

Glassboro Public Schools



MEMO

To: Mark Silverstein

From: Lisa Ridgway

Date: March 31, 2023

Re: Resolution – Ricoh USA, Inc. Copiers

Be it Resolved that Board of Education does hereby the approve the leasing of copiers & printers for a period of five (5) years. Lease purchasing is through New Jersey State Contract. Contract start is in the 2023-24 school year, budgeted funds in local funds.

Vendor: Ricoh USA, Inc.

State Contract #40467, SIN #333316CPC

Copiers Terms	\$8,164.77 per month for 60 months
Supplies/Services	\$ 267.00 per month for 60 months



Ricoh USA, Inc.
300 Eagleview Blvd #200
Exton, PA 19341

New Jersey State Contract #40467 – Order Form

This Order Form is applicable under the New Jersey State Contract #40467 and subject to the terms and conditions of the SIN #333316CPC, formerly known as SIN #51-100C (and includes the terms and conditions of SIN 532420LC formerly known as 51-58A)

CUSTOMER INFORMATION

GLASSBORO SCHOOL DISTRICT				LISA RIDGWAY			
Customer (Bill To)				Billing Contact Name			
560 JOSEPH BOWE BLVD				560 JOSEPH BOWE BLVD			
Product Location Address				Billing Address (if different from location address)			
GLASSBORO	NJ	08028-0000		GLASSBORO	NJ	08028	
City	County	State	Zip	City	County	State	Zip
Billing Contact Telephone Number 856-652-2700			Billing Contact Facsimile Number 856-881-0884		Billing Contact E-Mail Address lridgway@gpsd.us		

PRODUCT/EQUIPMENT DESCRIPTION ("Product")

Qty	Product Description: Make & Model
4	RICOH IM2500AG
1	RICOH IM4000G
3	RICOH IM6000G
8	RICOH IM7000
8	RICOH IMC2500G
2	RICOH IMC3500G
2	RICOH IMC4500G

Qty	Product Description: Make & Model
3	RICOH IMC6000G
1	RICOH C6500
2	RICOH PRO8300S
6	RICOH IM600SRFG

PAYMENT SCHEDULE

Term (months) 60	Payment \$ 8,164.77	Minimum Payment Billing Frequency <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: _____	Gold Contract – covers all service ad supplies (except paper). Includes Staples.
Guaranteed Minimum Images**		Cost of Additional Images*	
Black/White 629,000	Color 0	Black/White .0056	Color .042
		Meter Reading/Billing Frequency <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other: _____	

* Based upon Minimum Payment Billing Frequency


** Based upon standard 8 1/2" x 11" paper size. Paper sizes greater than 8 1/2" x 11" may count as more than one image.

Sales Tax Exempt: YES (Attach Exemption Certificate) Customer Billing Reference Number (P.O. #) _____

Termination Ceiling Charge Schedule – See Exhibit A attached as Reference # 3842046

Pick up and Hard Drive Surrender of: _____

THE PERSON SIGNING THIS ORDER ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

CUSTOMER	Accepted by: RICOH USA, INC.
By: <input checked="" type="checkbox"/>  Authorized Signer Signature	By: _____ Authorized Signer Signature
Printed Name: Lisa M. Ridgway	Printed Name: _____
Title: Business Admin Date: 3/30/23	Title: _____ Date: _____



SERVICE ORDER NO. ONE

CUSTOMER INFORMATION				
Full Legal Name	Glassboro Public Schools			
Address	560 Joseph Bowe Blvd			
City	Glassboro	State	NJ	Zip Code 08028

This Service Order is made pursuant to the (check one that applies):

Master Service Agreement, dated [redacted], 20 [redacted], OR

(as applicable, the "Agreement") by and between Ricoh USA, Inc. ("RicoH") and the customer listed above ("Customer"). The services set forth in this Service Order (the "Services") shall be effective as of (check one that applies):

the commencement of any of the Services, as determined by Ricoh, OR
 [redacted], 20 [redacted]

and shall have a Sixty (60) month term ("Initial Term") for performance unless earlier terminated as expressly provided herein. Thereafter, this Service Order shall automatically renew for consecutive three (3) month periods, (each, a "Renewal Term") at the rates specified herein, unless terminated by either party upon thirty (30) days prior written notice before the end of the Initial Term or Renewal Term, as applicable.

All terms and conditions of the Agreement are incorporated into this Service Order and made a part hereof. It is the intent of the parties that this Service Order be separately enforceable as a complete and independent agreement, independent of all other Service Orders or Order Forms (as defined in the Agreement) made pursuant to the Agreement. This Service Order consists of this page, together with any selected Appendices as set forth below.

APPLICABLE SERVICE OFFERINGS	
(CHECK ALL THAT APPLY BELOW)	
<input checked="" type="checkbox"/>	Appendix 1: Additional Services Terms (see attached) <input checked="" type="checkbox"/> Fleet Management: <input checked="" type="checkbox"/> TRAC Solution® <input checked="" type="checkbox"/> Intelligent Device Monitoring <input checked="" type="checkbox"/> Equipment Asset Management <input checked="" type="checkbox"/> Consumables Management (RicoH) <input checked="" type="checkbox"/> IMAC-D <input checked="" type="checkbox"/> Management Information Reporting
<input checked="" type="checkbox"/>	Appendix 2: RicoH-Provided Managed Equipment
<input checked="" type="checkbox"/>	Appendix 3: RicoH Provided Printers Support
<input checked="" type="checkbox"/>	Appendix 4: Scope of Work

SERVICE(S) FEES
RicoH agrees to provide the Services for the base minimum service fee of \$264.00 per month (the "Minimum Service Fee"). Breakdown as follows: RMSSC Management of Devices: \$264.00 Printer Service and Supplies: (billed on consumption) Any additional devices added under <u>RMSSC management</u> will be billed at a rate of <u>\$6.00 per device</u> , per month. Additional fees as may be set forth in any applicable Appendices.

CUSTOMER	RICOH USA, INC.
By: _____	By: _____
Name: <u>USA M. Ridgway</u>	Name: _____
Title: <u>SBA</u>	Title: _____
Date: <u>3/30/03</u>	Date: _____