


GALVESTON CAMPUS
Sales Tax Exemption

Texas A&M University-Galveston 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 University-Galveston.

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/>

Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Mar 6, 2020	AB0526131	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:	Denise Beene	
Email:	BEENED@TAMUG.EDU	
Phone:	+1 409-740-4812	

Supplier Information		Delivery Information	
Supplier Name	RICOH USA INC	Delivery Address	
Address	PO BOX 650016 DALLAS, TX 752650016 US	TAMUS Member:	10-Texas A&M at Galveston (10)
Phone	+1 800-595-1011	Attn	Denise Beene
FOB / FREIGHT	Destination	Central Receiving Warehouse	
Pre-Pay & Add	No	1001 Texas Clipper Rd.	
Payment Terms	0, Net 30	Galveston, TX 77554	
Contract Number - Header	DIR-CPO-4435 & Right-Sizing Program	United States	
Contract Number - Line	no value	Delivery Information	
Quote number		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.
	110	TAMUG Terms & Conditions	Terms & Conditions - Texas A&M University Galveston -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 Galveston" from the drop-down menu.

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 6	(FY20) (2 ea.) Ricoh MP2555. (1 ea.) Ricoh MP3555. (1 ea.) Ricoh MP6055. (1 ea.) Ricoh MP305. (1 ea.) Ricoh ProC5210. (18 ea.) Ricoh IMC4500. See Attachment A for details & features.	N/A	MON	6,241.00 USD	5 MON	31,205.00 USD
2 of 6	(FY21) (2 ea.) Ricoh MP2555. (1 ea.) Ricoh MP3555. (1 ea.) Ricoh MP6055. (1 ea.) Ricoh MP305. (1 ea.) Ricoh ProC5210. (18 ea.) Ricoh IMC4500. See Attachment A for details & features.	N/A	MON	6,241.00 USD	12 MON	74,892.00 USD
3 of 6	(FY22) (2 ea.) Ricoh MP2555. (1 ea.) Ricoh MP3555. (1 ea.) Ricoh MP6055. (1 ea.) Ricoh MP305. (1 ea.) Ricoh ProC5210. (18 ea.) Ricoh IMC4500. See Attachment A for details & features.	N/A	MON	6,241.00 USD	12 MON	74,892.00 USD
4 of 6	(FY23) (2 ea.) Ricoh MP2555. (1 ea.) Ricoh MP3555. (1 ea.) Ricoh MP6055. (1 ea.) Ricoh MP305. (1 ea.) Ricoh ProC5210. (18 ea.) Ricoh IMC4500. See Attachment A for details & features.	N/A	MON	6,241.00 USD	12 MON	74,892.00 USD
5 of 6	(FY24) (2 ea.) Ricoh MP2555. (1 ea.) Ricoh MP3555. (1 ea.) Ricoh MP6055. (1 ea.) Ricoh MP305. (1 ea.) Ricoh ProC5210. (18 ea.) Ricoh IMC4500. See Attachment A for details & features.	N/A	MON	6,241.00 USD	12 MON	74,892.00 USD
6 of 6	(FY25) (2 ea.) Ricoh MP2555. (1 ea.) Ricoh MP3555. (1 ea.) Ricoh MP6055. (1 ea.) Ricoh MP305. (1 ea.) Ricoh ProC5210. (18 ea.) Ricoh IMC4500. See Attachment A for details & features.	N/A	MON	6,241.00 USD	7 MON	43,687.00 USD
Total						374,460.00 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@tamug.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&M University Galveston-Accounts Payable ***Do Not Mail Invoices*** Email invoices to acctspay@tamug.edu P.O. Box 1675 Galveston, TX 77553 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 E 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 (Addendum dated 11/21/19) 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 (Faculty Services) 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)
- 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

Product Description ("Products"): Ricoh MP2555 (SAGC Lobby) 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)
- Stapler Finisher with Hole Punch

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" Smart Operation Panel

Product Description ("Products"): Ricoh MP3555 (Sea Camp) Copier to include the following:

- Automatic Document Feeder
- 220 Sheet Single Pass Duplex
- 35 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 Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Stapler Finisher
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

Product Description ("Products"): Ricoh MP6055 (CLB) 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
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

Attachment A

Product Description ("Products"): Ricoh MP305 (TMA Residents Hall) Copier to include the following:

- 50 Pages Automatic Reversing Document Feeder
- 30 Pages per Minute Black & White
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers
- 10 Sheet Bypass Tray
- DOSS (Security)
- Color Network Scan to Email or Folder
- Post Script 3 for MAC Printing
- Power Filter
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel
- Fax Board

Product Description ("Products"): Ricoh ProC5210 (Copy Center) Copier to include the following:

- Automatic Document Feeder
- 220 Sheet Single Pass Duplex
- 80 Pages per Minute Black & White
- 80 Pages per Minute Color
- 1200 x 1200 DPI Print
- 600 x 600 DPI Scanning
- 3,850 Paper Sheet Capacity
- DOSS (Security)
- Booklet Stapler Finisher with Hole Punch
- Fiery Color Controller E-24B
- 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"): (3 each) Ricoh IMC 4500 (Kirkham 1. & 2; Foundation Sciences) 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

Attachment A

- 2 x 550 Sheet Drawers
- 2,000 Sheet Large Capacity Tandem Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Stapler Finisher with Hole Punch
- 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" Smart Operation Panel

Product Description ("Products"): (2 each) Ricoh IMC4500 (Lib. Staff; Student Svcs) 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
- 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" Smart Operation Panel

Product Description ("Products"): Ricoh IMC4500 (MARB) 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
- 2,000 Sheet Large Capacity Tandem Tray

Attachment A

- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Booklet Stapler Finisher with Hole Punch
- 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" Smart Operation Panel

Product Description ("Products"): Ricoh IMC4500 (FMS) 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)
- 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" Smart Operation Panel

Product Description ("Products"): (11 each) Ricoh IMC4500 (ACEN; Res Life x 2; Admin/Records; COO; PMEC; MARA/MART; MARS; EHS; MESSO; HR) 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 500 Sheet Drawers
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Stapler Finisher with Hole Punch

Attachment A

- 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" Smart Operation Panel

Streamline NX Software, Maintenance, Installation, Project Mgmt

Included in this agreement with Texas A&M Galveston, in the event prior to a major natural disaster, Ricoh will move or remove the new equipment out of harm's way, to prevent loss or damage to the leased equipment, if time and safety allows. Ricoh will store the equipment at no charge. Notification of 72 hours is needed to get the equipment removed – depending on evacuation scheduling, more may be required. If this is not possible and damage does occur to the equipment due to weather, standard lease policy applies.

Quantity (X) Make/Model: 2 x Ricoh MP2555

 1 x Ricoh MP3555

 1 x Ricoh MP6055

 1 x Ricoh MP305

 1 x Ricoh ProC5210

 18 x Ricoh IMC4500

Term (Mos.): 60 months

Base Monthly Product Payment \$ 4288.53

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.

Attachment A

Services and Supplies:

Total Minimum Monthly Services and Supplies Payment \$ 1952.47

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 1,932,000 prints annually.

No overages on Black & White prints

Includes 22,500 Color prints quarterly

Color to be billed from 22,501+ at \$0.0418 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

 Title: Buyer Date: 3/6/00
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: March 6, 2020
TO: Ricoh USA
FROM: Texas A&M University – Galveston, TX
SUBJECT: Equipment Removal – AB0261551

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:

As per table below. Effective date: April 6, 2020

Library B	B&W	MP2554	G145R100906	C85070950	13398633
Library Staff Office	B&W	MP2554	G145R101140	C85070951	13398294
SAGC Lobby	B&W	MP2554	G145R101122	C85070953	13396792
Facility Services	B&W	MP2554	G145R101111	C85070952	13398625
ACEN	B&W	MP301	W915P200935	C85072346	13399130
TMA Res Hall	B&W	MP301	W915P200929	C85072347	13399128
Atlantic Hall	B&W	MP3025 AF3025	K8556000716	C14075332	11920895
Sea Camp	B&W	MP3554	G164RC30765	C85071079	13510098
MARB	B&W	MP5054	G185R120680	C85071975	13510175
CLB	B&W	MP6002	W864LA00528	C85071035	13398007
Kirkham	COLOR	MPC4503	E175M310252	C85072211	13396869
Kirkham	COLOR	MPC4503	E175M261563	C85072212	13396867
Admin/Records	COLOR	MPC4503	E175M261326	C85072208	13403228

FMS	COLOR	MPC4503	E175M261517	C85072209	13403226
COO	COLOR	MPC4503	E175M261531	C85072214	13403218
PMEC	COLOR	MPC4503	E175M261325	C85072213	13402878
MARA/MART	COLOR	MPC4503	E175M260283	C85072204	13510183
Student Services	COLOR	MPC4503	E175M310473	C85072206	13396868
EHS	COLOR	MPC4503	E175M310545	C85072205	13403077
Messo	COLOR	MPC4503	E175M310219	C85072207	13403208
Human Resources	COLOR	MPC4503	E175M260723	C85072210	13403224
Resident Life	COLOR	MPC4503	E175MB61145	C85092903	13755568
Fou Sciences	COLOR	MPC4504	C737M740989	C85136716	14032602
Print Shop	COLOR	MPC5110 Pro	E265C200045	C85073134	13403338
MARS	COLOR	MPC5503	E185M260509	C85071121	13398776

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 Gene Widder at 409-740-4777 to coordinate pick up of the equipment and delivery of new equipment.

HUB SUBCONTRACTING PLAN WAIVER

PROCUREMENT SOLICITATION NUMBER: PR130375195

Texas A&M University has determined that there is not a reasonable expectation to subcontract a portion of the award for this procurement, per the steps outlined in the HUB Rules 1, TAC 111.14(a). The university has determined that subcontracting opportunities are not probable for this procurement; therefore, a HUB Subcontracting Plan is not required. The reason(s) for this determination are justified below and will be documented in the purchase order file by the respective buyer.

JUSTIFICATION:

There are no sub-contracting opportunities for **Ricoh USA Inc. Copiers (utilizing DIR contract)** that are used by the **various departments at Galveston** located on the TAMU campus.


Marla E Young, Buyer
Department of Procurement Services

3/6/20
Date


Patty Winkler, Asst. Director
Department of Procurement Services

3/6/20
Date


Robby Bounds, Director
Department of Procurement Services

6 MAR 2020
Date