature]*, CTCD

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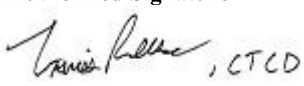
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	7,001+ per Month Color Print Overages for e-Studio 7506ACT (\$0.0299 ea.)	985/58	200.0000	EA	\$0.02990	\$5.98	04/01/2018
						<b>Schedule Total</b>	<input type="text" value="\$5.98"/>
<b>Contract ID:</b> 0000004996				<b>ReqID:</b> 0000005908			
						<b>Item Total for Line # 3</b>	<input type="text" value="\$5.98"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Toshiba Copier Month Lease (Months 30-36) FY 21	985/58	7.0000	MO	\$617.63000	\$4,323.41	07/30/2020
						<b>Schedule Total</b>	<input type="text" value="\$4,323.41"/>
<b>Contract ID:</b> 0000004996				<b>ReqID:</b> 0000009377			
<p>Service Months for FY 2021: September 1, 2020 - March 31, 2021</p> <p>PO #4996            New Copier Lease - 36 Month Lease            Original Service Period: April 1, 2018 - March 31, 2021            Hardware Payment for Term = \$352.48 (Includes \$28.15 Incidental Fee)            Toshiba e-Studio 7506ACT (Color), 75 PPM Blk/65 PPM Color            MJ1111 Finisher            MJ6160 Holepunch            GD1370 Fax</p> <p>Monthly Base Service Program includes 15,000 Black and White copies per month at \$0.0056 or \$84.00 and 7,000 Color copies per month at \$0.0299 or \$209.30. Total Monthly Base Black/White and Color = \$293.30.</p> <p>Total Monthly Payment: Hardware Lease Payment of \$352.48 + Monthly Service \$293.30 = \$645.78 per month.</p> <p>Base Service Fee Billed Monthly and Overages Billed Monthly.</p> <p>Contract Monitor: Victoria Nichols</p>							
						<b>Item Total for Line # 4</b>	<input type="text" value="\$4,323.41"/>

**Total PO Amount**

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**  
  
 Victoria Nichols, CTCD  
 09/25/2020