



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013246
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** I **PO Date:** 08/25/2023 **PO End Date:** 10/31/2023 **PO Method:** DG **Dispatch:** Dispatch Via Email10/26/2023 **Rev Dt:**

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: 1P21 - Pharr Region
 600 West Expressway 83
 Pharr TX 78577
 United States

Ship To Attention: Lori L Burns
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1330865305 7 004

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:

See attached document

Requesting a 3-Month Extension on FY24 PO#13246 which was the continuation of a 36-Month Lease that had an Overall Service Period of November 1, 2020-October 31, 2023. The new extension period will go from November 1, 2023 - January 31, 2024 or until the copier is delivered, whichever comes first. This is due to Toshiba being uncertain about the delivery date of this unit.

Copier #2: eSTUDIO 2518A (line 1), SN: SCZHK50069

FY24: 3-Month Extension from November 1, 2023 - January 31, 2024

LINE 1, COPIER #2: B/W Only

Toshiba eSTUDIO 2518A, SN#SCZHK50069

25 pages per min bw copier, MR3031B - scanner w RADF, STAND5005 stand, MJ1042B - inner finisher (stapler), GD1370N Fax, PWRFLTR-D5133NT - surge protector power cord

Monthly Base Service Program includes 5,000 BW images per month at 0.00907. Total monthly base BW images \$45.35. Total monthly base hardware fee is \$105.99

Hardware + BW copies = \$151.34 / month

Vendor Contact:

Jim Carmack, Sales Manager
 Cell: (817) 879-0750
 jim.carmack@tbs.toshiba.com

TxDMV Regional Contact in Pharr:

Rene Medrano
 956-784-6711
 rene.medrano@txdmv.gov

TxDMV Contract Monitor:

Lori Burns
 lori.burns@txdmv.gov

POCN# 1 by Mandy Maxwell 10/26/2023
 Added line 3 and 4 for a 3 month contract extension
 All other information remains the same

FY24 renewal of PO 60800 0000011807

Authorized Signature

10/26/2023



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Pharr Copier # 2 - eSTUDIO 2518A , S/N: SCZHK50069

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.

Overall Service Period: November 1, 2020 - October 31,2023

Lease Periods for 36 Month Lease:

MONTH 1 - 10 NOVEMBER 1, 2020 - AUGUST 31, 2021 - PO #60800 0000008874
MONTH 11 - 22 SEPTEMBER 1, 2021 - AUGUST 31, 2022 - PO #60800 0000008874
MONTH 23 - 34 SEPTEMBER 1, 2022 - AUGUST 31, 2023 - PO #60800 0000011807
MONTH 35- 36 SEPTEMBER 1,2023 - OCTOBER 31, 2023 - PO 60800 0000013246

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

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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.

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).

Delivery:

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

Vendor Contact: Jim Carmack
Direct: (800) 282-1151
Cell (817) 879-0750
Email: Jim.carmack@tbs.toshiba.com

Vendor AP Contact: Sharon Walker
Direct: 325-738-1207
Fax: 325-673-7409
Email: sharon.walker@tbs.toshiba.com

TxDMV Contact: Lori Burns
Phone: 512-465-4081
Email: lori.burns@txdmv.gov

TxDMV RSC Contact: Ariana Rosa
Phone: 956/784-6712
Email: ariana.rosa@txdmv.gov

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Toshiba eSTUDIO 2518A	30101	985/58	2.0000	MO	\$151.34000	\$302.68	09/01/2023
							Schedule Total	<input type="text" value="\$302.68"/>
Contract ID: 0000008874					ReqID: 0000013674			
Pharr Copier #2								
S/N: SCZHK50069 eStudio 2518A - 25 pages per min bw copier MR3031B - scanner w RADF STAND5005 - stand MJ1042B - inner finisher (stapler) GD1370N - Fax PWRFLTR-D5133NT - surge protector power cord Monthly Base Service Program includes 5,000 BW images per month at 0.00907. Total monthly base BW images \$45.35. Total monthly base hardware fee is \$105.99 Hardware + BW copies = \$151.34 / month								
							Item Total for Line # 1	<input type="text" value="\$302.68"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	B/W Overages 5,001+	30101	985/58	500.0000	EA	\$0.00907	\$4.54	09/01/2023
							Schedule Total	<input type="text" value="\$4.54"/>
Contract ID: 0000008874					ReqID: 0000013674			
Pharr Copier #2 - 3 month contract extension								
S/N: SCZHK50069 eStudio 2518A - 25 pages per min bw copier MR3031B - scanner w RADF STAND5005 - stand MJ1042B - inner finisher (stapler) GD1370N - Fax PWRFLTR-D5133NT - surge protector power cord Monthly Base Service Program includes 5,000 BW images per month at 0.00907. Total monthly base BW images \$45.35. Total monthly base hardware fee is \$105.99 Hardware + BW copies = \$151.34 / month								
							Item Total for Line # 2	<input type="text" value="\$4.54"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Toshiba eSTUDIO 2518A	30101	985/58	3.0000	MO	\$151.34000	\$454.02	10/26/2023
							Schedule Total	<input type="text" value="\$454.02"/>
					ReqID: 0000014161			
Pharr Copier #2 - 3 month contract extension								
S/N: SCZHK50069 eStudio 2518A - 25 pages per min bw copier MR3031B - scanner w RADF STAND5005 - stand MJ1042B - inner finisher (stapler) GD1370N - Fax PWRFLTR-D5133NT - surge protector power cord Monthly Base Service Program includes 5,000 BW images per month at 0.00907. Total monthly base BW images \$45.35. Total monthly base hardware fee is \$105.99 Hardware + BW copies = \$151.34 / month								
							Item Total for Line # 3	<input type="text" value="\$454.02"/>

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	B/W Overages 5,001+	30101	985/58	700.0000	EA	\$0.00907	\$6.35	10/26/2023
							Schedule Total	<input type="text" value="\$6.35"/>
					ReqID: 0000014161			
							Item Total for Line # 4	<input type="text" value="\$6.35"/>

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

Handwritten signature: Randy Maxwell, CTED/CTM

10/26/2023