



### 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>Apr 20, 2018</b>	<b>AB0361495</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>
me - Young, Marla	meyoung@tamu.edu	979.845.2139
<b>Customer Contact:</b>		
Name:	TAMU ORDERING DEPT 02-MEEN	
Email:	meen-accounting@tamu.edu	
Phone:	+979 8451248	

### Order acceptance instructions:

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

Supplier Information		Delivery Information	
Supplier Name	UBEO OF EAST TEXAS INC	<b>Delivery Address</b>	
Address	PO BOX 660831 DALLAS, TX 752660831 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 979-731-8500	Attn	Mitch Wittneben/Nicole Latham
FOB / FREIGHT	Destination	Mechanical Engineering	
Pre-Pay & Add	No	MEOB	
Payment Terms	0, Net 30	Room	100
Contract Number - Header	PSA Contract 13-101	202 Spence St	
Contract Number - Line	no value	3123 TAMU	
Quote number		College Station, TX 77843-3123	
		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

### Notes to Supplier

#### Shipping Instructions

Note to Supplier

Utilizing PSA Contract 13-101.

Attachments for supplier

Attachment A - 10...

Cancellation - UB...

#### PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 6	(FY18) Konica Minolta C759 Copier. See Attachment A for details & features.	NA	MON	625.00 USD	4 MON	2,500.00 USD
2 of 6	(FY19) Konica Minolta C759 Copier. See Attachment A for details & features.	NA	MON	625.00 USD	12 MON	7,500.00 USD
3 of 6	(FY20) Konica Minolta C759 Copier. See Attachment A for details & features.	NA	MON	625.00 USD	12 MON	7,500.00 USD
4 of 6	(FY21) Konica Minolta C759 Copier. See Attachment A for details & features.	NA	MON	625.00 USD	12 MON	7,500.00 USD
5 of 6	(FY22) Konica Minolta C759 Copier. See Attachment A for details & features.	NA	MON	625.00 USD	12 MON	7,500.00 USD
6 of 6	(FY23) Konica Minolta C759 Copier. See Attachment A for details & features.	NA	MON	625.00 USD	8 MON	5,000.00 USD
Total					37,500.00 USD	

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 ***Do Not Mail Invoices*** Email invoices to invoices@tamu.edu 750 Agronomy Road - Suite 3101 6000 TAMU College Station, TX 77843-6000 United States</p>

## Attachment A

Monthly Base Payment: \$625.00

Reference the PSA Contract #13-101

Including all addendums incorporated herein by reference.

Vendor Contact: Boyd Sheffield

Vendor Phone #: 979-731-8500

All purchase orders are to be issued to:

UBEO of East Texas, Inc. dba Documation

4700 Elmo Weedon Rd. Suite 108

College Station, TX 77845

But all payments have to be remitted to:

UBEO of East Texas, Inc. dba Documation

P.O. Box 660831

Dallas, TX 75266-0831

Konica Minolta C759 Copier to include the following:

- Finisher with Bridge
- Punch Unit PK-521
- Fax Capabilities
- LCT LU-207

This new PO cancels AM02-16-P011352. Maintenance for the new KM C759 will be included in the existing maintenance billing under PO# AB0345206

Includes all parts; labor; preventative maintenance and supplies (excluding paper)

Installation; Training and Delivery included at no cost

Loaner equipment provided as needed in rare instances

As stated in the solicitation document, Texas A&M cannot execute a tax-exempt bond form (IRS Form 8038GC) as it would violate our bonding rules.

DIVISION OF FINANCE

Procurement Services



April 20, 2018

UBEO of East Texas, Inc.  
PO Box 660831  
Dallas TX 75266-0831  
EIN: 20-2609560

To Whom It May Concern:

This letter is to serve as the formal cancellation notice of following copier unit located in Mechanical Engineering, Texas A&M University, College Station, TX 77845

Serial Number:	W543L400026
Equipment:	Ricoh C5502 E1525 RC552
Location:	1st Floor Mechanical Engineering Building
Reason for Cancellation:	Department no longer needs the machine
<b>Effective Date:</b>	<b>May 20, 2018</b>

Please contact Mitch Wittneben at 979-845-5253 to coordinate removal of machines.  
Thank you for your attention to this matter.

P.O. Box 30013  
1477 TAMU  
College Station, TX 77842-3013

Tel. 979.845.4570 Fax. 979.845.3800  
<http://purchasing.tamu.edu>