 TEXAS A&M UNIVERSITY

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Sep 4, 2020	**AB0562772**	**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:	Matthew Pellegrino
Email:	MPELLEGRINO@LAW.TAMU.EDU
Phone:	+1 817-212-4125

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.

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)
		Attn:	
Phone	+1 800-595-1011	School of Law	
FOB / FREIGHT	Destination	1515 Commerce St.	
Pre-Pay & Add	No	Fort Worth, TX 76102	
Payment Terms	0, Net 30	United States	
Contract Number - Header	US Communities Contract & Ricoh Right-Sizing Program	**Delivery Information**	
		Required Delivery Date	
Contract Number - Line	*no value*	Ship Via	Best Carrier-Best Way
Quote number			

Notes to Supplier	
Shipping Instructions	
Note to Supplier	Utilizing US Communities Contract # 4400003732 & The Right-Sizing Program.
Attachments for supplier	
ricohleaseagreeme...	
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.
	102	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	(FY21) (6 ea) Ricoh IMC4500; (3 ea) Ricoh IMC6000; (2 ea) Ricoh MP6503; (3 ea) Ricoh MP6055; (2 ea) Ricoh ProC5300S; and (2 ea) Fujitsu SV600 ScanSnap Overhead Scanners with Pad.	n/a	MON	5,350.00 USD	11 MON	58,850.00 USD
2 of 6	(FY22) (6 ea) Ricoh IMC4500; (3 ea) Ricoh IMC6000; (2 ea) Ricoh MP6503; (3 ea) Ricoh MP6055; (2 ea) Ricoh ProC5300S; and (2 ea) Fujitsu SV600 ScanSnap Overhead Scanners with Pad.	n/a	MON	5,350.00 USD	12 MON	64,200.00 USD
3 of 6	(FY23) (6 ea) Ricoh IMC4500; (3 ea) Ricoh IMC6000; (2 ea) Ricoh MP6503; (3 ea) Ricoh MP6055; (2 ea) Ricoh ProC5300S; and (2 ea) Fujitsu SV600 ScanSnap Overhead Scanners with Pad.	n/a	MON	5,350.00 USD	12 MON	64,200.00 USD
4 of 6	(FY24) (6 ea) Ricoh IMC4500; (3 ea) Ricoh IMC6000; (2 ea) Ricoh MP6503; (3 ea) Ricoh MP6055; (2 ea) Ricoh ProC5300S; and (2 ea) Fujitsu SV600 ScanSnap Overhead Scanners with Pad.	n/a	MON	5,350.00 USD	12 MON	64,200.00 USD
5 of 6	(FY25) (6 ea) Ricoh IMC4500; (3 ea) Ricoh IMC6000; (2 ea) Ricoh MP6503; (3 ea) Ricoh MP6055; (2 ea) Ricoh ProC5300S; and (2 ea) Fujitsu SV600 ScanSnap Overhead Scanners with Pad.	n/a	MON	5,350.00 USD	12 MON	64,200.00 USD
6 of 6	(FY26) (6 ea) Ricoh IMC4500; (3 ea) Ricoh IMC6000; (2 ea) Ricoh MP6503; (3 ea) Ricoh MP6055; (2 ea) Ricoh ProC5300S; and (2 ea) Fujitsu SV600 ScanSnap Overhead Scanners with Pad.	n/a	MON	5,350.00 USD	1 MON	5,350.00 USD
				Total		**321,000.00 USD**

Billing Information	Billing Address
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.	Texas A&M University Procurement Services Attn: Marla Young 330 Agronomy Road Purchasing & Stores Bldg. 1477 TAMU College Station, TX 77843-1477 United States

Attachment A

Contract Name: US Communities

Contract Number: 4400003732

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 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
- Storage Cabinet
- 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

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 Color
- 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
- Fax Board

Attachment A

- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

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 Color
- 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
- Fax Board
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

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 Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers
- Storage Cabinet
- 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
- Fax Board
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

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

- Automatic document Feeder
- 220 Sheet Single Pass Duplex
- 45 Pages per Minute Black & White

Attachment A

- 45 Pages per Minute Color
- 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
- Fax Board
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

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 Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 4 x 550 Sheet Drawers
- 1,500 Sheet Side Large Capacity Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Stapler Finisher with Hole Punch
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Fax Board
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

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 Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 4 x 550 Sheet Drawers
- 1,500 Sheet Side Large Capacity Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)

Attachment A

- Stapler Finisher with Hole Punch
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Fax Board
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

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 Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 4 x 550 Sheet Drawers
- 1,500 Sheet Side Large Capacity Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Booklet Stapler Finisher with Hole Punch
- Internal Multi-Fold Unit
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Fax Board
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

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 Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers
- 2,000 Sheet Large Capacity Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Booklet Stapler Finisher with Hole Punch
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Fax Board

Attachment A

- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

Product Description ("Products"): Ricoh MP6503 Copier to include the following:

- Automatic document Feeder
- 220 Sheet Single Pass Duplex
- 65 Pages per Minute Black & White
- 65 Pages per Minute Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers
- 2,500 Tandem Sheet Tray
- 4,400 Sheet Side Large Capacity Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- 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
- Smart Operation Panel

Product Description ("Products"): Ricoh MP6503 Copier to include the following:

- Automatic document Feeder
- 220 Sheet Single Pass Duplex
- 65 Pages per Minute Black & White
- 65 Pages per Minute Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers
- 2,500 Tandem Sheet Tray
- 4,400 Sheet Side Large Capacity Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Booklet Stapler Finisher with Hole Punch
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Fax Board
- Print from/Scan to USB/SD Card
- Smart Operation Panel

Attachment A

Product Description ("Products"): Ricoh MP6055 Copier to include the following:

- Automatic document Feeder
- 220 Sheet Single Pass Duplex
- 60 Pages per Minute Black & White
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers
- 2,000 Sheet Large Capacity Tandem Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Stapler Finisher with Hole Punch
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Fax Board
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

Product Description ("Products"): Ricoh MP6055 Copier to include the following:

- Automatic document Feeder
- 220 Sheet Single Pass Duplex
- 60 Pages per Minute Black & White
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers
- 2,000 Sheet Large Capacity Tandem Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Stapler Finisher with Hole Punch
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Fax Board
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

Product Description ("Products"): Ricoh MP6055 Copier to include the following:

- Automatic document Feeder
- 220 Sheet Single Pass Duplex
- 60 Pages per Minute Black & White
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers

Attachment A

- 2,000 Sheet Large Capacity Tandem Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Stapler Finisher with Hole Punch
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Fax Board
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

Product Description ("Products"): Ricoh ProC5300S Copier to include the following:

- Automatic document Feeder
- 220 Sheet Single Pass Duplex
- 65 Pages per Minute Black & White
- 65 Pages per Minute Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 3,850 Paper Sheet Capacity
- 4,400 Sheet Side Large Capacity Tray
- DOSS (Security)
- Booklet Stapler Finisher with Hole Punch
- Output Jogger
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Print from/Scan to USB/SD Card
- Smart Operation Panel

Product Description ("Products"): Ricoh ProC5300S Copier to include the following:

- Automatic document Feeder
- 220 Sheet Single Pass Duplex
- 65 Pages per Minute Black & White
- 65 Pages per Minute Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 3,850 Paper Sheet Capacity
- 4,400 Sheet Side Large Capacity Tray
- DOSS (Security)
- Stapler Finisher with Hole Punch
- Output Jogger
- Fax Board
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing

Attachment A

- Power Filter
- Print from/Scan to USB/SD Card
- Smart Operation Panel

Product Description ("Products"): Fujitsu SV600 ScanSnap Overhead Scanners with Pad

RICOH SMART INTEGRATION WITH MAINTENANCE, INSTALLATION – 16 Devices

Quantity (X) Make/Model: 6 x Ricoh IMC4500

3 x Ricoh IMC6000

2 x Ricoh MP6503

3 x Ricoh MP6055

2 x Ricoh ProC5300S

2 x Fujitsu SV600 ScanSnap Overhead Scanners with Pad

Term (Mos.): 60 months

Base Monthly Product Payment $ 3,633.60

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 $ 1,716.40

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 100,000 prints annually.

No overages on Black & White prints

Attachment A

Color includes 45,000 prints quarterly

Overages from 45,001+ to be billed at $0.0356 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.

TEXAS A&M UNIVERSITY			**Ricoh USA**		
X	Title:	Date:	X	Title:	Date:

Authorized Signer   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: September 7, 2020
TO: Ricoh USA
FROM: Texas A&M University – School of Law
SUBJECT: Equipment Removal – AB00287313 & AB0327531

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"):

Quantity:	Make/Model/Serial Number:	Location:	Effective Date:
1	Ricoh MP5002/C85057473	Law School	August 7, 2020
1	Ricoh MPC5503/C85032760	Law School	August 7, 2020
1	Ricoh MPC4503/C85032820	Law School	August 7, 2020
1	Ricoh MPC4503/C85032821	Law School	August 7, 2020
1	Ricoh MPC5503/C85049706	Law School	August 7, 2020
1	Ricoh MP6002/C85056785	Law School	August 7, 2020
1	Ricoh MP7502/C85084327	Law School	August 7, 2020
1	Ricoh MP6054/C85084334	Law School	August 7, 2020
1	Ricoh MP4054/C85084353	Law School	August 7, 2020
1	Ricoh MP4054/C85084354	Law School	August 7, 2020
1	Ricoh MPC6502/C85084375	Law School	August 7, 2020
1	Ricoh 1107EX/C85084571	Law School	August 7, 2020
1	Ricoh MPC8002/C85103348	Law School	August 7, 2020
1	Ricoh MPC4504/C85138889	Law School	August 7, 2020

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 Matt Pellegrino at 817-212-4125 or 817-819-1163 to coordinate pick up of the equipment and delivery of new equipment.