



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 1400618**  
**Purchase Order Change Notice (# 4)**

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Payment Terms: **NET30** Freight Terms: **FOB Shipping** Ship Via: **US Mail** PCC: **I** Date: **02/28/14** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **11/21/16**  
**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:** 1P12 - Finance Admin Services  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1330865305 7

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

**Purchaser:** Rhonda Lee Gips  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Rhonda.Gips@txdmv.gov

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

**PO Information:**

POCN 2: Added Line 4 for additional color copy overages for FY 15, 16, 17

3/19/15 - Rhonda Gips

POCN 3: Added Line 5 to increase the monthly allowance of color copies.

- From: 250 ea

- To: 900 ea

New Contact: Brandy Garcia - 512.465.5000 or Brandy.Garcia@TxDMV.gov

All other terms and conditions remain the same.

POCN 4 - 11/21/16

Issued POCN to update vendor information per new W-9 from the vendor. rg

This purchase order may be renewed with the same Terms Conditions as long as the referenced DIR Contract remains in force, a need exists, and both parties agree.

**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.

**Installation instructions:**

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

The terms of the service shall commence on the date of execution of a Copier Lease Commencement Letter by Lessee OR 1 day after the delivery of the last piece of equipment and shall continue for 36 whole months.

This procurement is governed by the terms and conditions in DIR Contract Number DIR-SDD-1686.

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or

**Authorized Signature**

*Rhonda Gips, CFM*

**11/21/2016**



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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).

**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.

This purchase order may be renewed with the same Terms Conditions as long as the referenced DIR Contract remains in force, a need exists, and both parties agree.

"This procurement is governed by the terms and conditions in DIR Contract Number DIR-SDD-1686".

The unit(s) shall be completely assembled, adjusted, and all equipment including standard and supplemental equipment be installed and the unit made ready for continuous operation at time of delivery.

**Delivery to:**

Texas Department of Motor Vehicles  
4000 Jackson Avenue, Building 5  
Austin, TX 78731

Delivery Point of Contact: Grace Moody, (512) 465-4220, grace.moody@txdmv.gov

The terms of the service shall commence on the date of execution of a Copier Lease Commencement Letter by Lessee OR 1 day after the delivery of the last piece of equipment and shall continue for 36 whole months.

POCN #1 - 2/28/2014 - Installed 02/14/2014 e-Studio 5540CT S/N: CBLC24370

Term of Service: 2/14/2014 through 2/13/2017

**Authorized Signature**

*Rhonda Gips, CFM*

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Toshiba e-Studio 5540CT Color Digital Copier w/Network Print/Scan 55 PPM B&W 40 PPM Color Two 500 Sheet Paper Drawers 100 Sheet BypassOptions included in Unit Price:*Document Feeder – *Console Finisher – *Hole Punch – *Bridge Kit – *F	985/26	7.0000	MO	\$373.21	\$2,612.47	08/31/2014
						<b>Schedule Total</b>	\$2,612.47
<u>Contract ID:</u> 1400618							
10,000 black and white 250 color 3/19/15 - Monthly Allowance Increased to 900 color  S/N: SCBLC24370							
						<b>Item Total for Line # 1</b>	\$2,612.47
2- 1	Black & White Overages	985/26	3600.0000	EA	\$0.01	\$24.30	08/31/2014
						<b>Schedule Total</b>	\$24.30
<u>Contract ID:</u> 1400618							
10,001+ billed at \$0.00675 ea							
						<b>Item Total for Line # 2</b>	\$24.30
3- 1	Color Copy Overages	985/26	1679.0000	EA	\$0.04	\$62.96	08/31/2014
						<b>Schedule Total</b>	\$62.96
<u>Contract ID:</u> 1400618							
251+ billed at \$0.0375 ea							
						<b>Item Total for Line # 3</b>	\$62.96

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	Color Copy Overages	985/26	22500.0000	EA	\$0.04	\$843.75	01/21/2015
						Schedule Total	\$843.75
<u>Contract ID:</u> 1400618				<u>ReqID:</u> 0000000375			
251+ billed at \$0.0375 ea							
3/19/15 - Monthly Allowance							
901+ billed at \$0.0375							
						Item Total for Line # 4	\$843.75
5- 1	Toshiba e-Studio 5540CT Color Digital Copier	985/26	22.0000	MO	\$392.71	\$8,639.62	03/24/2015
Increase monthly color allowance From: 200 To: 900							
						Schedule Total	\$8,639.62
<u>Contract ID:</u> 1400618				<u>ReqID:</u> 0000000701			
right now our color allowance is 250, I need to increase the monthly color amount to 900.							
						Item Total for Line # 5	\$8,639.62
						Total PO Amount	\$12,183.10

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.

Authorized Signature

Rhonda Gips, CFM

**11/21/2016**