



Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Mar 25, 2019	AB0437499	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:	TEEX 09-T25 TEEX USER	
Email:	teex.ap@teex.tamu.edu	
Phone:	+1 979-458-6897	

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/>

Supplier Information		Delivery Information	
Supplier Name	RICOH USA INC	Delivery Address	
Address	PO BOX 650016 DALLAS, TX 752650016 US	TAMUS Member:	09-Texas A&M Engineering Extension Service (09)
Phone	+1 800-595-1011	Attn:	ESTI
FOB / FREIGHT	Destination	TEEX Brayton Fire Field	
Pre-Pay & Add	No	Bldg	104
Payment Terms	0, Net 30	1595 Nuclear Science Rd	
Contract Number - Header	DIR-TSO-3041 & Right-Sizing Program	College Station, TX 77845	
Contract Number - Line	<i>no value</i>	United States	
Quote number		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier Utilizing DIR-TSO-3041 & Right-Sizing Program.

Attachments for supplier

Equipment Cancell...

Attachment A to P...

PO Clauses

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) Ricoh MPC4504EX. See Attachment A for details & features.	MPC4504EX	MON	198.00 USD	60 MON	11,880.00 USD
Total					11,880.00 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@tamu.edu.</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

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.

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 Service Agreement
- 2) Purchase Order

Products:

Product Description ("Products"): Ricoh MPC4504EX Copier to include the following:

- Automatic Document Feeder
- 220 Sheet Single Pass Duplex
- 45 Pages per Minute Black & White
- 45 Pages per Minute Color
- 1200 x 1200 dpi Printing
- 600 x 600 DPI Scanning
- 4 x 550 Sheet Drawers
- 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

Quantity (X) Make/Model: 1 x Ricoh MPC4504EX

Term (Mos.): 60 months

Base Monthly Product Payment \$ 134.79

The first payment will be due on the effective date. The delivery date is to be indicated by signing a separate acceptance form.

Attachment A

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 \$ 63.21

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 30,000 prints annually.

No overages on Black & White prints

Color Images

Includes 2,250 images quarterly. Overages from 2,251+ 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.

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

X  Title: Buyer Date: 3/25/19
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 26, 2019
TO: Ricoh USA
FROM: Texas A&M University – TEEX – Brayton Fire Training Field
SUBJECT: Equipment Removal – P490078

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”)]:

<u>Quantity:</u>	<u>Make/Model/Serial Number:</u>	<u>Location:</u>	<u>Effective Date:</u>
1	Ricoh MPC4503/C85038396	Brayton Fire Field Bldg. 342	April 26, 2019

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 Calvin Coffey at 979-862-7663 to coordinate pick up of the equipment and delivery of new equipment.



Texas A&M Engineering Extension Service

Supplier Self-Certification Form

As a government contractor, TEEX is required to capture, and collectively report, this data for all operational expenditures. This information is used for the TEEX Federal Supplier Diversity Program goals only.

This section is to be completed by the TEEX buyer, according to the principal purpose of the procurement.

Procurement Reference #(s): T25-1653

NAICS* Code: 532420 (six digit code, assigned by the buyer) (cannot begin with 42, 44, or 45)

SBA Size Standard: \$32.5 million (for the assigned NAICS Code)
(This is the largest size that a business may be (including its subsidiaries and affiliates) to remain classified as a small business)

*This number represents the North American Industry Classification System code for small and diverse business visibility purposes only.

For guidance, please go to the NAICS/Size Standards Tool at: <http://www.sba.gov/tools/size-standards-tool?ms=fp>

Supplier: Please complete the information below.

1) Please use the SBA Size Standard above to self-certify supplier size for the assigned NAICS code:

Small Other Than Small (Includes Large, Non-profit, Foreign, and Govt. entities)

2) Please check ALL categories below that apply:

- Small Disadvantaged Business Supplier
- Woman Owned Supplier
- Veteran Owned Supplier
- Service Disabled Veteran Owned Supplier
- Certified by SBA as a HUBZone Small Business
- Historically Black College/University (HBCU) or Minority Institution (MI)
- Alaskan Native Corporation (ANC)
- Indian Tribe
- Other: Specify _____

Supplier Name: _____

Address: _____ City/St/Zip _____

Contact Person: _____ Phone #: _____

E-mail: _____

(Signature of a Company Official/Owner)

(Title)

(Date)

You may wish to review the definitions for the above categories in the Federal Acquisition Regulation (FAR) 19.7 or 52.219-8. If you have difficulty ascertaining your size status, please refer to SBA's website at www.sba.gov/size or contact your local Small Business office.

Under 15 U.S.C. 645 (d), any person who misrepresents its size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

For questions regarding this form: Terri.Sager@teex.tamu.edu 979-458-6849 / Fax #: 979-458-6838