



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.
Apr 25, 2018	AB0362354	0
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.		
Buyer Contact:		
Buyer	Buyer Email	Buyer Phone Number
mey - Young, Marla	meyoung@tamu.edu	979.845.2139
Customer Contact:		
Name:	John Owens	
Email:	JAOWENS@TAMU.EDU	
Phone:	+1 979-458-4916	

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	RICOH USA INC	Delivery Address	
Address	PO BOX 660342 DALLAS, TX 752660342 US	TAMUS Member:	02-Texas A&M University (02)
FOB / FREIGHT	Destination	Attn:	
Pre-Pay & Add	No	Academic Affairs Business Services	
Payment Terms	0, Net 30	Hotard Hall	
Contract Number - Header	DIR-TSO-3041 & Right-Sizing Program	Room	206
Contract Number - Line	no value	4255 TAMU	
Quote number		College Station, TX 77843-4255	
		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Utilizing DIR-TSO-3041 & Right-Sizing Program.

Attachments for supplier

Equipment Cancell...

Attachment A to P...

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 5	(FY18) Ricoh MPC4504sp Copier. See Attachment A for details & features.	N/A	MON	397.00 USD	4 MON	1,588.00 USD
2 of 5	(FY19) Ricoh MPC4504sp Copier. See Attachment A for details & features.	N/A	MON	397.00 USD	12 MON	4,764.00 USD
3 of 5	(FY20) Ricoh MPC4504sp Copier. See Attachment A for details & features.	N/A	MON	397.00 USD	12 MON	4,764.00 USD
4 of 5	(FY21) Ricoh MPC4504sp Copier. See Attachment A for details & features.	N/A	MON	397.00 USD	12 MON	4,764.00 USD
5 of 5	(FY22) Ricoh MPC4504sp Copier. See Attachment A for details & features.	N/A	MON	397.00 USD	8 MON	3,176.00 USD
Total					19,056.00 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&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

Contract Name: State of Texas DIR

Contract Number: DIR-TSO-3041

Equipment is to be leased in accordance with the terms and conditions of the State of Texas Department of Information Resources Contract No. DIR-TSO-3041 Appendix D Master Lease Agreement. It is acknowledged and agreed that this Purchase Order constitutes a "Schedule" as defined in the Master Agreement.

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 for Folder
- 4 x 550 Sheet Drawers
- Saddle Stapler Finisher
- 2/3 Hole Punch
- Fax
- 100 Sheet Bypass Tray
- Supports Paper up to 12" x 18"
- Data Overwrite Security System
- Post Script 3
- Power Filter
- Smart Operation Panel Display

Quantity (X) Make/Model: 1 x Ricoh MPC4504sp

Term (Mos.): 48 months

Base Monthly Product Payment \$ 184.21

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

Attachment A

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 \$ 212.79

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 24,000 prints annually.

No overages on Black & White prints

Color Images

Includes 24,000 Color images/semi-annually

24,001+ color images customer will be charged \$0.043 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

E-MAIL TO BE SENT TO CUSTOMER IN LIEU OF CUSTOMER SIGNING RICOH
EQUIPMENT REMOVAL BUY-OUT AUTHORIZATION

[EQUIPMENT LEASED BY CUSTOMER FROM RICOH, IOS CAPITAL OR IFS]

DATE: April 24, 2018
TO: Ricoh USA
FROM: Texas A&M University – Instructional Technology
SUBJECT: Equipment Removal – AB0179348

This message is to confirm that [TAMU] has engaged RICOH to pick up and remove the following equipment that is leased by [TAMU] from [RICOH (the “Equipment”)]:

<u>Quantity:</u>	<u>Make/Model/Serial Number:</u>	<u>Location:</u>	<u>Effective Date:</u>
1	Ricoh MPC4502/C85022662	Instructional Tech	May 24, 2018

Customer acknowledges that except for the obligations of RICOH to pick up and remove the Equipment, RICOH does not assume any obligation, payment or otherwise, under [TAMU’s] lease agreement, which remains [TAMU’s] sole responsibility. As a material condition to the performance by RICOH, [TAMU] hereby releases RICOH from, and shall indemnify, defend and hold RICOH harmless from and against, any and all claims, liabilities, cost, expenses and fees arising from or relating to any breach of [TAMU’s] representations or obligations associated with this removal request or of any obligation owing by [TAMU] under [TAMU’s] lease agreement.

Please call Diane Pruiett at 979-862-3977 to coordinate pick up of the equipment and delivery of new equipment.