



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008959  
 Purchase Order Change Notice (# 4)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** I **Date:** 11/03/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 08/19/21  
**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:** 1P04 - Beaumont Region  
 8550 Eastex Freeway  
 Beaumont TX 77708  
 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# 4 - by Mandy Maxwell, 08/19/2021  
 Changed buyer from Travis Reese to Amanda Maxwell  
 Added lines 4-6 for FY22 funding. MONTHS 7 - 18: SEPTEMBER 1, 2021 - AUGUST 31, 2022  
 Updated Contract Monitor from Ashley Lopez to Linda LeDet

POCN 3, Travis R, 03/25/2021: Toshiba delivered copier on 03/19/2021 instead of 02/01/2021. Service term has been changed accordingly. New term 03/19/2021 - 03/18/2025

POCN 2, Travis R, 02/22/2021: Updated overage costs on line 2 (from \$0.00520 to \$0.00800) and line 3 (from \$0.02950 to \$0.00425)

POCN 1, Travis R, 02/22/2021: Updated service costs for mono + color copies per Toshiba's corrected quote. Previous monthly cost was \$225.98, new monthly cost is \$255.49

This is to replace PO 60800 0000003392 for Toshiba eStudio 4505AC (Serial # SCFLF35841) upon its expiration on 01/31/2021

New Copier Lease - 48 Month

Overall Service Period: March 19, 2021 - March 18, 2025

**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.

**Authorized Signature**

*M Maxwell Purchaser, CTCI*

**08/23/2021**



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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.

MONTHS 1 - 6: MARCH 19, 2021 - AUGUST 31, 2021  
MONTHS 7 - 18: SEPTEMBER 1, 2021 - AUGUST 31, 2022  
MONTHS 19 - 30: SEPTEMBER 1, 2022 - AUGUST 31, 2023  
MONTHS 31 - 42: SEPTEMBER 1, 2023 - AUGUST 31, 2024  
MONTHS 43 - 48: SEPTEMBER 1, 2024 - MARCH 18, 2025

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:

Authorized Signature

*M. Maull* Purchaser, CTCI

08/23/2021



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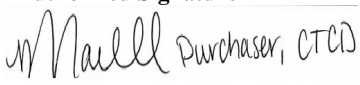
Linda LeDet  
 linda.ledet@TxDMV.gov  
 (409) 895-3211

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

Contract: DIR-CPO-4426

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	MYD - Toshiba Copier EStudio 4515AC Lease - Months 1-6	985/58	6.0000	MO	\$255.49000	\$1,532.94	11/09/2020
						<b>Schedule Total</b>	<input type="text" value="\$1,532.94"/>
<b>Contract ID:</b> 0000008959				<b>ReqID:</b> 0000009883			
Overall service period: 03/19/2021 - 03/18/2025							
Current service period, Line 1 (Months 1 - 6): 03/19/2021 - 08/31/2021							
Toshiba E-Studio 4515AC Multifunction Copier - S/N: SSNKK84538							
Lease Accessories:							
MJ1109B Finisher MR3031B RADF KN5005 Bridge Kit MJ6105 Hole Punch KD1059B - GD1370N Fax Board							
Monthly Base Program includes 10,000 black white copies per month at \$0.00806 or \$80.60 per month and 100 color copies per month at \$0.04282 or \$4.28 per month; Total Monthly base black/white and color = \$84.88							
Total monthly payment including the hardware lease payment \$170.61 + monthly service \$84.88 = \$255.49 per month Base Service Fee billed monthly and overages billed monthly							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$1,532.94"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Black and White Overages - FY 2021	958/58	100.0000	EA	\$0.00800	\$0.80	11/09/2020
						<b>Schedule Total</b>	<input type="text" value="\$0.80"/>
<b>Contract ID:</b> 0000008959				<b>ReqID:</b> 0000009883			
						<b>Item Total for Line # 2</b>	<input type="text" value="\$0.80"/>

**Authorized Signature**  
  
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Color Overages - FY 2021	958/58	100.0000	EA	\$0.00425	\$0.43	11/09/2020
						<b>Schedule Total</b>	<input type="text" value="\$0.43"/>
<b>Contract ID:</b> 0000008959				<b>ReqID:</b> 0000009883			
						<b>Item Total for Line # 3</b>	<input type="text" value="\$0.43"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Toshiba Copier EStudio 4515AC Lease - 48 Month Lease (Months 7-18)	985/58	12.0000	MO	\$255.49000	\$3,065.88	08/31/2021
						<b>Schedule Total</b>	<input type="text" value="\$3,065.88"/>
<b>Contract ID:</b> 0000008959				<b>ReqID:</b> 0000010891			
Overall service period: 03/19/2021 - 03/18/2025							
Current service period, (Months 7 - 18): 09/01/2021 - 08/31/2022							
Toshiba E-Studio 4515AC Multifunction Copier - S/N: SSNKK84538							
Lease Accessories:							
MJ1109B Finisher MR3031B RADF KN5005 Bridge Kit MJ6105 Hole Punch KD1059B - GD1370N Fax Board							
Monthly Base Program includes 10,000 black white copies per month at \$0.00806 or \$80.60 per month and 100 color copies per month at \$0.04282 or \$4.28 per month; Total Monthly base black/white and color = \$84.88							
Total monthly payment including the hardware lease payment \$170.61 + monthly service \$84.88 = \$255.49 per month Base Service Fee billed monthly and overages billed monthly							
						<b>Item Total for Line # 4</b>	<input type="text" value="\$3,065.88"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Black and White Overages - FY 2022	958/58	100.0000	EA	\$0.00800	\$0.80	08/31/2021
						<b>Schedule Total</b>	<input type="text" value="\$0.80"/>
<b>Contract ID:</b> 0000008959				<b>ReqID:</b> 0000010891			
						<b>Item Total for Line # 5</b>	<input type="text" value="\$0.80"/>

Authorized Signature

*M. Naill* Purchaser, CTCI

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Color Overages - FY 2022	958/58	100.0000	EA	\$0.00425	\$0.43	08/31/2021
						Schedule Total	\$0.43
<b>Contract ID:</b> 0000008959				<b>ReqID:</b> 0000010891			
						Item Total for Line # 6	\$0.43

Total PO Amount \$4,601.28

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

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