



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000009519  
 Purchase Order Change Notice (# 3)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** I **Date:** 04/23/21 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 11/30/21  
**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:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1330865305 7

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

**Bill To Fax:**

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

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

**PO Information:**

POCN# 3 - by Mandy Maxwell, 11/30/2021  
 Added line 5 for BW overages  
 Updated PO end date to reflect FY22 end date of 08/31/2022

POCN# 2 - by Mandy Maxwell, 08/09/2021  
 Changed buyer from Travis Reese to Amanda Maxwell.  
 Updated overall service period to 08/01/2021 to 07/31/2024 36 month lease.  
 Added lines 3 and 4 for FY22 funds, 09/01/2021 through 08/31/2022 - Lease period two - 12 Months.

POCN 1: Due to unavailability of Lexmark copier XM3250, Toshiba has suggested substitution with model eStudio 478s (S/N#: S701811740D9WM / TA1028). Program area has reviewed copier specifications and approved this substitution. Model number changed on Line 1 description. All other data remains unchanged.

This is to replace PO 60800 0000005181 for Lexmark XM3150 (s/n S70167PHH0DRP8) upon its expiration on 05/31/2021

New Copier Lease - 36 Month

Overall Service Period: 08/01/2021 to 07/31/2024

**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.

**Authorized Signature**

*Amanda Maxwell, CTO/COM*

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Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

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).

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 36 whole months.

08/01/2021 through 08/31/2021 - Lease period one - 1 Month  
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 07/31/2024 - Lease Period four - 11 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

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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.

Purchase made in accordance with the terms and conditions set forth in contract: DIR-CPO-4426

Pricing per quote # "Quote for Angela Gonzalez - Motor Vehicle Division", dated 04/14/2021

TxDMV Contact: Angela Gonzalez  
 Angela.Gonzalez@TxDMV.gov  
 (512) 465-4229

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

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Toshiba eStudio 478s	985/27	1.0000	MO	\$99.04000	\$99.04	04/26/2021

Schedule Total

Contract ID:  
0000009519

ReqID:  
0000010363

Overall Service Period: August 1, 2021 - July 31, 2024

Current Service Period (Line 1) - August 1, 2021 - August 31, 2021 (1 month)

Toshiba eStudio 478s - S/N: S701811740D9WM / TA1028

Monthly base service includes:

3,500 Monthly Black White copies per month at \$0.01229, total \$43.02

Total monthly payment including hardware lease payment \$56.02 + monthly b/w copies \$43.02 = \$99.04

Basic service and overages billed monthly.

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Printer Overages B/W (3501+)	985/27	200.0000	EA	\$0.01220	\$2.44	04/26/2021

Schedule Total

Contract ID:  
0000009519

ReqID:  
0000010363

Item Total for Line # 2

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*MaryEllen Absher, CTOD/COM*

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Toshiba eStudio 478s	985/27	12.0000	MO	\$99.04000	\$1,188.48	08/10/2021
						<b>Schedule Total</b>	\$1,188.48
<b>Contract ID:</b> 0000009519				<b>ReqID:</b> 0000010790			
Overall Service Period: August 1, 2021 - July 31, 2024							
Current Service Period - 09/01/2021 - 08/31/2022 - Lease period two - 12 Months							
Toshiba eStudio 478s - S/N: S701811740D9WM / TA1028							
Monthly base service includes: 3,500 Monthly Black White copies per month at \$0.01229, total \$43.02							
Total monthly payment including hardware lease payment \$56.02 + monthly b/w copies \$43.02 = \$99.04							
Basic service and overages billed monthly.							
						<b>Item Total for Line # 3</b>	\$1,188.48
4-1	Printer Overages B/W (3501+)	985/27	600.0000	EA	\$0.01220	\$7.32	08/17/2021
						<b>Schedule Total</b>	\$7.32
<b>Contract ID:</b> 0000009519				<b>ReqID:</b> 0000010790			
						<b>Item Total for Line # 4</b>	\$7.32
5-1	Printer Overages B/W (3501+)	985/27	2000.0000	EA	\$0.01220	\$24.40	11/30/2021
						<b>Schedule Total</b>	\$24.40
<b>Contract ID:</b> 0000009519				<b>ReqID:</b> 0000011363			
						<b>Item Total for Line # 5</b>	\$24.40
						<b>Total PO Amount</b>	\$1,321.68

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.

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*[Handwritten Signature]*

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