



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 12, 2019	AB0497889	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:	Anita Luna	
Email:	ALUNA@BIO.TAMU.EDU	
Phone:	+1 979-845-7706	

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	Will Bailey
FOB / FREIGHT	Destination	Biology Dept.	
Pre-Pay & Add	No	BSBE Bldg	
Payment Terms	0, Net 30	Room	101
Contract Number - Header	DIR-CPO-4435 & Right-Sizing Program	3258 TAMU	
Contract Number - Line	no value	College Station, TX 77843-3258	
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

tamu biology 4500...

im-c4500-c6000-sp...

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 6	(FY20) (2 each) Ricoh IMC6000 & (1 each) Ricoh IMC4500. See Attachment A for details & features.	na	MON	728.00 USD	9 MON	6,552.00 USD
2 of 6	(FY21) (2 each) Ricoh IMC6000 & (1 each) Ricoh IMC4500. See Attachment A for details & features.	na	MON	728.00 USD	12 MON	8,736.00 USD
3 of 6	(FY22) (2 each) Ricoh IMC6000 & (1 each) Ricoh IMC4500. See Attachment A for details & features.	na	MON	728.00 USD	12 MON	8,736.00 USD
4 of 6	(FY23) (2 each) Ricoh IMC6000 & (1 each) Ricoh IMC4500. See Attachment A for details & features.	na	MON	728.00 USD	12 MON	8,736.00 USD
5 of 6	(FY24) (2 each) Ricoh IMC6000 & (1 each) Ricoh IMC4500. See Attachment A for details & features.	na	MON	728.00 USD	12 MON	8,736.00 USD
6 of 6	(FY25) (2 each) Ricoh IMC6000 & (1 each) Ricoh IMC4500. See Attachment A for details & features.	na	MON	728.00 USD	3 MON	2,184.00 USD
Total					43,680.00 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-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 IMC6000 Copier to include the following:

- Automatic Document Feeder
- 220 Sheet Single Pass Duplex
- 60 Pages per Minute Black & White
- 60 Pages per Minute Full Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 4 x 550 Sheet Drawers
- 1,500 Sheet Large Capacity Side Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Stapler Finisher with Hole Punch
- Color Network Print
- 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 BSBW)

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
- 4 x 550 Sheet Drawers
- 100 Sheet Stack Bypass Tray

Attachment A

- DOSS (Security)
- Internal Stapler Finisher
- Fax Board
- Color Network Print
- 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: 2 x Ricoh IMC6000

1 x Ricoh IMC4500

Term (Mos.): 60 months

Base Monthly Product Payment \$ 478.54

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 \$ 249.46

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 180,000 prints annually.

No overages on Black & White prints

Includes 6,600 Color Images quarterly

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

Attachment A

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

Ricoh USA

X	Title:	Date:
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Authorized Signer

X	Title:	Date:
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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 12, 2019
TO: Ricoh USA
FROM: Texas A&M University – TAMU – Department of Biology
SUBJECT: Equipment Removal – AB0189883

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 MP3352/C85031176	2 nd Floor-Butler Hall	December 12, 2019
1	Ricoh MP5002/C85030743	Butler Hall-Rm. 100	December 12, 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 Anita Luna at 979-845-7706 to coordinate pick up of the equipment and delivery of new equipment.