



PURCHASE ORDER

PO Number:303-9-0371

Requisition Number:303-9-00957

Order Date: 1/7/2019

Released

MAIL INVOICE TO AGENCY BELOW

TEXAS FACILITIES COMMISSION
FISCAL MANAGEMENT / ACCOUNTS PAYABLE
P.O. BOX 13047 Austin, Texas 78711-3047
OR
email to: accountspayable@tfc.state.tx.us

Delivery Location

Multiple -- see line item detail

Show numbers on all papers and packages

Referenced Source or Vendor

12303344001
RICOH USA - AUSTIN
9430 RESEARCH BLVD, BLDG 4, STE 300
AUSTIN, TX 78759
JOHN GAYAUT
Phone:512-565-2000, Fax:
JOHN.GAYAUT@RICOH-USA.COM

Description 48-Month Multi-functional Copier Lease (FY 2019 - 2023)

CONTRACT NAME: State of Texas DIR Contract

CONTRACT NUMBER: DIR-TSO-3041

Pricing as per attached quote 25776516 dated 12/19/2018.

Location: 9 (HR, IA, Risk, SHB, FDC Copy Area 2, FDC-Support Copy Area 3, PREM-Fac/FDC-MC Copy Area 2, Garage R, Legal)

TFC Contact:

Eva Dechene, 512-463-8551

Remit to Address:

RICOH USA, INC.

PO BOX 650016

DALLAS, TX 75265

"Equipment is to be leased in accordance with the terms and conditions of 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 Lease Agreement."

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
48-Month Multi-Function Copier Lease	48	MONTH	\$624.05	1/1/2019	12/31/2023	\$29,954.40

Ricoh MPC4504EX

Specifications

- *Paper Feed Unit PB3240
- *Internal Finisher SR3130
- *Punch Unit PU3040 NA
- *ESP XG-PCS-15D
- *TS Network & Scan Connect

Includes:

- *Delivery
- *Installation
- *Maintenance/Service - parts and labor (GOLD LEVEL)
- *Consumable Supplies - toner, staples, etc. (excludes paper) (GOLD LEVEL)
- *End User Training
- *End of Lease Pick-up

Qty - 5 Units @ \$124.81/monthly each

Ship To:

Texas Facilities Commission
 PREM-Fac/FDC-MC (Copy Area 2)
 Central Services Bldg., 1st Flr., Rm. 140
 1711 San Jacinto Blvd.
 Austin, TX 78701
 Charge Org Code: 0216/0442/0802

Texas Facilities Commission
 FDC (Copy Area 2)
 Central Services Bldg., 2nd Flr., Rm. 201
 1711 San Jacinto Blvd.
 Austin, TX 78701
 Charge Org Code: 0802

Texas Facilities Commission
 FDC-Support (Copy Area 3)
 Central Services Bldg., 2nd Flr., Rm. 201
 1711 San Jacinto Blvd.
 Austin, TX 78701
 Charge Org Code: 0802

Texas Facilities Commission
 Legal Office
 Central Services Bldg., 4th Flr., Rm. 400

1711 San Jacinto Blvd.
Austin, TX 78701
Charge Org Code: 0216

Texas Facilities Commission
Garage R Warehouse
1706 San Jacinto Blvd.
Austin, TX 78701
Charge Org Code: 0216

NIGP Class: 985

NIGP Item: 26

Object Class: 406

Reimbursement Type: Not Reimbursable

Notes: FY Cost Amount

FY 2019 - \$4,992.40 (0216 - \$2,329.80, 0442 - \$332.82, 0802 - \$2,329.78)

FY 2020 - \$7,488.60 (0216 - \$3,494.68, 0442 - \$499.24, 0802 - \$3,494.68)

FY 2021 - \$7,488.60 (0216 - \$3,494.68, 0442 - \$499.24, 0802 - \$3,494.68)

FY 2022 - \$7,488.60 (0216 - \$3,494.68, 0442 - \$499.24, 0802 - \$3,494.68)

FY 2023 - \$2,496.20 (0216 - \$1,164.90, 0442 - \$166.41, 0802 - \$1,164.89)

Ricoh MPC4504EX Maintenance Plan – All B&W
copies billed at \$0.0050/copy.

Images billed quarterly.

\$70.00 Estimated Monthly Usage Cost (14,000
clicks x \$0.0050)

This is to document monthly estimated cost for
B&W copies for 5 units. Will vary month to
month for each unit with usage charged to
applicable org codes. TFC paying for actual
usage.

48	MONTH	\$70.00	1/1/2019	8/31/2023	\$3,360.00
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NIGP Class: 985

NIGP Item: 26

Object Class: 406

Reimbursement Type: Not Reimbursable

Notes: FY Cost Amount

FY 2019 - \$ 912.00

FY 2020 - \$1,368.00

FY 2021 - \$1,368.00

FY 2022 - \$1,368.00

FY 2023 - \$ 456.00

Ricoh MPC4504EX Maintenance Plan – All color
copies billed at \$0.0428/copy.

48	MONTH	\$428.00	1/1/2019	12/31/2023	\$20,544.00
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Images billed quarterly.

\$428.00 Estimated Monthly Usage Cost (10,000
clicks x \$0.0428)

This is to document monthly estimated cost for color copies for 5 units. Will vary month to month for each unit with usage charged to applicable org codes. TFC paying for actual usage.

NIGP Class: 985

NIGP Item: 26

Object Class: 406

Reimbursement Type: Not Reimbursable

Notes: FY Cost Amount

FY 2019 - \$3,424.00

FY 2020 - \$5,136.00

FY 2021 - \$5,136.00

FY 2022 - \$5,136.00

FY 2023 - \$1,712.00

48-Month Multi-Function Copier Lease	48	MONTH	\$350.84	1/1/2019	12/31/2023	\$16,840.32
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Ricoh MPC2504EX

Specifications

*Internal Finisher SR3130

*Cabinet Type F

*ESP XG-PCS-15D

*TS Network & Scan Connect

Includes:

*Delivery

*Installation

*Maintenance/Service - parts and labor (GOLD LEVEL)

*Consumable Supplies - toner, staples, etc. (excludes paper) (GOLD LEVEL)

*End User Training

*End of Lease Pick-up

Qty - 4 Units @ \$87.71/monthly each

Ship To:

Texas Facilities Commission

Risk Mgmt

Central Services Bldg., 1st Flr., Rm. 102

1711 San Jacinto Blvd.

Austin, TX 78701

Charge Org Code: 0216

Texas Facilities Commission

Int. Audit Office

Central Services Bldg., 2nd Flr., Rm. 202

1711 San Jacinto Blvd.

Austin, TX 78701

Charge Org Code: 0216

Texas Facilities Commission

Human Resources

Central Services Bldg., 4th Flr., Rm. 405
1711 San Jacinto Blvd.
Austin, TX 78701
Charge Org Code: 0216

Texas Facilities Commission
SHB Basement
201 East 14th St., Rm. B-25
Austin, TX 78701
Charge Org Code: 0442

NIGP Class: 985

NIGP Item: 26

Object Class: 406

Reimbursement Type: Not Reimbursable

Notes: FY Cost Amount

FY 2019 - \$2,806.72 (0216 - \$2,105.04, 0442 - \$701.68)

FY 2020 - \$4,210.08 (0216 - \$3,157.56, 0442 - \$1,052.52)

FY 2021 - \$4,210.08 (0216 - \$3,157.56, 0442 - \$1,052.52)

FY 2022 - \$4,210.08 (0216 - \$3,157.56, 0442 - \$1,052.52)

FY 2023 - \$1,403.36 (0216 - \$1,052.52, 0442 - \$350.84)

Ricoh MPC2504EX Maintenance Plan – All B&W
copies billed at \$0.0050/copy.

Images billed quarterly.

\$40.00 Estimated Monthly Usage Cost (8,000
clicks x \$0.0050)

This is to document monthly estimated cost for
B&W copies for 4 units. Will vary month to
month for each unit with usage charged to
applicable org codes. TFC paying for actual
usage.

48	MONTH	\$40.00	1/1/2019	12/31/2023	\$1,920.00
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NIGP Class: 985

NIGP Item: 26

Object Class: 406

Reimbursement Type: Not Reimbursable

Notes: FY Cost Amount

FY 2019 - \$320.00

FY 2020 - \$480.00

FY 2021 - \$480.00

FY 2022 - \$480.00

FY 2023 - \$160.00

Ricoh MPC2504EX Maintenance Plan – All color
copies billed at \$0.0428/copy.

48	MONTH	\$85.60	1/1/2019	12/31/2023	\$4,108.80
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Images billed quarterly.

\$85.60 Estimated Monthly Usage Cost (2,000

clicks x \$0.0428)

This is to document monthly estimated cost for color copies for 4 units. Will vary month to month for each unit with usage charged to applicable org codes. TFC paying for actual usage.

NIGP Class: 985

NIGP Item: 26

Object Class: 406

Reimbursement Type: Not Reimbursable

Notes: FY Cost Amount

FY 2019 - \$ 684.80

FY 2020 - \$1,027.20

FY 2021 - \$1,027.20

FY 2022 - \$1,027.20

FY 2023 - \$ 342.40

This line item for internal information purposes only.	48	MONTH	\$0.00	1/1/2019	12/31/2023	\$0.00
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MPC4504EX Unit Cost:

\$ 624.05 Base Cost (\$124.81 x 5 units)

70.00 B&W Estimated Usage Cost (5 units)

428.00 Color Estimated Usage Cost (5 units)

\$1,122.05 Total Monthly Cost

FY Cost Amount (5 Units)

FY 2019 - \$ 8,976.40

FY 2020 - \$13,464.60

FY 2021 - \$13,464.60

FY 2022 - \$13,464.60

FY 2023 - \$ 4,488.20

\$53,858.40 (\$1122.05 x 48-Month Lease)

Ricoh MPC2504EX Unit Cost:

\$ 350.84 Base Cost (\$87.71 x 4 units)

40.00 B&W Estimated Usage Cost (4 units)

85.60 Color Estimated Usage Cost (4 units)

\$ 476.44 Total Monthly Cost

FY Cost Amount (4 units)

FY 2019 - \$3,811.52

FY 2020 - \$5,717.28

FY 2021 - \$5,717.28

FY 2022 - \$5,717.28

FY 2023 - \$1,905.76

\$22,869.12 (\$476.44 x 48-Month Lease)

\$1,598.49 (\$1122.05 + \$476.44)

NIGP Class: 985

NIGP Item: 26

Object Class: 406

Reimbursement Type: Not Reimbursable
Notes: Note: Amounts to be charged among multiple org codes.

FY Cost Amount (9 Units)
FY 2019 - \$12,787.92
FY 2020 - \$19,181.88
FY 2021 - \$19,181.88
FY 2022 - \$19,181.88
FY 2023 - \$ 6,393.96

Grand Total \$76,727.52

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512) 463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2019
Division	Legal
Program	Records Management
Phone	5124638551
Org Code	0216 - Office Supply Allocations
Type of Purchase/PCC Code	'I' Purchases of commodities/services made from a DIR Contract
Work Order Number	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Gamino Jr, Rico - CTPM, CTCM, 5129363567

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

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 number order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas

[\(Show Terms And Conditions...\)](#)