



**Sales Tax Exemption**

Texas A&M University is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of Texas A&M.

The laws of the State of Texas shall govern this Purchase Order.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
<b>Aug 22, 2017</b>	<b>AB0322517</b>	<b>0</b>
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
<b>Buyer Contact:</b>		
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>
mey - Young, Marla	meyoung@tamu.edu	979.845.2139
<b>Customer Contact:</b>		
Name:	Robert Tountas	
Email:	bob.tountas@tamu.edu	
Phone:	+1 979-845-2345	

**Order acceptance instructions:**

**Vendor guarantees that the products delivered or the services performed as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Texas A&M's Department of Procurement Services prior to shipping.**

Supplier Information		Delivery Information	
Supplier Name	RICOH USA INC	<b>Delivery Address</b>	
Address	PO BOX 650016 DALLAS, TX 752650016 US	TAMUS Member:	02-Texas A&M University (02)
FOB / FREIGHT	Destination	Attn	Robert Tountas
Pre-Pay & Add	No	University Police Dept	
Payment Terms	0, Net 30	Room	130
Contract Number - Header	TASB Buyboard Contract 496-15. Right-Sizing Program	1111 Research Pkwy.	
Contract Number - Line	<i>no value</i>	1231 TAMU	
Quote number		College Station, TX 77845-1231	
		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

**Notes to Supplier**

**Shipping Instructions**

Note to Supplier Utilizing TASB Buyboard & The Right-Sizing Program.

Attachments for supplier

Attachment A to Purchase Order(91922921).pdf

**PO Clauses**

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	113	FOB-DEST/FRT-PP&ALLOW	FOB Destination, Freight Prepaid and Allowed

242 Equal Opportunity for Qualified Individuals This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 5	(FY18) 2-ea. Ricoh MPC4504sp & 1-ea. Ricoh MPC6004 Copiers. See Attachment A for details & features.	n/a	MON	702.00 USD	12 MON	8,424.00 USD
2 of 5	(FY19) 2-ea. Ricoh MPC4504sp & 1-ea. Ricoh MPC6004 Copiers. See Attachment A for details & features.	na	MON	702.00 USD	12 MON	8,424.00 USD
3 of 5	(FY20) 2-ea. Ricoh MPC4504sp & 1-ea. Ricoh MPC6004 Copiers. See Attachment A for details & features.	na	MON	702.00 USD	12 MON	8,424.00 USD
4 of 5	(FY21) 2-ea. Ricoh MPC4504sp & 1-ea. Ricoh MPC6004 Copiers. See Attachment A for details & features.	na	MON	702.00 USD	12 MON	8,424.00 USD
5 of 5	(FY22) 2-ea. Ricoh MPC4504sp & 1-ea. Ricoh MPC6004 Copiers. See Attachment A for details & features.	na	MON	702.00 USD	12 MON	8,424.00 USD
<b>Total</b>						<b>42,120.00 USD</b>

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail abvendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M University- Accounts Payable</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to invoices@tamu.edu 750 Agronomy Road - Suite 3101 6000 TAMU College Station, TX 77843-6000 United States</p>

# Attachment A

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Reference Master Agreement #350803-151190 (dated 5/1/08) ("Master Agreement"), Master Service Agreement (dated 5/1/08) ("Master Agreement"), RFP Main 07-0012 ("RFP") and TASB Agreement ("TASB Agreement") for all terms and conditions that shall be incorporated into this purchase, except as otherwise provided herein. The order of precedence of these agreements as they relate to this purchase order shall be as follows:

- 1) Master Agreement
- 2) Master Service Agreement
- 3) TASB Agreement
- 4) RFP
- 5) Purchase Order

**Products:**

Product Description ("Products"): Ricoh MPC4504sp Copier to include the following:

- 45 Pages per Minute Black & White
- 45 Pages per Minute Full Color
- 220 Sheet Single Pass Automatic Document Feeder
- Copy; Network Print
- Color Scan to Email or Folder
- 2 x 550 Sheet Drawers
- 100 Sheet Bypass Tray
- Cabinet
- Fax
- Supports Paper up to 12"x18"
- Data Overwrite Security System
- Post Script 3
- Power Filter
- Smart Operation Panel Display

Product Description ("Products"): Ricoh MPC4504sp Copier to include the following:

- 45 Pages per Minute Black & White
- 45 Pages per Minute Full Color
- 220 Sheet Single Pass Automatic Document Feeder
- Copy; Network Print
- Color Scan to Email or Folder
- 4 x 550 Sheet Drawers
- Stapler Finisher with Hole Punch
- 100 Sheet Bypass Tray
- Supports Paper Up to 12"x18"
- Data Overwrite Security System
- Post Script 3
- Power Filter
- Smart Operation Panel Display

## Attachment A

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Product Description ("Products"): Ricoh MPC6004sp Copier to include the following:

- 60 Pages per Minute Black & White
- 60 Pages per Minute Full Color
- 220 Sheet Single Pass Automatic Document Feeder
- Copy; Network Print
- Color Scan to Email or Folder
- 2 x 550 Sheet Drawers
- 2,000 Large Tandem Tray
- 100 Sheet Bypass Tray
- Stapler Finisher with Hole Punch
- Fax
- Supports Paper Up to 12"x18"
- Data Overwrite Security System
- Post Script 3
- Power Filter
- Smart Operation Panel Display

Quantity (X) Make/Model:           2 x Ricoh MPC4504sp

  1 x Ricoh MPC6004sp

Term (Mos.): 60 months

Base Monthly Product Payment \$ 468.06

The first payment will be due on the effective date. The delivery date is to be indicated by signing a separate acceptance form.

You, the undersigned Customer, have applied to us to rent the above-described items (Products) for commercial (non-consumer) purposes. Except with respect to the express non-appropriations rights set forth in the Master Agreement, this is an unconditional, non-cancelable agreement for the minimum term and base monthly payments indicated above. If we accept this purchase order, you agree to rent the above product(s) to you, on all the terms hereof, including the Terms and conditions on the Master Agreement. This will acknowledge that you have read and understand this purchase order and the Master Agreement and have received a copy of this purchase order and master order.

Services and Supplies:

Total Minimum Monthly Services and Supplies Payment \$ 233.94

Ricoh agrees to provide (service, parts, labor, drum, toner and staples) per the terms of the Master Services Agreement.

Black and White Images

As part of the Monthly Fees listed above, Ricoh will provide Customer with additional black and white copy services for up to 22,000 prints monthly.



# Attachment A

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## Color Images

Customer will be charged \$0.0504 per image; billed quarterly.

Monthly Images will be pooled on an annual basis under the Texas A&M University, College Station campus and adjustments to initial monthly images with a possible monthly rate increase will be made should volumes exceed initial contracted images.

THE PERSON SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

TEXAS A&M UNIVERSITY

IKON OFFICE SOLUTIONS, INC.

X Title: Date:

Authorized Signer

X Title: Date:

Authorized Signer