



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008621  
 Purchase Order Change Notice (# 3)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** I **Date:** 08/17/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 09/17/21  
**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:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

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

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Fax:**

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

**PO Information:**

POCN# 3 - by Mandy Maxwell 09/17/2021  
 Changed buyer from Travis Reese to Amanda Maxwell  
 Updated PO end date  
 Added Contract ID  
 Added lines 4-6 for FY22 funding, Lease Period 2, 09/01/2021 through 08/31/2022

POCN 2, Travis R, 12/16/2020: Actual delivery of copier was 11/18, this has shifted overall service period forward. Start date was Oct 2020, is now Nov 18 2020. End date was Sep 2024, is now Nov 17 2020

POCN 1, Travis R, 10/22/2020: Quantities for black/white overages and color overages were accidentally swapped. Corrected quantities so that black/white overages are 5000 and color overages are 2500

This purchase order will replace PO 60800 0000004332 for Toshiba copier 4505AC

New Copier Lease - 48 month lease  
 eStudio 4515AC - S/N SCNGK44525

Service Period: October 1, 2020 - September 30, 2024

Vendor will program, deliver and set up copier for TxDMV/MVCPA, 2nd floor, building 5. Lease agreement Term is 10/01/2020 through 09/30/2024 with five lease periods. Terms for this agreement:

- 11/18/2020 through 08/31/2021 - Lease period one - 10 Months
- 09/01/2021 through 08/31/2022 - Lease period two - 12 Months
- 09/01/2022 through 08/31/2023 - Lease Period three - 12 Months
- 09/01/2023 through 08/31/2024 - Lease Period four - 12 Months
- 09/01/2024 through 11/17/2024 - Lease Period five - 2 Months

This lease is authorized under Department of Information Resources contract DIR-CPO-4426

**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.

**Authorized Signature**

*M. Maxwell, Purchaser, CTCI*

**09/28/2021**



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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 48 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 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.

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.

Authorized Signature

*M. Maull Purchaser, CTCI*

09/28/2021



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

TxDMV Contact: Yessenia Benavides  
 Phone: 512/465-4011  
 Email: Yessenia.Benavides@txdmv.gov

Vendor Contact: MaryEllen Absher  
 Phone: 512-237-0259  
 Email: Maryellen.Absher@tbs.toshiba.com

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Toshiba EStudio 4515AC - Months 1-11	985/58	10.0000	MO	\$295.90000	\$2,959.00	09/01/2020

Schedule Total

ReqID:  
0000009445

Overall Service Period: November 18, 2020 - November 17, 2024

Current Service Period, Line 1: November 18, 2020 - August 31, 2021

Toshiba eStudio4515AC - S/N SCNGK44525

Copy/Print/Fax/Scan

MJ11098 Stapler

MJ6105 Hole Punch

PWRFLRT-XGPCS15D Power Filter

GD1370n Fax

Monthly base service includes: 5,000 Monthly Black White copies per month at \$.08, \$40.00; and 2,000 Monthly Color copies at\$.04282/\$85.64. Total monthly based black/white and color=\$125.64

Total monthly payment including hardware lease payment \$170.26 + monthly copies \$125.64 = 295.90

Basic service and overages billed monthly.

Black White Overage \$0.008 per copy. Color Overages \$0.04282 per copy.

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Black & White Copy Overages (5001+) billed @ \$0.008	985/58	5000.0000	EA	\$0.00800	\$40.00	09/01/2020

Schedule Total

ReqID:  
0000009445

Item Total for Line # 2

Authorized Signature

*M. Naill* Purchaser, CTCI

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Color Copy Overages (2001+) billed @ \$0.04282	985/58	2500.0000	EA	\$0.04282	\$107.05	09/07/2020
						<b>Schedule Total</b>	<input type="text" value="\$107.05"/>
				<b>ReqID:</b>			
				0000009445			
						<b>Item Total for Line # 3</b>	<input type="text" value="\$107.05"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Toshiba EStudio 4515AC	985/58	12.0000	MO	\$295.90000	\$3,550.80	09/20/2021
						<b>Schedule Total</b>	<input type="text" value="\$3,550.80"/>
<b>Contract ID:</b>				<b>ReqID:</b>			
0000008621				0000011070			
Overall Service Period: November 18, 2020 - November 17, 2024							
Current Service Period, Line 1: 09/01/2021 - 08/31/2022							
Toshiba eStudio4515AC - S/N SCNGK44525							
Copy/Print/Fax/Scan MJ11098 Stapler MJ6105 Hole Punch PWRFLRT-XGPCS15D Power Filter GD1370n Fax							
Monthly base service includes: 5,000 Monthly Black White copies per month at \$.08, \$40.00; and 2,000 Monthly Color copies at \$.04282/\$85.64. Total monthly based black/white and color=\$125.64							
Total monthly payment including hardware lease payment \$170.26 + monthly copies \$125.64 = 295.90							
Basic service and overages billed monthly.							
Black White Overage \$0.008 per copy. Color Overages \$0.04282 per copy.							
						<b>Item Total for Line # 4</b>	<input type="text" value="\$3,550.80"/>

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Black & White Copy Overages (5001+) billed @ \$0.008	985/58	5000.0000	EA	\$0.00800	\$40.00	09/17/2021
						Schedule Total	\$40.00
<b>Contract ID:</b> 0000008621				<b>ReqID:</b> 0000011070			
						Item Total for Line # 5	\$40.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Color Copy Overages (2001+) billed @ \$0.04282	985/58	2500.0000	EA	\$0.04282	\$107.05	09/20/2021
						Schedule Total	\$107.05
<b>Contract ID:</b> 0000008621				<b>ReqID:</b> 0000011070			
						Item Total for Line # 6	\$107.05
						Total PO Amount	\$6,803.90

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  
*M. Naill* Purchaser, CTCI  
09/28/2021