# TEXAS A&M ENGINEERING EXTENSION SERVICE

# College Station, TX 77843-1477

# PURCHASE ORDER

GSC COPY

Order Date: 08/31/2018

VENDOR GUARANTEES MERCHANDISE DELIVERED ON THIS ORDER WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

ALL TERMS AND CONDITIONS SET FORTH IN THE BID INVITATION BECOME A PART OF THIS ORDER.

## INCLUDE P.O. NUMBER ON ALL CORRESPONDENCE AND PACKAGES

P890102

## Vendor:

1230334400D

RICOH USA INC

PO BOX 650016

DALLAS, TX 75265-0016

## Invoice To:

TX A&M ENGINEERING EXTEN SRVC

TEEX PUBLIC SAFETY & SECURITY

P.O. BOX 40006

COLLEGE STATION TX 77842-4006

## Ship To:

TX A&M ENGINEERING EXTEN SRVC

TEEX PUBLIC SAFETY & SECURITY

RIVERSIDE CAMPUS

3100 STATE HWY 47 BLDG. 7751W

BRYAN TX 77807

PLEASE NOTE:

IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED PAYMENT WILL BE DELAYED.

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE APPROVED BY THE TEXAS A&M DEPARTMENT OF PROCUREMENT SERVICES PRIOR TO SHIPPING.

## USER REF:

450000-0150

## THIS AGREEMENT IS SUBJECT TO CANCELLATION, WITHOUT PENALTY, EITHER IN WHOLE OR IN PART, IF FUNDS ARE NOT APPROPRIATED BY THE TEXAS LEGISLATURE, OR OTHERWISE NOT MADE AVAILABLE TO THE USING AGENCY.

## VENDORS PLEASE NOTE:

* THE LAWS OF THE STATE OF TEXAS SHALL GOVERN THIS PURCHASE ORDER.
* TEXAS A&M UNIVERSITY IS EXEMPT FROM STATE SALES TAX. THE EXEMPTION IS CLAIMED UNDER CHAPTER 20 TITLE 122A, REVISED CIVIL STATUTES OF TEXAS, AS THE PROPERTY IS BEING SECURED FOR THE EXCLUSIVE USE OF THE STATE OF TEXAS.
* ALL TAXES, FEES AND FILING COSTS RELATED TO THE POSSESSION AND USE OF THE EQUIPMENT DURING THE TERM OF THE LEASE OR RENTAL MUST BE INCLUDED IN THE MONTHLY LEASE OR RENTAL ITEM.
* THE DIGITAL COPIERS SHALL BE PROVIDED ON A VENDOR FURNISH AND INSTALL BASIS. THE SUCCESSFUL VENDOR WILL HAVE COMPLETE RESPONSIBILITY FOR THE EQUIPMENT UNTIL IT IS IN PLACE AND WORKING. ALL TRANSPORTATION AND COORDINATION ARRANGEMENTS WILL BE THE RESPONSIBILITY OF THE VENDOR. DELIVERY OF EQUIPMENT WILL BE COORDINATED SO THAT ITEMS WILL BE DELIVERED DIRECTLY TO THE INSTALLATION SITE.
* TEXAS A&M RESERVES THE RIGHT TO CANCEL ANY PURCHASE ORDER WITHOUT PENALTY, EITHER IN WHOLE OR IN PART, IF FUNDS ARE NOT APPROPRIATED BY THE TEXAS LEGISLATURE OR OTHERWISE NOT MADE AVAILABLE TO THE DEPARTMENT.
* IN THE EVENT OF CANCELLATION, VENDOR WILL BE GIVEN 30 DAYS WRITTEN NOTICE.

## CONTRACT NAME:

STATE OF TEXAS DIR

## CONTRACT NUMBER:

DIR-TSO- 3041

## EQUIPMENT IS TO BE LEASED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE STATE OF TEXAS DEPARTMENT OF INFORMATION RESOURCES CONTRACT NO. DIR-TSO-3041 APPENDIX D MASTER LEASE AGREEMENT. IT IS ACKNOWLEDGED AND AGREED THAT THIS PURCHASE ORDER CONSTITUTES A "SCHEDULE" AS DEFINED IN THE MASTER AGREEMENT.

## THIS CONTRACT IS PART OF THE TEXAS A&M AND RICOH RIGHT SIZING PROGRAM AND WILL GIVE 4% ANNUALLY BACK TO THE DEPARTMENT EACH YEAR ON THE CONTRACT.

## VENDOR REPRESENTATIVE:

REBECCA CELLA

### PHONE:

254-371-9819

## DEPARTMENT CONTACT:

ROSANNA JONES

### PHONE:

979-458-1144

## NAICS CODE

333316

## SIZE STANDARD:

1,000 EMPLOYEES

## 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 SERVICES AGREEMENT
2. PURCHASE ORDER

## PRODUCTS:

### PRODUCT DESCRIPTION ("PRODUCTS"):

RICOH MPC4504EX

### QUANTITY (X) MAKE/MODEL:

2 X RICOH MPC4504EX

TERM (MOS.): 60 MONTHS

BASE MONTHLY PRODUCT PAYMENT:

$300.10

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 MONTHLY SERVICES AND SUPPLIES PAYMENT:

$179.90

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 15,000 PER MONTH.

### **COLOR IMAGES**

CUSTOMER WILL BE CHARGED $0.0428 PER IMAGE; 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM | DESCRIPTION | QUANTITY | UOM | UNIT PRICE | EXTENDED PRICE |
|  | (FY19) 2ea. RICOH MPC4504EX 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 TANDEM TRAY * 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 * SMART OPERATION PANEL * NFC - PRINT FROM DEVICE   INCLUDES 180,000 BLACK & WHITE IMAGES; YEARLY   * NO OVERAGES FOR BLACK & WHITE IMAGES   INCLUDES 3,000 COLOR IMAGES; QUARTERLY   * OVERAGES FROM 3,001+ TO BE BILLED AT $0.0428/IMAGE; BILLED QUARTERLY   INCLUDES SERVICE; PARTS; LABOR; DRUM; TONER & STAPLES | 12 | MO | 480.000 | 5,760.00 |
|  | (FY20) 2ea. RICOH MPC4504EX 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 TANDEM TRAY * 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 * SMART OPERATION PANEL * NFC - PRINT FROM DEVICE   INCLUDES 180,000 BLACK & WHITE IMAGES; YEARLY   * NO OVERAGES FOR BLACK & WHITE IMAGES   INCLUDES 3,000 COLOR IMAGES; QUARTERLY   * OVERAGES FROM 3,001+ TO BE BILLED AT $0.0428/IMAGE; BILLED QUARTERLY   INCLUDES SERVICE; PARTS; LABOR; DRUM; TONER & STAPLES | 12 | MO | 480.000 | 5,760.00 |
|  | (FY21) 2ea. RICOH MPC4504EX 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 TANDEM TRAY * 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 * SMART OPERATION PANEL * NFC - PRINT FROM DEVICE   INCLUDES 180,000 BLACK & WHITE IMAGES; YEARLY   * NO OVERAGES FOR BLACK & WHITE IMAGES   INCLUDES 3,000 COLOR IMAGES; QUARTERLY   * OVERAGES FROM 3,001+ TO BE BILLED AT $0.0428/IMAGE; BILLED QUARTERLY   INCLUDES SERVICE; PARTS; LABOR; DRUM; TONER & STAPLES | 12 | MO | 480.000 | 5,760.00 |
|  | (FY22) 2ea. RICOH MPC4504EX 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 TANDEM TRAY * 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 * SMART OPERATION PANEL * NFC - PRINT FROM DEVICE   INCLUDES 180,000 BLACK & WHITE IMAGES; YEARLY   * NO OVERAGES FOR BLACK & WHITE IMAGES   INCLUDES 3,000 COLOR IMAGES; QUARTERLY   * OVERAGES FROM 3,001+ TO BE BILLED AT $0.0428/IMAGE; BILLED QUARTERLY   INCLUDES SERVICE; PARTS; LABOR; DRUM; TONER & STAPLES | 12 | MO | 480.000 | 5,760.00 |
|  | (FY23) 2ea. RICOH MPC4504EX 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 TANDEM TRAY * 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 * SMART OPERATION PANEL * NFC - PRINT FROM DEVICE   INCLUDES 180,000 BLACK & WHITE IMAGES; YEARLY   * NO OVERAGES FOR BLACK & WHITE IMAGES   INCLUDES 3,000 COLOR IMAGES; QUARTERLY   * OVERAGES FROM 3,001+ TO BE BILLED AT $0.0428/IMAGE; BILLED QUARTERLY   INCLUDES SERVICE; PARTS; LABOR; DRUM; TONER & STAPLES | 12 | MO | 480.000 | 5,760.00 |
|  |  |  |  | TOTAL | 28,800.00 |

## VENDOR REF:

REBECCA CELLA

### Phone:

800-595-1011

Group Purchasing Education Programs: an institution of higher education, as defined by Ed Code 61.003, may purchase materials, supplies or equipment through group purchasing programs. TX Education Code 51.9335

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| --- | --- | --- | --- | --- |
| cc | FY | ACCOUNT NO. | DEPT. | UNIT PRICE |
| 59 | 2019 | 450000-00150-5825 |  | 5,760.00 |
| 59 | 2020 | 450000-00150-5825 |  | 5,760.00 |
| 59 | 2021 | 450000-00150-5825 |  | 5,760.00 |
| 59 | 2022 | 450000-00150-5825 |  | 5,760.00 |
| 59 | 2023 | 450000-00150-5825 |  | 5,760.00 |

## DOCUMENT DATE:

08/31/2018

## DEPT. CONTACT:

ROSANNA JONES

### PHONE NO.:

979-458-1144

## PCC CD:

9

## TYPE FUND:

L TYPE ORDER: HIED

FOB:

DESTINATION FRT INCLUDED

Texas A&M University cannot accept collect freight shipments.

FAILURE TO DELIVER- If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions or cancellations permitted without prior approval of the Texas A&M Department of Procurement Services.

The State of Texas is exempt from all Federal Excise Taxes.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

## Terms:

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IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY: 08/31/2023

This Order is not valid unless signed by the Purchasing Agent

**Signature inserted here.**

Purchasing Agent for

TEXAS A&M ENGINEERING EXTENSION SERVICE

Phone: 979-845-4570