



**MASTER ORDER
TEXAS DIVISION OF EMERGENCY MANAGEMENT
AUSTIN, TEXAS**

Vendor: <i>Ricoh USA Inc.</i> <i>PO Box 650016</i> <i>Dallas, TX 75265-0016</i> <i>800-595-1011</i> <i>Rebecca Cella</i> Rebecca.cella@ricoh-usa.com
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Billing Address: <i>Texas Division of Emergency Mgmt-A/P</i> <i>***Do Not Mail Invoices***</i> Email invoices to: invoices@tamu.edu <i>750 Agronomy Road - Suite 3101</i> <i>6000 TAMU</i> <i>College Station, TX 77843-6000</i>

This Master Order shall be effective February 14, 2020 through February 29, 2024. The laws of the State of Texas shall govern this Master Order.

1. Equipment is to be leased in accordance with the terms and conditions of State of Texas Department of Information Resources Contract No. DIR-CPO-4435 Appendix E Master Lease Agreement.
2. It is acknowledged and agreed that this Master Order constitutes a "Schedule" as defined in the Master Lease Agreement. Lease Term is 48 months FMV. Remit to Address: Ricoh USA, Inc., P.O. Box 660342, Dallas, TX 75266-0342.
3. Maintenance is gold coverage which includes all parts and labor, consumable supplies including staple refills excluding paper. Maintenance will be invoiced monthly based on usage only.
4. Payment shall be made within thirty (30) days after acceptance of goods and/or services and receipt of invoice, whichever is later. Vendor shall submit one copy of an itemized invoice referencing the AggieBuy Contract number and any departmental issued purchase order number. Owner will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice.
5. Freight Terms: FOB Destination, Freight Prepaid and Allowed
6. Changes: Any changes to the Master Order must be made in writing by the Texas A&M Purchasing Agent as listed below.
7. Tax Exemption: The State of Texas is exempt from all Federal Excise Taxes. Texas Division of Emergency Management is exempt from state and municipal sales taxes under Texas Tax Code, Chapters 151 and 321, et. seq., for all purchases made for the exclusive use of Texas A&M.

Location	Model	Finisher	Fax	Punch	Paper Drawer	New Lease Cost Per Month	Black/White Image Rate	Color Image Rate
1033 La Posada Dr. Austin, TX 78752						48 Month Term	Usage Billed Monthly	Usage Billed Monthly
Ste 300, Rm 300H (Between Wade and Jack)	IMC4500	1,000-sheet hybrid	No	Yes	Tandem LCIT	\$161.00	\$0.007/image	\$0.0425/image
Ste 310, Rm 310S (Copier Room)	IMC4500	1,000-sheet hybrid	No	Yes	Tandem LCIT	\$161.00	\$0.007/image	\$0.0425/image
Ste 370, Rm 370A	IMC4500	500-sheet Internal	No	Yes	4 Drawers	\$158.00	\$0.007/image	\$0.0425/image
Ste 250, Rm 250V (Training)	IMC4500	1,000-sheet booklet	No	Yes	Tandem LCIT	\$177.00	\$0.007/image	\$0.0425/image
Ste 150S, Rm 150R	IMC4500	500-sheet Internal	No	Yes	4 Drawers	\$158.00	\$0.007/image	\$0.0425/image
Suite 373, Rm 373C	IMC4500	500-sheet Internal	No	Yes	4 Drawers	\$158.00	\$0.007/image	\$0.0425/image
Ste 160, Rm 160G	IMC4500	500-sheet Internal	No	Yes	4 Drawers	\$158.00	\$0.007/image	\$0.0425/image
Ste 100, Rm 100 (Reception)	IMC4500	500-sheet Internal	Yes	Yes	4 Drawers	\$164.00	\$0.007/image	\$0.0425/image
Ste 125, Rm 125A (Stacia)	IMC4500	500-sheet Internal	No	Yes	4 Drawers	\$158.00	\$0.007/image	\$0.0425/image
Ste 100, Rm 100L	IMC4500	500-sheet Internal	No	Yes	4 Drawers	\$158.00	\$0.007/image	\$0.0425/image
5805 N Lamar Austin, TX 78752						48 Month Term	Usage Billed Monthly	Usage Billed Monthly
A004 (Exec Suite)	IMC4500	500-sheet Internal	Yes	Yes	4 Drawers	\$164.00	\$0.007/image	\$0.0425/image
A018 (Kitchen)	IMC4500	500-sheet Internal	No	Yes	4 Drawers	\$158.00	\$0.007/image	\$0.0425/image
A031 (SOC Bubble)	MP9003	3000-Sheet external finisher	No	Yes	Tandem LCIT + Side LCIT	\$334.00	\$0.0044/image	N/A
A026 (Situation Room)	IMC4500	500-sheet Internal	No	Yes	4 Drawers	\$158.00	\$0.007/image	\$0.0425/image

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Director, Procurement Services & HUB Coordinator