



Texas Department of Motor Vehicles

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Business Unit # 60800

Purchase Order # 0000016830

Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** I **PO Date:** 10/17/2025 **PO End Date:** 08/31/2026 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 10/20/2025
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: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1330865305 7 004

Purchaser: Daphne Free
Phone:
Fax:

Ship To Attention: Angela Vallejo Gonzalez

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Email: daphne.free@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN #1--10/20/2025--Daphne Free
DIR Contract changed from DIR-CPO-4426 to DIR-CPO-5427 and corrected copier description to reflect copier description in attached quote.

PO Information:

DIR Contract: DIR-CPO-4426

Lease Period: 48 month lease - 12/01/2025 - 11/31/2029

Lease Period 1 - Months 01-09: 12/01/2025 through 08/31/2026 - PO 16830
Lease Period 2 - Months 09-21: 09/01/2026 through 08/31/2027 -
Lease Period 3 - Months 21-33: 09/01/2027 through 08/31/2028 -
Lease Period 4 - Months 33-45: 09/01/2028 through 08/31/2029 -
Lease Period 5--Months 45-48: 08/01/2029 through 11/13/2029

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 48 whole months.

Toshiba e-STUDIO4525AC 45 Page per minute COLOR B/W

Included Features: DOCUMENT FEEDER, MJ1048 50-page INNER Finisher with Stapling MJ6011

Hole punch, KD1073LT 2000 SHEET large capacity feeder, GD1370n Analog Fax Unit, W1500-15-120

48 Month lease- \$219.00 per month

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

Authorized Signature

Daphne Free, CTED, CTM

10/20/2025



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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.

Installation instructions:

The unit shall be supplied with complete installation instructions. Instructions shall be as detailed as possible.

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).

Cancellation:

This Purchase Order may be cancelled by TxDMV with a thirty (30) day written notice.

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

Quote: Unit replacing: Toshiba e-studio 4515ac / serial #SCNEM37676

TxDMV Contact: Angela Gonzalez

(512) 465-4229

angela.gonzalez@txdmv.gov

Vendor Contact: Jim Carmack

Direct: (800) 282-1151

Cell (817) 879-0750

Email: Jim.carmack@tbs.toshiba.com

Sharon Walker

Direct: 325-738-1207

Fax: 325-673-7409

Email: sharon.walker@tbs.toshiba.com

Authorized Signature

Daphne J. Lee, CTED, CTEM

10/20/2025



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Color Toshiba e-STUDIO4525AC	30201	985/58	12.0000	EA	\$339.80000	\$4,077.60	10/24/2025
							Schedule Total	\$4,077.60
Contract ID: 16830					RegID: 0000017782			
							Item Total for Line # 1	\$4,077.60

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Color Overages	30201	985/58	2000.0000	EA	\$0.04900	\$98.00	10/24/2025
							Schedule Total	\$98.00
Contract ID: 16830					RegID: 0000017782			
							Item Total for Line # 2	\$98.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Black/White Overages	30201	985/58	4375.0000	EA	\$0.00800	\$35.00	10/24/2025
							Schedule Total	\$35.00
Contract ID: 16830					RegID: 0000017782			
							Item Total for Line # 3	\$35.00

Total PO Amount							\$4,210.60
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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

Daphne J. Lee, CTED, CTM

10/20/2025