



### 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>May 6, 2019</b>  | <b>AB0448223</b>           | <b>0</b>                  |
| <b>Contact instructions for questions regarding this Purchase Order:</b><br>If Buyer Contact information is listed below, please contact the Buyer.<br>If not, please contact the Customer. |                            |                           |
| <b>Buyer Contact:</b>   |                            |                           |
| <b>Buyer</b>  | <b>Buyer Email</b>         | <b>Buyer Phone Number</b> |
| mey - 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 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                | UBEO LLC  | <b>Delivery Address</b>  |                              |
| Address                      | 4560 LOCKHILL SELMA STE 100<br>SAN ANTONIO, TX 78249 US | TAMUS Member:  | 02-Texas A&M University (02) |
| Phone                        | +1 979-731-8500   | Attn:  | Mitch Wittneben              |
| FOB / FREIGHT                | Destination   | Mechanical Engineering   |                              |
| Pre-Pay & Add                | No  | Engineering/Physics Bldg   |                              |
| Payment Terms                | 0, Net 30   | Room   | 311                          |
| Contract Number - Header     | PSA Contract 18-201                                     | 180 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        |
| <b>Notes to Supplier</b>     |   |  |                              |
| <b>Shipping Instructions</b> |   |  |                              |
| Note to Supplier             |   | Utilizing PSA Contract # 18-201  |                              |
| Attachments for supplier     |   |  |                              |
| Cancellation - AB...         |   |  |                              |
| Attachment A - 11...         |   |  |                              |
| <b>PO Clauses</b>            |   |  |                              |
| Header                       | 001   | No Collect Freight Neither COD nor "Collect" freight or handling charges will be accepted.<br>Charges 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 4   | (FY19) SERVICE SUPPORT & SUPPLIES FOR COPIERS H1690<br>Ricoh Pro1107 V5110700069& E1836 Ricoh C5503<br>E183M810483. | NA          | MON              | 765.00<br>USD | 10 MON        | 7,650.00<br>USD |
| 2 of 4   | (FY20) SERVICE SUPPORT & SUPPLIES FOR COPIERS H1690<br>Ricoh Pro1107 V5110700069& E1836 Ricoh C5503<br>E183M810483. | NA          | MON              | 765.00<br>USD | 12 MON        | 9,180.00<br>USD |
| 3 of 4   | (FY21) SERVICE SUPPORT & SUPPLIES FOR COPIERS H1690<br>Ricoh Pro1107 V5110700069& E1836 Ricoh C5503<br>E183M810483. | NA          | MON              | 765.00<br>USD | 12 MON        | 9,180.00<br>USD |
| 4 of 4   | (FY22) SERVICE SUPPORT & SUPPLIES FOR COPIERS H1690<br>Ricoh Pro1107 V5110700069& E1836 Ricoh C5503<br>E183M810483. | NA          | MON              | 765.00<br>USD | 2 MON         | 1,530.00<br>USD |
| Total    |   |             |                  |               | 27,540.00 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](mailto:abvendorhelp@tamu.edu).

Invoice must include the PO/Reference number shown above.

**Billing Address**

Texas A&M University-  
Accounts Payable  
\*\*\*Do Not Mail Invoices\*\*\*  
Email invoices to [invoices@tamu.edu](mailto:invoices@tamu.edu)  
750 Agronomy Road - Suite 3101  
6000 TAMU  
College Station, TX 77843-6000  
United States

## Attachment A

Monthly Base Payment: \$765.00

Reference the PSA Contract #18-201

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

Maintenance Change for H1690 Ricoh Pro1107 (S/N: V5110700069) AND E1836 Ricoh C5503 (S/N: E183M810483) to include the following:

Includes 17,500 Black & White prints per month

Overages from 17,501+ to be billed at \$0.014/print; billed quarterly

Includes 6,500 Color prints per month

Overages from 6,501+ to be billed at \$0.08/print; billed quarterly

Cancelling existing PO# AB0345206 effective 10/15/2018

**\*\*Please be advised that TAMU Mechanical Engineering will be back billed for any overage clicks made on these two (2) units, from 10/15/2018 – current.\*\***

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

DIVISION OF FINANCE

Procurement Services



May 6, 2019

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 for the group maintenance on the following copier units located in Mechanical Engineering, Texas A&M University, College Station, TX 77845

|                          |  |
|--------------------------|--|
| Purchase Order:          | AB0345206                              |
| Model:                   | Ricoh Pro1107 & Ricoh C5503            |
| Serial Number:           | V5110700069 & E183M810483              |
| Location:                | Mechanical Engineering                 |
| Reason for Cancellation: | Department no longer needs the machine |
| Effective Date:          | June 6, 2019                           |

Please contact Mitch Wittneben at 979-845-1248 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>