



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.

Member of the Texas A&M University System.

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Nov 8, 2019	AB0497146	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:	Shelly Dever	
Email:	SDEVER@LIBRARY.TAMU.EDU	
Phone:	+1 979-458-4071	

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 or performance. This Purchase Order is governed by the laws of the State of Texas and Texas A&M's Terms & Conditions, which are available online: <http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/>

Supplier Information		Delivery Information	
Supplier Name	RICOH USA INC	Delivery Address	
Address	PO BOX 650016 DALLAS, TX 752650016 US	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 800-595-1011	Attn	
FOB / FREIGHT	Destination	TAMU Libraries	
Pre-Pay & Add	No	Evans Library Annex- Receiving Dept	
Payment Terms	0, Net 30	400 Spence St	
Contract Number - Header	DIR-CPO-4435 & Right-Sizing Program	5000 TAMU	
Contract Number - Line	no value	College Station, TX 77843-5000	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Utilizing DIR-CPO-4435 & Right-Sizing Program.

Attachments for supplier

Attachment A to P...

Equipment Cancell...

PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
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TAMU Terms &
Conditions

Terms & Conditions - Texas A&M University -This purchase order is issued on behalf of Texas A&M University and is governed by the Terms & Conditions found online: <http://purchasing.tamu.edu/suppliers/bids-catalogue-tc-form/> From this website please select "Texas A&M University" from the drop-down menu.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 5	(FY20) (8 EA) Ricoh MP2555 & (3 EA) Ricoh IMC4500. See Attachment A for details & features.	na	MON	1,396.00 USD	9 MON	12,564.00 USD
2 of 5	(FY21) (8 EA) Ricoh MP2555 & (3 EA) Ricoh IMC4500. See Attachment A for details & features.	na	MON	1,396.00 USD	12 MON	16,752.00 USD
3 of 5	(FY22) (8 EA) Ricoh MP2555 & (3 EA) Ricoh IMC4500. See Attachment A for details & features.	na	MON	1,396.00 USD	12 MON	16,752.00 USD
4 of 5	(FY23) (8 EA) Ricoh MP2555 & (3 EA) Ricoh IMC4500. See Attachment A for details & features.	na	MON	1,396.00 USD	12 MON	16,752.00 USD
5 of 5	(FY24) (8 EA) Ricoh MP2555 & (3 EA) Ricoh IMC4500. See Attachment A for details & features.	na	MON	1,396.00 USD	3 MON	4,188.00 USD
Total						67,008.00 USD

Billing Information

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.

Invoice must include the PO/Reference number shown above.

Billing Address

Texas A&M University-

Procurement Services
Attn: Marla Young
330 Agronomy Rd.

College Station, TX 77843-1477
United States

Attachment A

Contract Name: State of Texas DIR

Contract Number: DIR-CPO-4435

Equipment is to be leased in accordance with the terms and conditions of the State of Texas Department of Information Resources Contract No. DIR-CPO-4435 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 Services Agreement #350803-151190 (dated 5/1/08) for this purchase. The order of precedence of these agreements as they relate to this purchase order shall be as follows:

- 1) Master Service Agreement
- 2) Purchase Order

Products:

Product Description ("Products"): Ricoh MP2555 Copier to include the following:

- Automatic Document Feeder
- 220 Sheet Single Pass Duplex
- 25 Pages per Minute Black & White
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 4 x 550 Sheet Drawers
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Internal Stapler Finisher with Hole Punch
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Print From/Scan to USB/SD Card
- 10.1" Keyless Smart Operation Panel
- Fax Board (1 machine going to Annex 3rd Floor)

Product Description ("Products"): Ricoh IMC4500 Copier to include the following:

- Automatic Document Feeder
- 220 Sheet Single Pass Duplex
- 45 Pages per Minute Black & White
- 45 Pages per Minute Full Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers with Cabinet
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Internal Stapler Finisher
- Color Network Print

Attachment A

- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Print From/Scan to USB/SD Card
- 10.1" Keyless Smart Operation Panel

Quantity (X) Make/Model: 8 x Ricoh MP2555

3 x Ricoh IMC4500

Term (Mos.): 48 months

Base Monthly Product Payment \$ 1138.03

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 \$ 257.97

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 120,000 prints annually.

No overages on Black & White prints

Includes 6,000 Color Images quarterly

Color overages to be billed at \$0.0425 per print; 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.

Attachment A

TEXAS A&M UNIVERSITY

Ricoh USA

 Title: Buyer Date: 11/8/19
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: November 8, 2019
TO: Ricoh USA
FROM: Texas A&M University – TAMU - Libraries
SUBJECT: Equipment Removal – AB0297301; AB0237748; AB0237801

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 MP2554/C85087549	Evans Library	December 8, 2019
1	Ricoh MP2554/C85087555	Evans Library	December 8, 2019
1	Ricoh MP2554/C85087550	Evans Library	December 8, 2019
1	Ricoh MP2554/C85087552	Evans Library	December 8, 2019
1	Ricoh MP2554/C85087554	Evans Library	December 8, 2019
1	Ricoh MP2554/C85087551	Evans Library	December 8, 2019
1	Ricoh MP2554/C85087556	Evans Library	December 8, 2019
1	Ricoh MP2554/C85087553	Evans Library	December 8, 2019
1	Ricoh MP2553/C85060370	Evans Library	December 8, 2019
1	Ricoh MP2553/C85059039	Evans Library	December 8, 2019

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 Shelly Dever at 979-458-4071 to coordinate pick up of the equipment and delivery of new equipment.