



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013557

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** NA    **PCC:** I    **PO Date:** 10/25/2023    **PO End Date:** 08/31/2024    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **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:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Ship To Attention:** Yessenia Benavides  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1330865305 7 004

**Purchaser:** Matthew Terrell Windham  
**Phone:** 512/465-5808  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Matthew.Windham@txdmv.gov

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

**PO Information:**

FY24 Renewal of PO #60800 0000011722.

This procurement is governed by the terms and conditions in DIR Contract Number DIR-CPO-4426.

Pricing per Toshiba Quote: DIR-CPO-4426 TXDMV- Mary Menoskey replacing PO 4332

Toshiba e-Studio 4515AC - 45 PPM Color Copier

Copier Serial Number: SCNGK44525

Location: TxDMV/MVCPA, Building 5, Floor 2, 3800 Jackson Ave, Austin TX 78731

Contract#: State of Texas DIR-CPO-4426

Contract is for 48 Month Lease.

**Hardware Configuration:**

MR3031B 100-Sheet RADF, MJ1109B Console Finisher w/ Stapling, KN5005 Bridge Kit, MJ6105 Hole Punch, PFR-XGPCS15D Power Filter, KD1059B 2000 Sheet Lg Cap Feeder, GD1370n Fax

Monthly Hardware Payment for term of 48 Month Lease = \$170.26 x 48 Months = \$8,172.48 total amount of hardware lease payments for term.

Basic service and overages billed monthly.

Monthly Base Service Program will include 5,000 black/white copies per month at \$0.008; Monthly Base Fee: \$40.00

Black and white overages billed at \$0.008

Monthly will include 2,000 color copies per month at \$0.04282; Monthly Base Fee: \$85.64

Color overages billed at \$0.04282

Total monthly base Black/White + Color = \$125.64 Monthly x 48 months = \$6,030.72

Total monthly payment including hardware lease payment \$170.26 + monthly b/w copies \$40.00 + monthly color copies \$85.64 = \$295.90

Final Total of payments over 48 Month Lease Program: \$ 14,203.20 (excludes any applicable overages)

**Authorized Signature**

*Matthew Windham*

**10/25/2023**



Includes All Parts, Labor, Toner, and Staples.

**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 48 whole months.

Overall Service Period: 11/18/2020 through 11/17/2024 (48 months)

**Lease Periods for 48 Month Lease:**

Lease Period 1 - Months 1-10: 11/18/2020 through 08/31/2021 - PO #60800 0000008621  
Lease Period 2 - Months 11-22: 09/01/2021 through 08/31/2022 - PO #60800 0000008621  
Lease Period 3 - Months 23-34: 09/01/2022 through 08/31/2023 - PO #60800 0000011722  
Lease Period 4 - Months 35-46: 09/01/2023 through 08/31/2024 - PO #60800 0000013557  
Lease Period 5 - Months 47-48: 09/01/2024 through 11/17/2024

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

Authorized Signature

10/25/2023



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.

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>.

TxDMV Contract Monitor:

Yessenia Benavides  
yessenia.benavides@txdmv.gov  
(512) 465-4011

Vendor Contact:

Jim Carmack  
Jim.carmack@tbs.toshiba.com  
Office: (800) 282-1151  
Cell: (817) 879-0750

Vendor AP Contact:

Sharon Walker  
sharon.walker@tbs.toshiba.com  
Direct: (325) 738-1207  
Fax: (325) 673-7409

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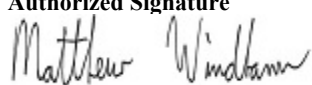


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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY24 Renewal MVCPA Toshiba 48-Month Copier Lease, Lease Period 4	30301	985/58	12.0000	MO	\$295.90000	\$3,550.80	10/25/2023
							<b>Schedule Total</b>	<b>\$3,550.80</b>
<b>Contract ID:</b> 0000008621					<b>ReqID:</b> 0000014184			
Overall Service Period: 11/18/2020 through 11/17/2024 (48 months)								
Current Service Period: Lease Period 4 - Months 35-46: 09/01/2023 through 08/31/2024								
Toshiba e-Studio 4515AC - 45 PPM Color Copier								
Copier Serial Number: SCNGK44525								
Hardware Configuration: MR3031B 100-Sheet RADF, MJ1109B Console Finisher w/ Stapling, KN5005 Bridge Kit, MJ6105 Hole Punch, PFR-XGPCS15D Power Filter, KD1059B 2000 Sheet Lg Cap Feeder, GD1370n Fax								
Monthly base service includes: 5,000 Monthly Black and White copies per month at \$.008, \$40.00 2,000 Monthly Color copies per month at \$0.04282, \$85.64								
Total monthly payment including hardware lease payment \$170.26 + monthly b/w copies \$40.00 + monthly color copies \$85.64 = \$295.90								
Basic service and overages billed monthly.								
							<b>Item Total for Line # 1</b>	<b>\$3,550.80</b>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Black and White Copy/Print Overages	30301	985/58	2500.0000	EA	\$0.00800	\$20.00	10/25/2023
							<b>Schedule Total</b>	<b>\$20.00</b>
<b>Contract ID:</b> 0000008621					<b>ReqID:</b> 0000014184			
Black and White Copy/Print Overages (5,001+) 2,500 billed at \$.008 each								
							<b>Item Total for Line # 2</b>	<b>\$20.00</b>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Color Copy/Print Overages	30301	985/58	5000.0000	EA	\$0.04282	\$214.10	10/25/2023
							<b>Schedule Total</b>	<b>\$214.10</b>
<b>Contract ID:</b> 0000008621					<b>ReqID:</b> 0000014184			
Color Copy/Print Overages (2,001+) 5,000 billed at \$0.04282 each								
							<b>Item Total for Line # 3</b>	<b>\$214.10</b>

**Total PO Amount** **\$3,784.90**

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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