



**Sales Tax Exemption**

Texas A&M Engineering Extension Service 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 TEEX.

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 or performance. This Purchase Order is governed by 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.
<b>Mar 22, 2019</b>	<b>AB0437316</b>	<b>0</b>
<b>Contact instructions for questions regarding this Purchase Order:</b>		
If Buyer Contact information is listed below, please contact the Buyer.		
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:	TEEX 09-T25 TEEX USER	
Email:	teex.ap@teex.tamu.edu	
Phone:	+1 979-458-6897	

Supplier Information		Delivery Information	
Supplier Name	CTWP LEASING HAYDAY INC DBA	<b>Delivery Address</b>	
Address	3730 FRANKLIN AVE WACO, TX 767107330 US	TAMUS Member:	09-Texas A&M Engineering Extension Service (09)
Phone	+1 254-752-0376	Attn:	
FOB / FREIGHT	Destination	ESTI	
Pre-Pay & Add	No	TEEX Brayton Fire Field	
Payment Terms	0, Net 30	Bldg	104
Contract Number - Header	DIR-TSO-3082	1595 Nuclear Science Rd	
Contract Number - Line	<i>no value</i>	College Station, TX 77845	
Quote number		United States	
		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier	
<b>Shipping Instructions</b>	
Note to Supplier	Utilizing DIR-TSO-3082 & CTWP Fleet Mgmt. Program.
Attachments for supplier	
Attachment A - 11...	
Cancellation - P4...	
<b>PO Clauses</b>	
Header 001	No Collect Freight Neither COD nor "Collect" freight or handling charges will be accepted. Charges Accepted

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	(FY19-FY24) Konica Minolta Bizhub C558. See Attachment A for details and features.	C558	MON	295.00 USD	60 MON	17,700.00 USD
Total					<b>17,700.00 USD</b>	

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 <a href="mailto:abvendorhelp@tamu.edu">abvendorhelp@tamu.edu</a>.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>TEEX                      Financial Services                      Room #2022                      PO Box 40006                      College Station, TX 77842-4006                      United States</p>

## Attachment A

This purchase order shall constitute a schedule for purposes of that certain Master Image Management Agreement dated as of April 2, 2018 (the "Master Agreement") between Texas A&M University ("Customer") and CTWP Leasing, the terms and conditions of which are incorporated herein by reference, and evidences Customer's agreement to rent the equipment described herein pursuant to the terms of this Purchase Order and the Master Agreement. This purchase order is binding on Customer as of the date of issuance and cannot be cancelled, unless otherwise provided by the terms of the Master Agreement.

Contract Pricing Utilizing: DIR-TSO-3082

Term Period: 60 months

Konica Minolta Bizhub C558 copier to include the following:

- 55 Pages/prints per minute Black & White
- 55 Pages/prints per minute Color
- Automatic Document Feeder
- Automatic Two Sided Copies
- Two Drawer Paper Feed System
- Large Capacity Letter Tray
- Stapling Finisher with Hole Punch

Configured As:

- Network Printer
- Network Color Scan to Email; File; and USB

No Overages on Black & White prints

Color to be billed at \$0.045 per print; billed quarterly

60 Month Rate: \$295.00 per month

Includes service; parts; labor; drum; toner and staples

Includes delivery, set up and training

Pricing fixed for term of the agreement

Document Type 9, Group Purchase Section Government Code Title 10, Subtitle D, Sec. 2155.134.  
Group Purchasing Program.

DIVISION OF FINANCE

Procurement Services



March 22, 2019

CTWP Leasing Hayday, Inc. DBA  
3730 Franklin Ave.  
Waco, TX 76710-7330

To Whom It May Concern:

Please cancel the copier equipment that is located at the Texas A&M Engineering Extension Service. no longer requires this machine. Please let this letter serve as our notice of cancellation.

Purchase Order:	P490091
Serial Number:	E184M110345
Location:	Brayton Fire Training Field – Bldg. 101
Reason for Cancellation:	Dept. no longer requires this machine.

**Effective Date:** April 22, 2019

Please contact Mike Schuler at 979-458-2150 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>