



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011440  
 Purchase Order Change Notice (# 5)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** I    **PO Date:** 08/02/2022    **PO End Date:** 09/30/2022    **PO Method:** CP    **Dispatch:** Dispatch Via Email02/14/2023    **Rev Dt:** 02/14/2023  
**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:** 1P23 - Veh Titles and Reg  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1330865305 7 004

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

**Bill To Fax:**

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

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

**PO Information:**

FY23 Renewal of PO 60800 0000008510

POCN# 5 by Mandy Maxwell 02/14/2023  
 Reduced line 5 from 3 months to 1 month.  
 Changed buyer from Richard to Amanda

POCN#4 Richard Oballo 02/08/2023  
 Line 5 price correction from \$481.00 to \$453.00.

POCN#3 by Richard Oballo 1/2/2023  
 Change name of buyer.

POCN#2 - by Richard Oballo 1/2/2023  
 Added Line 5 for 3 month extension to contract: 1/1/2023 - 3/31/2023  
 New machine to replace this contract is backordered.

POCN# 1 - by Mandy Maxwell 11/18/2022  
 Added Line 4 for 3 month extension to contract: 09/30/2022 - 12/31/2022  
 New machine to replace this contract is backordered.

SN# SCIFJ16242

Contract is for 36 Month Fair Market Value Lease.

**Lease Period:**

- 10/01/2019 thru 08/31/2020 ( Lease period 1. ) . Months 1 to 11 of a 36 month lease. PO 60800 0000007342
- 09/01/2020 thru 08/31/2021 ( Lease period 2. ) Months 12 to 23 of a 36 month lease. PO 60800 0000008510
- 09/01/2021 thru 08/31/2022 ( Lease period 3. ) Months 24 to 35 of a 36 month lease. PO 60800 0000008510
- 09/01/2022 thru 09/30/2022 ( Lease period 4. ) Months 36 to 36 of a 36 month lease. PO 60800 0000011440

**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.

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.

**Authorized Signature**

**02/14/2023**



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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, which-ever is later.

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

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).

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.

Contract#: State of Texas DIR-CPO-4426

Vendor Contact:

Maryellen Absher  
(512) 237-0259  
maryellen.absher@tbs.toshiba.com

TxDMV Contact:

Roger Feuge  
(512) 465-1459  
Roger.Feuge@TxDMV.gov

Authorized Signature

02/14/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Toshiba Copier e-Studio 7516ACT - FY23	30101	985/59	1.0000	MO	\$453.00000	\$453.00	08/02/2022
							<b>Schedule Total</b>	\$453.00
<b>Contract ID:</b> 0000007342					<b>ReqID:</b> 0000012126			
Service period: 09/01/2022 - 09/30/2022 Lease period 4, Month 36 of a 36 month lease								
SN# SCIFJ16242								
Hardware Configuration: e-Studio 7516ACT, SN# M8G928639, MR4000b, MJ1111b, MJ6160n, KD1059LT, GD1370n								
Monthly Hardware Payment for term of 36 Month Lease = \$335.30 x 36 Months = \$12,070.80 total amount of hardware lease payments for term. Base Service Fee Billed Monthly Overages billed monthly \$24.39 of the Monthly Hardware Lease Payment is for Incidental Charges								
Monthly Base Service Program will include 5000 Black White copies per month @ \$.0056: Monthly Base Fee: \$28.00 Monthly will include 3000 color copies per month @ 0.0299: Monthly Base Fee: \$89.7. Total monthly base Black White + Color = \$117.70 Monthly x 36 months = \$4237.20								
Total Monthly payment including the Hardware Lease Payment \$335.30 + Monthly Service \$117.70 = \$453.00 per month. Final Total of payments over 36 Month Lease Program: \$16,308.00 (excludes any applicable overages)								
Includes All Parts, Labor, Toner and Staples.								
Accessories include: MR4000b 300 sheet 1 pass doc feeder scanner 220 pages per min, MJ6160nb Holepunch, MJ111b console finisher stapler, GD1370 Fax, KD1059LTb tandem drawer								
							<b>Item Total for Line # 1</b>	\$453.00
2-1	Toshiba Copier e-Studio 7516ACT Color Overages	30101	985/59	3000.0000	EA	\$0.02990	\$89.70	08/02/2022
							<b>Schedule Total</b>	\$89.70
<b>Contract ID:</b> 0000007342					<b>ReqID:</b> 0000012126			
							<b>Item Total for Line # 2</b>	\$89.70
3-1	Toshiba Copier e-Studio 7516ACT Black & White Overages	30101	985/59	5000.0000	EA	\$0.00560	\$28.00	08/02/2022
							<b>Schedule Total</b>	\$28.00
<b>Contract ID:</b> 0000007342					<b>ReqID:</b> 0000012126			
							<b>Item Total for Line # 3</b>	\$28.00

<b>Authorized Signature</b> 	<b>02/14/2023</b>
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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Toshiba Copier e-Studio 7516ACT - Extension	30101	985/59	3.0000	MO	\$453.00000	\$1,359.00	11/18/2022
							<b>Schedule Total</b>	<b>\$1,359.00</b>

**ReqID:**  
0000012760

Service period: 3 month extension to contract: 09/30/2022 - 12/31/2022

SN# SCIFJ16242

Hardware Configuration: e-Studio 7516ACT MR4000b, MJ1111b, MJ6160n, KD1059LT, GD1370n

Monthly Hardware Payment for term of 36 Month Lease = \$335.30 x 36 Months = \$12,070.80 total amount of hardware lease payments for term. Base Service Fee Billed Monthly Overages billed monthly \$24.39 of the Monthly Hardware Lease Payment is for Incidental Charges

Monthly Base Service Program will include 5000 Black White copies per month @ \$.0056: Monthly Base Fee: \$28.00 Monthly will include 3000 color copies per month @ 0.0299: Monthly Base Fee: \$89.7. Total monthly base Black White + Color = \$117.70 Monthly x 36 months = \$4237.20

Total Monthly payment including the Hardware Lease Payment \$335.30 + Monthly Service \$117.70 = \$453.00 per month.  
 Final Total of payments over 36 Month Lease Program: \$16,308.00 (excludes any applicable overages)

Includes All Parts, Labor, Toner and Staples.

Accessories include: MR4000b 300 sheet 1 pass doc feeder scanner 220 pages per min, MJ6160nb Holepunch, MJ111b console finisher stapler, GD1370 Fax, KD1059LTb tandem drawer

**Item Total for Line # 4** **\$1,359.00**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Toshiba Copier e-Studio 7516ACT - Extension Term: 01/01/23 - 01/31/23	30101	985/59	1.0000	MO	\$453.00000	\$453.00	01/02/2023
							<b>Schedule Total</b>	<b>\$453.00</b>

**ReqID:**  
0000012864

**Item Total for Line # 5** **\$453.00**

**Total PO Amount** **\$2,382.70**

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

*Handwritten Signature*

02/14/2023