## Texas Department of Motor Vehicles

**Business Unit # 60800**
**Purchase Order # 0000007895**
**Purchase Order Change Notice (# 1)**

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<th>PCC:</th>
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<th>01/24/20</th>
<th>PO Method:</th>
<th>CP</th>
<th>Dispatch:</th>
<th>Rev Dt:</th>
<th>Via Print</th>
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</table>

**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

**Bill To Fax:**

**Bill To Email:**
DMV_FIN-INVOICES@TxDMV.gov

**PO Information:**
Equipment Total for term of 48 month lease - $226.11
Toshiba ESTUDIO5516ACT
MR4000 - 300 Sheet RADF
MJ1109B - Console Finisher w/ stapling
MJ610S Hole punch
GD1370N - Fax Unit / 2nd Line Fax Unit
PWRFLTR-XGPCS20D - Power Filter, 120V-20 AMPS

Monthly Base Service Program includes 6000 black and white copies per month at 0.06655 or $39.30 and 1000 Color copies per month at 0.03778 or $37.78. Total monthly base black and white plus color equals $77.08.

Total monthly payment including the hardware lease payment $226.11 plus monthly service $77.08 equals $303.19
Toshiba e-Studio 5516ACT is replacing the e-Studio 5506ACT, serial number SCLF14155, Po 600800 0000003458, expiration date: 01/31/2020.
Vendor will need to pick up the e-Studio 5506ACT upon delivery of the new e-Studio 5516ACT.

**Toshiba e-Studio 5516ACT Location:**
Texas Department of Motor Vehicles
3800 Jackson Ave
Austin, TX 78731
Office Admin Hearings

**Contract #:**
State of Texas DIR-CPO-4426
Contract is for 48 Month FMV Lease.

**Lease Period:**
- 02/01/2020 thru 08/31/2020 (Lease period 1.) Purchase Order 60800 0000007895. Months 1 to 7 of a 48 month lease
- 09/01/2020 thru 08/31/2021 (Lease period 2.) Purchase Order 60800 0000007895. Months 8 to 19 of a 48 month lease
- 09/01/2021 thru 08/31/2022 (Lease period 3.) Months 20 to 31 of a 48 month lease
- 09/01/2022 thru 08/31/2023 (Lease period 4.) Months 32 to 36 of a 48 month lease
- 09/01/2023 thru 01/31/2024 (Lease period 5.) Months 37 to 39 of a 48 month lease

**Copier Lease:**

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**Authorized Signature**
[Signature]

08/13/2020
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.

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 operational 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 occasions.
* 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.

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, which-ever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

Installation instructions:
The unit shall be supplied with complete installation instructions. Instructions shall be as detailed as possible.

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).

Cancellation:
This Purchase Order may be cancelled by TxDMV with a thirty (30) day written notice.

This purchase order may be renewed with the same Terms and Conditions as long as the referenced DIR Contract remains in force, a need exists, and both parties agree.

Authorized Signature

[Signature]

08/13/2020
Vendor Contact: Maryellen Absher, Phone: 512-237-0259 and/or email: maryellen.absher@tbs.toshiba.com

TxDMV Contact: Brandy Garcia, (512) 465-4215, Brandy.Garcia@TxDMV.gov

POCN 1, Travis R, 08/13/2020: Added Lines 3 - 6 for months 8-19 of 36 month lease. Updated buyer name for PO changes

<table>
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<tr>
<th>Line-Sch:</th>
<th>Line Description:</th>
<th>Class/Item:</th>
<th>Quantity:</th>
<th>UOM:</th>
<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
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<td>1-1</td>
<td>Toshiba copier e-Studio 5516ACT (Color) Copier Lease.</td>
<td>985/58</td>
<td>7.0000</td>
<td>MO</td>
<td>$303.19000</td>
<td>$2,122.33</td>
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Schedule Total: $2,122.33

Contract ID: 0000000987
RegID: 0000008676

Service period: 02/01/2020 thru 08/31/2020 (Fiscal Year 2020). Months 1 to 7 of a 48 month lease

Hardware Configuration:
e-Studio 5516ACT, MR4000b 300 sheet DADF, MJ1109b Console finisher with stapling, MJ6105 holepunch, GD1370n fax, power filter

Hardware Payment for term of 48 Month Lease = $226.11 Monthly Base Service Fee Billed Monthly Overage billed monthly
$21.75 of the Monthly Hardware Lease Payment is for Incidentals Charges

Monthly Base Service Program will include 6000 Black White copies per month @ $.00655; Monthly Base Fee: $39.30 Monthly will include 1000 color copies per month @ 0.03778; Monthly Base Fee: $37.78. Total monthly base Black White + Color = $77.08 Monthly. Base Service Fee Billed Monthly Overage billed monthly Overages for black and white copies are $.00655 and for color copies .03778.

Total Monthly payment including the Hardware Lease Payment $226.11 Monthly Service $77.08 = $303.19 per month. (excludes any applicable overages) Includes All Parts, Labor, Toner and Staples.

Equipment is to be leased in accordance of the terms and conditions of the State of Texas Department of Information Resources 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.

Item Total for Line #1: $2,122.33

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<td>2-1</td>
<td>Color Copy / Print. Overage: 1,001+ (per month) billed @ 0.3778</td>
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Schedule Total: $377.80

Contract ID: 0000000987
RegID: 0000008676

Item Total for Line #2: $377.80

Authorized Signature

[Signature]
08/13/2020
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<td>Black &amp; White Copy/Print.</td>
<td>985/58</td>
<td>1000.000</td>
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<td>MR4000 - 300 Sheet RADF</td>
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<td>MJ1109B - Console Finisher w/stapling</td>
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<td>MJ6105 Hole punch</td>
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<td>PWRFLTR-XGPCS20D - Power Filter, 120V-20 AMPS</td>
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<td>Total monthly payments including the hardware lease payment $226.11 plus monthly service $77.08 equals $303.19.</td>
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Authorized Signature

[Signature]

08/13/2020
Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 000007895
Purchase Order Change Notice (# 1)

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<td>5-1</td>
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Schedule Total $37.78

RegID:
0000009360

Item Total for Line # 6 $37.78

Total PO Amount $6,221.99

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

[Signature]

CTCD

08/13/2020