

**Stephen F. Austin State University**

Procurement and Property Services

Nacogdoches, Texas 75962-3030

Phone (936) 468-2206 * Fax (936) 468-4282

PO Number: **B2100476**PO Date: **11/05/20**

Delivery Date:

Supplier:Xerox Corporation
PO Box 827598
Philadelphia PA 19182-7598**CONFIRM RECEIPT OF PURCHASE ORDER AND
ACCEPTANCE OF DELIVERY DATE
BY EMAILING PURCHASE@SFASU.EDU.**

kathy.durrett@sfasu.edu

Send Billing Invoice to:Stephen F. Austin State University
P.O. Box 6085
Nacogdoches, TX 75962-6085
ATTN: Accounts Payable**Ship to:**English Dept
Dugas Lib Arts 203
404 Aikman Dr
SFA Box 13007
Nacogdoches TX 75962**Terms: Net 30****FOB: Installed****PURCHASE ORDER NO. MUST APPEAR ON ALL
SHIPPING DOCUMENTS AND INVOICES**

Item	Description	Quantity	Unit Cost	Total Cost
1	Financial Analysis dated 10/7/2020 ---- RE: R0071775 ---- Quantity and units shown are estimates for internal purposes only. Payment shall be made only for actual goods or services received. 000P98527A RENTAL/LEASE, COPIER 60 month lease of Xerox Model #B8155H - 55 ppm Black only - Office Finisher - 3 Hole Punch	60.00 MTH	192.7300	11,563.80

Purchaser: Kathy Durrett

(936) 4684225

ADDITIONAL CHARGE:Vendor ID: **10008814**

Collegiate Licensed:

DISCOUNT/TRADE-IN:

Req No:

Employee/Employee Relationship:

TOTAL:**CONTINUED**Blanket Order: **B2100476**

HUB Status:

Purchase Class: **DIR Contract**

Vendor Warrant Hold process runs nightly and terminates any vendors on hold. Vendor EPLS status verified by Purchaser.

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Item	Description	Quantity	Unit Cost	Total Cost
	<ul style="list-style-type: none"> - Copy-Print-Scan - Convenience Stapler - Includes all supplies (except paper) - Includes analyst services & customer education ---- Includes removal of 5955APT serial # A2M648890 at the end of the lease upon delivery of new equipment. ---- DIR- CPO-4412 ---- Serial #: XXXXXXXXXX ---- Contract Effective Date: XX/XX/XXXX Installation Date: XX/XX/XXXX 			

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	Contract Term: XX/XX/XXXX - XX/XX/XXXX ---- This PO is for the period: XX/XX/XXX - XX/XX/XXXX			
2	000P98527B RENTAL/LEASE, COPY OVERAGE Black Copy Overages 40,000+ for Serial #:XXXXXXXX	33,000.00 EA	.0045	148.50
3	000P98527A RENTAL/LEASE, COPIER 60 month lease of Xerox Model #B8155H - 55 ppm Black only - Office Finisher	60.00 MTH	192.7300	11,563.80

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Item	Description	Quantity	Unit Cost	Total Cost
	- 3 Hole Punch - Copy-Print-Scan - Convenience Stapler - Includes all supplies (except paper) - Includes analyst services & customer education ---- Includes removal of 5955APT serial # A2M648957 at the end of the lease upon delivery of new equipment. ---- DIR-CPO-4412 ---- Serial #: XXXXXXXXXX ---- Contract Effective Date: XX/XX/XXXX			

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Item	Description	Quantity	Unit Cost	Total Cost
	Installation Date: XX/XX/XXXX Contract Term: XX/XX/XXXX - XX/XX/XXXX ---- This PO is for the period: XX/XX/XXX - XX/XX/XXXX			
4	000P98527B RENTAL/LEASE, COPY OVERAGE Black Copy Overages 40,000+ for Serial #: XXXXXXXXXX	26,000.00 EA	.0045	117.00
5	000P93927C M & R, PER COPY CHARGES All work is to be performed in a neat and workmanlike manner, site kept clean at all times, protection provided to avoid damage to landscaping	1.00 EA	.0001	.00

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Item	Description	Quantity	Unit Cost	Total Cost
	<p>and all adjoining property, including improvements, performed as quickly as possible consistent with best industry construction practices, and guaranteed for one (1) full year from date of completion against all defects.</p> <p>Contractor shall comply with all local, state and federal orders, ordinances, laws, rules, and regulations of duly constituted authorities having jurisdiction over this work.</p> <p>All work is to be completed as mutually agreed by and between the University and the Contractor. Failure to complete work (including clean-up) by the mutually agreed date shall be deemed as a breach of contract. Liquidated damages in the amount of \$500.00 per calendar day</p>			

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	<p>will be assessed, not as a penalty, but as liquidated damages for such breach of contract. Safe working conditions must be maintained on and around work site at all times. Barricades and other protective devices are to be used as necessary to prevent injury to persons or property. All reasonable precautions are to be taken.</p> <p>Payment will be made lump-sum upon completion or as otherwise mutually agreed between Contractor and the University.</p> <p>----</p> <p>The Contractor shall not commence work under this Contract until Contractor has obtained all the insurance required hereunder and certificates of</p>			

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Item	Description	Quantity	Unit Cost	Total Cost
	<p>such insurance have been filed with and reviewed by SFASU. Acceptance of the insurance certificates by SFASU shall not relieve or decrease the liability of the Contractor. If policies are not written for the amounts specified below (except Workers' Compensation and Employer's Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of the primary policy.</p> <p>This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to</p>			

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Item	Description	Quantity	Unit Cost	Total Cost
	<p>the University. Contractor's insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract. Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the Workers' Compensation policy. The Workers' Compensation and Employer's Liability policy will provide a waiver of subrogation in favor of the University. The Workers' Compensation insurance coverage must include the responsibility of the Contractor</p>			

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Item	Description	Quantity	Unit Cost	Total Cost
	<p>to provide coverage for every worker either under the Contractor's policy or under the policy provided by a subcontractor. The Contractor's policy shall provide that, in the event that a subcontractor's policy fails to provide workers' compensation coverage of a worker, that such insurance coverage is provided by the Contractor's policy.</p> <p>Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by SFASU, the minimum insurance coverage as follows:</p> <p>----</p> <p>TYPE OF COVERAGE / LIMITS OF LIABILITY</p>			

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Item	Description	Quantity	Unit Cost	Total Cost
	Workers' Compensation Coverage OR Employer's Liability - \$1,000,000 occur/aggregate Comprehensive General Liability -\$1,000,000 each occurrence -\$2,000,000 general aggregate -\$2,000,000 products/completed operations aggr Comprehensive Automobile Liability -\$1,000,000 ea accident- Combined Single Limit ----			

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ADDITIONAL CHARGE:**.00**Vendor ID: **10008814**

Collegiate Licensed:

DISCOUNT/TRADE-IN:**.00**

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TOTAL:**23,393.10**Blanket Order: **B2100476**

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