



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008642
 Purchase Order Change Notice (# 1)

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** I **Date:** 08/21/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 12/03/20
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: 1P24 - Waco Region
 2203 Austin Avenue
 Waco TX 76701
 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:

POCN 1, Travis R, 12/03/2020: Service term pushed forward by 1 month. Copier was not delivered on October 1st 2020 as anticipated, and was instead delivered on November 1st 2020.

This is to replace PO 60800 0000004260 for Toshiba eStudio 4508A on 09/30/2020

New Copier Lease - 48 Month

Overall Service Period: November 1, 2020 - October 31,2024

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, which-ever 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-CPO-4426, Appendix F 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 48 whole months.

Authorized Signature

12/03/2020



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MONTHS 1 - 10: NOVEMBER 01, 2020 - AUGUST 31, 2021
MONTHS 11 - 22: SEPTEMBER 01, 2021 - AUGUST 31, 2022
MONTHS 23 - 34: SEPTEMBER 01, 2022 - AUGUST 31, 2023
MONTHS 35 - 46: SEPTEMBER 01, 2023 - AUGUST 31, 2024
MONTH 47 - 48: SEPTEMBER 01, 2024 - OCTOBER 31, 2024

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.

TxDMV Contact:
Debbie Wilson
Debbie.Wilson@TxDMV.gov
(254) 296-2700

Vendor Contact:
MaryEllen Absher
maryellen.absher@tbs.toshiba.com
(512) 237-0259

Contract: DIR-CPO-4426

Authorized Signature

12/03/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	MYD-Toshiba Copier 48 Month Lease (Months 1-11)	985/58	10.0000	MO	\$218.76000	\$2,187.60	10/01/2020
						Schedule Total	<input type="text" value="\$2,187.60"/>
Contract ID: 0000008642				ReqID: 0000009533			
Overall Service Period: November 1, 2020 - October 31,2024							
Current Service Period, Line 1: November 1, 2020 - August 31, 2021							
Hardware Payment for Term=\$218.76 (Includes \$48.50 Monthly Service) Toshiba ES4515AC 45PPM Color Copier MR3031B 100-Sheet RADF MJ1109B Console Finisher w/Stapling KN5005 MJ6105 Hole Punch PWRFLR-XGPCS15D Power Filter KD1059B 2000 Sheet Lg Cap Feeder GD1370N Fax							
Monthly Base Service Program includes 5,000 Black and White Copies per Month at \$0.008 or \$40.00 and 200 Color Copies per Month at \$0.0425 or \$8.50: Total Monthly Black/White and Colo=\$48.50							
Total Monthly Payment including the Hardware Lease Payment \$170.26 + Monthly Service \$48.50= \$218.76 per Month							
Base Service Fee Billed Monthly and Overages Billed Monthly							
						Item Total for Line # 1	<input type="text" value="\$2,187.60"/>

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

Louis P. [Signature], CTCD

12/03/2020