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 the Texas A&M.

The laws of the State of Texas shall govern this Purchase Order.

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.

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

<table>
<thead>
<tr>
<th>Notes to Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilizing TASB Buyboard &amp; Right-Sizing Program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipping Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note to Supplier</td>
</tr>
<tr>
<td>Attachments for supplier</td>
</tr>
<tr>
<td>Attachment A to P...</td>
</tr>
<tr>
<td>Standard Terms an...</td>
</tr>
<tr>
<td>PO Clauses</td>
</tr>
<tr>
<td>Header 001</td>
</tr>
<tr>
<td>No Collect Freight Charges Accepted</td>
</tr>
<tr>
<td>Neither COD nor “Collect” freight or handling charges will be accepted.</td>
</tr>
<tr>
<td>Line No.</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>1 of 6</td>
</tr>
<tr>
<td>2 of 6</td>
</tr>
<tr>
<td>3 of 6</td>
</tr>
<tr>
<td>4 of 6</td>
</tr>
<tr>
<td>5 of 6</td>
</tr>
<tr>
<td>6 of 6</td>
</tr>
</tbody>
</table>

**Total** 53,220.00 USD

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**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-
Accounts Payable

***Do Not Mail Invoices***

Email invoices to invoices@tamu.edu

750 Agronomy Road - Suite 3131
6000 TAMU
College Station, TX 77843-6000
United States
Reference Master Agreement #350803-151190 (dated 5/1/08) ("Master Agreement"), Master Service Agreement (dated 5/1/08) ("Master Agreement"), RFP Main 07-0012 ("RFP") and TASB Agreement ("TASB Agreement") for all terms and conditions that shall be incorporated into this purchase, except as otherwise provided herein. The order of precedence of these agreements as they relate to this purchase order shall be as follows:

1) Master Agreement
2) Master Service Agreement
3) TASB Agreement
4) RFP
5) Purchase Order

Products:

Product Description ("Products"): Ricoh MPC4504sp 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 Color Network Print
- 600 x 600 DPI Color Network Scan to Email
- 2 x 550 Sheet Drawers
- 2,000 Sheet Tandem Tray
- 100 Sheet Stack Bypass Tray
- DOSS (Security)
- Internal Stapler Finisher
- 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 MP3555sp 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 Tandem Tray
- DOSS (Security)
- Internal Stapler Finisher
- Color Network Print
- Color Network Scan to Email or Folder
Attachment A

- Post Script 3 for MAC Printing
- Power Filter
- Print from/Scan to USB/SD Card
- 10.1" Smart Operation Panel

Product Description ("Products"): Ricoh MP3555sp 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 Tandem Tray
- DOSS (Security)
- Internal Stapler Finisher
- 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
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- 220 Sheet Single Pass Duplex
- 35 Pages per Minute Black & White
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Product Description ("Products"): Ricoh MP3555sp Copier to include the following:

- Automatic Document Feeder
- 220 Sheet Single Pass Duplex
- 35 Pages per Minute Black & White
- 1200 x 1200 DPI Print
Attachment A

- 600 x 600 DPI Scanning
- 2 x 550 Sheet Drawers
- 2,000 Sheet Tandem Tray
- DOSS (Security)
- Internal Stapler Finisher
- 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

Quantity (X) Make/Model: 1 x Ricoh MPC4504sp

4 x Ricoh MP3555sp

Term (Mos.): 36 months

Base Monthly Product Payment $ 688.41

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 $ 198.59

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 210,000 prints annually.

Color Images

Customer will be charged $0.05 per image; 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

K. Marie E. Young
Title: Buyer
Date: 1/18/18
Authorized Signer

IKON OFFICE SOLUTIONS, INC.

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: January 12, 2018
TO: Ricoh USA
FROM: Texas A&M University – Evans Library
SUBJECT: Equipment Removal – AB0193383; AB0147714; AB0166271

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”):

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Make/Model/Serial Number</th>
<th>Location</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ricoh MP3352/C85033307</td>
<td>Evans 1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
<td>Feb. 12, 2018</td>
</tr>
<tr>
<td>1</td>
<td>Ricoh MP3352/C29003861</td>
<td>Evans 2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>Feb. 12, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm. 203A</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Ricoh MP3352/C29004336</td>
<td>Annex 3&lt;sup&gt;rd&lt;/sup&gt; Floor</td>
<td>Feb. 12, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm. 301</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Ricoh MP3352/C29004195</td>
<td>Evans 2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>Feb. 12, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rm. 203F</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Ricoh MP3552/C85018249</td>
<td>JLF</td>
<td>Feb. 12, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1568 Warehouse Rd. – Bldg. 8520</td>
<td></td>
</tr>
</tbody>
</table>

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 Cathie McQuistion at 979-458-5766 to coordinate pick up of the equipment and delivery of new equipment.