# Texas Department of Motor Vehicles

Business Unit # 60800

Purchase Order # 0000017985

| Payment Terms: | Freight Terms: | Ship Via: | PCC: | PO Date: | PO End Date: | PO Method: | Dispatch: | Rev Dt: |
|---|---|---|---|---|---|---|---|---|
| NET30 | FOB Destination | US MAIL | I | 08/05/2026 | 08/31/2027 | DG | Dispatch 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:**
1P48 - San Antonio RSC Reno Rollin
6909 North Loop 1604 E ste 1199
San Antonio TX 78247
United States

**Ship To Attention:** Lori L Burns

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

**Vendor ID:** 1330865305 7 004

**Purchaser:** Miguel G Alvarez
**Phone:** 512/465-1226
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** miguel.alvarez@txdmv.gov

**Bill To Email:** DMV_FIN-INVOICES@TxDMV.gov

**PO Information:**

FY27 Renewal of PO#0000016570

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-5427 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.

LOCATION: San Antonio Copier #2

SN #SCTHN53750

Toshiba e-STUDIO4528A 45 PPM; SN #SCTHN53750
Included Features: MR3033 100-sheet RADF, MJ1113 65-page Console Finisher with Stapling, KN5005 BRIDGE KIT FOR MJ1113/1114, MJ6107 Hole punch, KD1073LT 2000 sheet large capacity feeder, GD1370n Analog Fax Unit, w250-15-120

48 Month lease- $128.36 per month
Service includes 5,000 black and white @ .00582, overages .0058 = $29.10
Total payment lease + service 48 months $157.46

Renewals are as follows, unless terminated sooner in accordance with the terms of the purchase order/contract.
In addition, the department, in its sole discretion, may extend any contract for up to 90 days, in whole or in part

Total contract term is from 9/1/2023-10/31/2027.

Lease Period Breakdown:
FY24 Months 1 - 10: November 1, 2023 thru August 31, 2024 PO #0000013456
FY25 Months 11 - 22: September 01, 2024 thru August 31, 2025 PO#0000014883
FY26 Months 23 - 34: September 01, 2025 thru August 31, 2026 PO#0000016570
FY27 Month 35 - 46: September 01, 2026 thru August 31, 2027 PO#0000017985
FY28 Month 47 - 48: September 01, 2027 thru October 31, 2027

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.

**Authorized Signature**

Miguel M. Alvarez

**08/05/2026**

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 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.

**Authorized Signature**

Miguel M. Alvarez

**08/05/2026**

Additionally, this Purchase Order is governed by the current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. These documents can be found at: http://www.txdmv.gov/contractors-vendors. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

DIR CONTRACT ID: DIR-CPO-5427

TxDMV Regional Contact in San Antonio:
Seberina Palomarez
(210) 731-2151
Seberina.Palomarez@TxDMV.gov

TxDMV Regional Contact in San Antonio:
Cynthia Casillas
(210) 731-2151
Cynthia.Casillas@txdmv.gov

TxDMV Contract Monitor:
Lori Burns
lori.burns@txdmv.gov

Vendor Contact:
Keith Gillon
Senior Government Account Executive
Toshiba Business Solutions
206 Wild Basin Rd S Suite 109, Austin, TX 78746
Mobile: (512) 786-8009
Keith.Gillon@tbs.toshiba.com

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|---|---|---|---|---|---|---|---|
| 1-1 | Toshiba e-STUDIO4528A, B/W Only | 30101 | 985/58 | 12.0000 | MO | $157.46000 | $1,889.52 | 09/01/2026 |

**Schedule Total** $1,889.52

**Contract ID:** 0000013456

**ReqID:** 0000018751

San Antonio Copier #2

FY27 Month 35 - 46: September 01, 2026 thru August 31, 2027

SN# SCTHN53750

Toshiba e-STUDIO4528A 45 Page per minute

**Item Total for Line # 1** $1,889.52

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|---|---|---|---|---|---|---|---|
| 2-1 | B/W Overages - 4,001+ per month at $0.0058 | 30101 | 985/58 | 115000.0000 | EA | $0.00580 | $667.00 | 09/01/2026 |

**Schedule Total** $667.00

**Contract ID:** 0000013456

**ReqID:** 0000018751

**Item Total for Line # 2** $667.00

**Total PO Amount** $2,556.52

**Authorized Signature**

Miguel M. Alvarez

**08/05/2026**

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

**Authorized Signature**

Miguel A. Alvarez

**08/05/2026**