



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000014374

Payment Terms: NET30
Freight Terms: FOB Destination
Ship Via: US MAIL
PCC: I
PO Date: 05/14/2024
PO End Date: 08/31/2024
PO Method: DG
Dispatch: Dispatch Via Print
Rev Dt:

Vendor: TOSHIBA AMERICA BUSINESS SOLUTIONS INC
DBA TOSHIBA BUSINESS SOLUTIONS, USA
FILE 57202
LOS ANGELES CA 90074-7202
United States

Ship To: 1P19 - MidlandOdessa Region
3901 East Hwy. 80
Odessa TX 79761
United States

Ship To Attention: Lori L Burns
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:

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

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.

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.

TxDMV Regional Contacts in Odessa:
Nemy Baeza, Manager

Authorized Signature

Matthew Windham

05/14/2024



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000014374

nemy.baeza@txdmv.gov
 (432) 267-4410

Secondary Contact in Odessa:
 Julie Payne
 julie.payne@txdmv.gov
 (432) 267-4411

TxDMV Contract Monitor:
 Lori Burns
 lori.burns@txdmv.gov
 (512) 465-4081

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

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Copier Moving Services for TxDMV Odessa RSC	58040	962/56	1.0000	EA	\$350.00000	\$350.00	05/14/2024
							Schedule Total	<input type="text" value="\$350.00"/>
Contract ID: 0000014374					ReqID: 0000014844			
Services to move the Toshiba copier from the brick-and-mortar Odessa RSC building to the portable building located in their parking lot.								
Service Date: Contact Lori Burns at lori.burns@txdmv.gov for scheduling.								
Move Origin: TxDMV Odessa RSC 3901 East Hwy. 80 Odessa, TX 79761 USA								
							Item Total for Line # 1	<input type="text" value="\$350.00"/>

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

Matthew Windham

05/14/2024