



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007902  
 Purchase Order Change Notice (# 5)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** I **Date:** 01/27/20 **PO Method:** CP **Dispatch:** Dispatch **Rev Dt:** 10/21/20  
**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:** 1P16 - Houston Region  
 2110 E. Governors Circle  
 Houston TX 77092  
 United States

**Vendor ID:** 1330865305 7

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

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

**Bill To Fax:**

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

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

**PO Information:**

Toshiba e-Studio 4515AC is replacing the e-Studio 4505AC, serial number SCFLF35791, Po 600800 0000003505, expiration date: 01/31/2020. Vendor will need to pick up the e-Studio 4505AC upon delivery of the new e-Studio 4515AC.

Toshiba e-Studio 4518A is replacing the e-Studio 4508A, serial number SCGIF39742, Po 600800 0000003505, expiration date: 01/31/2020. Vendor will need to pick up the e-Studio 4508A upon delivery of the new e-Studio 4518A.

Toshiba e-Studio 4518A is replacing the e-Studio 4508A, serial number SCGIF39742, Po 600800 0000003505, expiration date: 01/31/2020. Vendor will need to pick up the e-Studio 4508A upon delivery of the new e-Studio 4518A.

Toshiba e-Studio 4515AC, 4518A and 4518A; Location:  
 Texas Department of Motor Vehicles  
 2110 E Governors Circle  
 Houston, TX 77092

Contract#: State of Texas DIR-CPO-4426  
 Contract for the 3 copier machines, is for 48 Month FMV Lease.

**Lease Period:**

- 02/12/2020 thru 08/31/2020 ( Lease period 1. ) Purchase Order 60800 0000007902. Months 1 to 7 of a 48 month lease
- 09/01/2020 thru 08/31/2021 ( Lease period 2. ) Purchase Order 60800 0000007902. 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
- 09/01/2022 thru 02/11/2024 ( Lease period 4. ) Months 32 to 36 of a 48 month lease

**Copier Lease:**

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.

**Authorized Signature**

*Travis Reese, CTCD*

**10/21/2020**



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000007902  
Purchase Order Change Notice (# 5)

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 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.

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.

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

TxDmv Contact: : Jessica Geter, (713) 316-6100, Jessica.Geter@txdmv.gov

POCN1, Travis R, 05/21/2020: Added Serial Numbers to line descriptions. Updated buyer name for PO changes.

Authorized Signature

10/21/2020



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007902  
 Purchase Order Change Notice (# 5)

POCN2, Travis R, 06/15/2020: Added lines 4, 5, 6 for overages

POCN3, Travis R, 06/25/2020: Lines 4, 5, 6 had incorrect quantities / prices. Corrected Line 4 from 500 / \$0.5000 to 583 / \$0.04282, Line 5 from 17000 / \$0.00600 to 18411 / \$0.00554, Line 6 from 17000 / \$0.00600 to 18411 / \$0.00554

POCN4, Travis R, 07/07/2020: Added Line 7 for 1000 Color Overages, Copier# 2

POCN 5, Travis R, 10/21/2020: Added lines 8-13 for service period 2 (months 8-19) of copier lease.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Toshiba copier e-Studio 4505AC (Color) Copier Lease.	985/58	7.0000	MO	\$342.71000	\$2,398.97	02/02/2020
	SERIAL: SCNLJ58204						

Schedule Total

**Contract ID:**  
000000089

**ReqID:**  
0000008668

Service period: 02/12/2020 - 02/11/2024.

Months 1 to 7 of a 48 month lease, 02/12/2020 - 08/31/2020.

Contract#: State of Texas DIR-CPO-4426

Contract is for 48 Month FMV Lease.

Hardware Configuration:

e-Studio 4515AC color 45ppm MFP, MR3031 100 sheet RADF, MJ1109B Console finisher, MJ6105 holepunch, KN5005 Bridge Kit, KD1059lt 2000 large capacity feeder, PWRFLTR-XGPCS15D power filter, GD1370n fax

Monthly Hardware Payment for term of 48 Month Lease = \$184.28 Monthly.

Monthly Base Service Program Payment will include 17000 Black White copies per month @ \$.00806: Monthly Base Fee: \$137.02 Monthly will include 500 color copies per month @ 0.04282: Monthly Base Fee: \$21.41. Total monthly base Black White + Color = \$ 158.43 Monthly Overages for black and white copies are \$.0080 and for color .0425  
 Total Monthly payment including the Hardware Lease Payment \$184.28 + Monthly Service \$158.43 = \$342.71 per month.

Base Service Fee Billed Monthly Overages billed monthly  
 (excludes any applicable overages)  
 Includes All Parts, Labor, Toner and Staples.  
 Incidental charge included in total \$17.98

Equipment is to be leased in accordance of the terms and conditions of the State of Texas Department of Information Resources Contract No. DIR-CPO-4426 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

Authorized Signature

*Travis R. [Signature]*, CTCD

10/21/2020



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007902  
 Purchase Order Change Notice (# 5)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Toshiba copier e-Studio 4518A Copier Lease.	985/58	7.0000	MO	\$212.58000	\$1,488.06	02/02/2020
	SERIAL: SCZLJ28558						
						<b>Schedule Total</b>	<b>\$1,488.06</b>
<b>Contract ID:</b> 000000089				<b>ReqID:</b> 0000008668			
Service period: 02/12/2020 - 02/11/2024.							
Months 1 to 7 of a 48 month lease, 02/12/2020 - 08/31/2020.							
Hardware Configuration: e-Studio 4518A, 45ppm black and white MFP, MR3031 100 sheet RADF, MJ1109B Console finisher, MJ6105 holepunch, KN5005 Bridge Kit, KD1059It 2000 large capacity feeder, PWRFLTR-XGPCS15D, power filter, GD1370n fax							
Monthly Hardware Payment for term of 48 Month Lease = \$129.48 Monthly.							
Monthly Base Service Program Payment will include 15000 Black White copies per month @ \$.00554: Monthly Base Fee: \$83.10 Monthly Overages for black and white copies are \$.00550 Total Monthly payment including the Hardware Lease Payment \$129.48+ Monthly Service \$83.10 = \$212.58 per month.							
Base Service Fee Billed Monthly Overages billed monthly (excludes any applicable overages) Includes All Parts, Labor, Toner and Staples. Incidental charge included in total \$15.20							
Equipment is to be leased in accordance of the terms and conditions of the State of Texas Department of Information Resources Contract No. DIR-CPO-4426 Appendix D Master Lease Agreement. It is acknowledged and agreed that this purchase order constitutes a schedule as defined in the Master Lease Agreement.							
						<b>Item Total for Line # 2</b>	<b>\$1,488.06</b>

Authorized Signature

*Luis Perea*, CTCD

10/21/2020



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007902  
 Purchase Order Change Notice (# 5)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Toshiba copier e-Studio 4518A Copier Lease.	985/58	7.0000	MO	\$195.96000	\$1,371.72	02/02/2020
	SERIAL: SCZLJ27172						
						<b>Schedule Total</b>	<input type="text" value="\$1,371.72"/>
<b>Contract ID:</b> 000000089				<b>ReqID:</b> 0000008668			
Service period: 02/12/2020 - 02/11/2024.							
Months 1 to 7 of a 48 month lease, 02/12/2020 - 08/31/2020.							
Hardware Configuration: e-Studio 4518A, 45ppm black and white MFP, MR3031 100 sheet RADF, MJ1109B Console finisher, MJ6105 holepunch, KN5005 Bridge Kit, KD1059It 2000 large capacity feeder, PWRFLTR-XGPCS15D, power filter, GD1370n fax							
Monthly Hardware Payment for term of 48 Month Lease = \$129.48 Monthly.							
Monthly Base Service Program Payment will include 12000 Black White copies per month @ \$.00554: Monthly Base Fee: \$66.48 Monthly Overages for black and white copies are \$.00550							
Total Monthly payment including the Hardware Lease Payment \$129.48+ Monthly Service \$66.48 = \$195.96 per month.							
Base Service Fee Billed Monthly Overages billed monthly (excludes any applicable overages) Includes All Parts, Labor, Toner and Staples. Incidental charge included in total \$15.20							
Equipment is to be leased in accordance of the terms and conditions of the State of Texas Department of Information Resources Contract No. DIR-CPO-4426 Appendix D Master Lease Agreement. It is acknowledged and agreed that this purchase order constitutes a schedule as defined in the Master Lease Agreement.							
						<b>Item Total for Line # 3</b>	<input type="text" value="\$1,371.72"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Toshiba E Studio 4515AC (Color) Copier # 2	966/18	583.0000	EA	\$0.04282	\$24.96	06/18/2020
	For 500 Color overages						
						<b>Schedule Total</b>	<input type="text" value="\$24.96"/>
				<b>ReqID:</b> 0000009209			
						<b>Item Total for Line # 4</b>	<input type="text" value="\$24.96"/>

Authorized Signature

*Louis P. ...*, CTCD

10/21/2020



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000007902  
Purchase Order Change Notice (# 5)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Toshiba E Studio 4518A ID #45505 (Copier 1 B&W)  For 17000 B&W overages	966/18	18411.0000	EA	\$0.00554	\$102.00	06/18/2020
						Schedule Total	\$102.00
						ReqID:	0000009209
						Item Total for Line # 5	\$102.00
6-1	Toshiba E Studio 4518A ID # 45504 (B&W Copier 3)  For B&W overages	966/18	18411.0000	EA	\$0.00554	\$102.00	06/18/2020
						Schedule Total	\$102.00
						ReqID:	0000009209
						Item Total for Line # 6	\$102.00
7-1	Toshiba E Studio 4515AC (Color) Copier # 2  For 1000 Color overages	966/18	6000.0000	EA	\$0.04282	\$256.92	07/07/2020
						Schedule Total	\$256.92
						ReqID:	0000009300
						Item Total for Line # 7	\$256.92

Authorized Signature

*Luis Perea*, CTCD

10/21/2020



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000007902  
Purchase Order Change Notice (# 5)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Toshiba copier e-Studio 4505AC (Color) Copier Lease.	966/18	12.0000	MO	\$342.71000	\$4,112.52	10/21/2020
	SERIAL: SCNLJ58204						
						Schedule Total	\$4,112.52
				ReqID:	0000009799		
	Service period: 02/12/2020 - 02/11/2024.						
	Months 8 - 19 of a 48 month lease, 09/01/2020 thru 08/31/2021					Item Total for Line # 8	\$4,112.52
9-1	Toshiba e-Studio 4515AC Color Overages	966/18	800.0000	EA	\$0.04282	\$34.26	10/21/2020
						Schedule Total	\$34.26
				ReqID:	0000009799		
						Item Total for Line # 9	\$34.26
10-1	Toshiba copier e-Studio 4518A Copier Lease.	966/18	12.0000	MO	\$212.58000	\$2,550.96	10/21/2020
	SERIAL: SCZLJ28558						
						Schedule Total	\$2,550.96
				ReqID:	0000009799		
	Service period: 02/12/2020 - 02/11/2024.						
	Months 8 - 19 of a 48 month lease, 09/01/2020 thru 08/31/2021					Item Total for Line # 10	\$2,550.96

Authorized Signature

10/21/2020



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007902  
 Purchase Order Change Notice (# 5)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	Toshiba Copier e-Studio 4518A Black & White Overages	966/18	4000.0000	EA	\$0.00554	\$22.16	10/21/2020
						Schedule Total	\$22.16
						<u>ReqID:</u> 0000009799	
						Item Total for Line # 11	\$22.16
12-1	Toshiba copier e-Studio 4518A Copier Lease.	966/18	12.0000	MO	\$195.96000	\$2,351.52	10/21/2020
						Schedule Total	\$2,351.52
						<u>ReqID:</u> 0000009799	
Service period: 02/12/2020 - 02/11/2024.							
Months 8 - 19 of a 48 month lease, 09/01/2020 thru 08/31/2021							
						Item Total for Line # 12	\$2,351.52
13-1	Toshiba Copier e-Studio 4518A Black & White Overages	966/18	4000.0000	EA	\$0.00554	\$22.16	10/21/2020
						Schedule Total	\$22.16
						<u>ReqID:</u> 0000009799	
						Item Total for Line # 13	\$22.16
						<b>Total PO Amount</b>	\$14,838.21

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  
  
 10/21/2020



---

Authorized Signature

*Louis P. ...*, CTCD

10/21/2020