



# Stephen F. Austin State University

Procurement and Business Services  
Nacogdoches, Texas 75962-3030  
Phone (936) 468-2206 \* Fax (936) 468-4282

PO Number: **B2300276**

PO Date: **08/09/22**

Delivery Date:

**Supplier:**

Ricoh USA Inc  
PO Box 650016  
Dallas TX 75265-0016

**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:**

Graphics Shop  
BP Student Ctr 1.208  
222 Vista Dr  
SFA Box 13021  
Nacogdoches TX 75962

**Terms: Net 30**  
**FOB: Installed**

**PURCHASE ORDER NO. MUST APPEAR ON ALL  
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Item	Description	Quantity	Unit Cost	Total Cost
	Quote dated July 2022 ---- DIR-CPO-4435 ---- MUST HAVE 24 HR NOTICE PRIOR TO DELIVERY. CONTACT KATHRYN SALAS AT 936-468-5103 OR JIMMY MCDANIEL AT 936-468-2348. ---- Quantity and units shown are estimates for internal purposes only. Payment shall be made only for actual goods or services received. ---- "Equipment is to be leased in accordance with the terms and conditions of the State of Texas Department of Information Resources Contract NO -			

<b>Purchaser:</b> Kathy Durrett (936) 4684225	<b>ADDITIONAL CHARGE:</b> <b>DISCOUNT/TRADE-IN:</b> <b>TOTAL: CONTINUED</b>
Vendor ID: <b>20183485</b> Collegiate Licensed:	
Req No: Blanket Order: <b>B2300276</b> Employee/Employee Relationship:	
HUB Status: Purchase Class: <b>DIR Contract</b>	

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



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1	DIR-CPO-4435 (2022) Appendix D Master Lease Agreement, it is acknowledged and agreed that this Purchase Order constitutes a "Schedule" as defined in the Master Agreement." ---- RE: R0075754  000P98527A RENTAL/LEASE, COPIER  60 Month Lease of: Product Name: Ricoh Pro C5300 Configurable PTO Model Product Order Number: PROC5300S-RIC Quantity: 1 each	60.00 MTH	1,675.0000	100,500.00

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	---- Product Name: VG3-640 Roland Truvis Configurable PTO Model Product Order Number: VG3-640-DS Quantity: 1 each ---- Order Description: - Roland VG3-640 - Roland 64 IN High Volume Dryer - Roland Truevis TR2 8 Color (GR) Ink Starter Kit - CIP ISF Ricoh 2 Day Install Operator Training - Ricoh PROC5300S Configurable PTO Model Ricoh PROC5300S Branding Set LCIT RT5140, Decurl Unit DU5080, Booklet Finisher SR5120, EFI Color			

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Item	Description	Quantity	Unit Cost	Total Cost
	Controller E-27B,XG-PCS20820D RIC Amp Surge Protector ESP XG-PCS-15D - Freight Cost For Roland TRU VIS - 1 Year Ricoh WF Industry Expert Phone Support LVL 1 - OA CIP ISF PPSE Training PROC5300 Family GW - Hytec Bundle Fiery Backup - OA CIP ISF PPSE Training - PROC5300 Family - E27B Fiery Add-On - OA Fiery Clone Consultation and Service - EFI ES-3000 - L5160 - 5369FC00025 Return Old Equipment - Service Level - Gold (Parts,Staples,Toner Included) - Professional Services, Freight, Installation			

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	Included ---- Serial # XXXXXXXXXXXX ---- Contract Effective Date: XX/XX/XXXX Installation Date: XX/XX/XXXX Contract Term: XX/XX/XXXX			
2	000P98527C RENTAL/LEASE, PER COPY CHARGES Monthly Service For B/W Cost Per Copy	500,000.00 EA	.0061	3,050.00
3	000P98527C RENTAL/LEASE, PER COPY CHARGES Color Copy Cost Per Copy	500,000.00 EA	.0318	15,900.00

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Item	Description	Quantity	Unit Cost	Total Cost
4	000P98527A RENTAL/LEASE, COPIER  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 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. Contractor shall comply with all local, state and federal orders, ordinances, laws, rules, and regulations of duly constituted authorities having	1.00 MTH	.0001	.00

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	jurisdiction over this work. 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 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.			

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	<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 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</p>			

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	<p>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 the University.</p> <p>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.</p> <p>Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional</p>			

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	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 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.			

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	<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  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</p>			

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