



OFFICE AUTOMATION

ORDER WITH MAINTENANCE AGREEMENT

CUSTOMER INFORMATION

Current Customer New Customer New Location

TGI Rep & Rep ID: Jay Baumgartner LISA 44 PO: 00220995-00 Order Date: 1/11/2022

Customer #: _____ Customer #: _____

Ship-to: City of Long Beach (Fire Protection) Bill-to: Same

1 West Chester Street RM 404 _____

Long Beach, NY 11561 _____

Attn: Joseph Miller Attn: _____ Tax ID: _____

Ph: 516-431-1000 Fax: _____ Ph: _____ Fax: _____

Email: jmill@longbeachny.gov Email: _____

Paperless Invoice Email: _____

ORDER TYPE

Purchase Lease Co: _____ Rental Demo

SPECIAL TERMS AND INSTRUCTIONS

Includes Delivery, Installation, IT Connection, & Training
NY State OGS IT Umbrella Contract # PM68134

ORDER DETAILS

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	Ricoh IM 2500	25ppm b/w network copier with scan, print, fax		\$3,161.59
		Includes:		
		220 Sheet Single Pass Duplex Feeder		
		2 x 550 Sheet Paper Trays, 100 Sheet Bypass Tray, Stand		
		Includes All Parts, Labor, Supplies (except paper & staples) billed on		
		"cost per copy" basis of 0.0091 per impression		
		PO # 00220995-00		

Customer Name: Donna M. GAYDEN
Title: City MANAGER Date: 1/13/2022
Signature: [Signature]

SUBTOTAL	
FREIGHT	
TAX	
TOTAL	

By signing the customer accepts the terms and conditions of this agreement.

see back for additional information

Equipment Covered: Ricoh IM 2500

Start Date: _____ Start Meter: _____ Black/ _____ Color.

INCLUDED IN LEASE Per month Overages at: _____
 Black prints _____ / Per quarter _____ black /
 Color prints _____ Per other _____ _____ color

BILLED SEPERATELY (CPC) Minimum prints: _____ Billed monthly
 Black prints 0.0091 / 0 black / Billed quarterly
 Color prints n/a n/a color Billed other _____

WIDE FORMAT (CPC-LINEAR FEET) Minimum prints: _____ Billed monthly
 Black prints _____ / _____ black / Billed quarterly
 Color prints _____ _____ color Billed other _____

Includes: (check all that apply)

Parts Labor Consumables (non-toner/cartridges) Black Toner/Developer Color Toner/Developer Black Drums Color Drums Other: _____

Meter Collection Method:

TGI Monitor
 Email Phone Fax
 *If not TGI Monitor, decline form required.

Meter Contact Info (all fields required)

Contact Name: Joseph Miller
 Contact Email: jmiller@longbeachny.gov
 Contact Phone: 516-431-1000

IT/Networking Contact Info

Provide contact information for someone with administrative rights and knowledge of your network.

IT Contact Name: Joseph Miller
 IT Contact Email: jmiller@longbeachny.gov
 IT Contact Phone: 516-431-1000

TERMS AND CONDITIONS

Terms and Conditions:

Agreement: By signing this order agreement, TGI Office Automation (TGI) and the company specified have agreed upon the following terms and conditions. This is a binding agreement and not a transaction on approval or trial basis unless specified as a demo. This agreement shall constitute the entire agreement between TGI and the company specified and covers only the items listed on this agreement. This agreement is non-transferable.

Acceptance and Payment: This order shall become binding once approved and accepted by an authorized representative of TGI. This order may not be cancelled or altered after acceptance unless agreed upon by both parties involved. All equipment, software, and supplies specified on this order will remain the property of TGI until paid in full. All invoices are due and payable upon receipt and any open balances past due one month or more will be charged a late payment fee of 1 1/2 % interest per month. Any claims must be in writing within ten days of invoice date. No merchandise may be returned for credit without written authorization.

Installation: TGI will install the equipment and/or software listed on this order at the location indicated on the order agreement. The customer shall provide a suitable place for operation of the equipment, comply with necessary environmental requirements, and protect the equipment from electrical fluctuation. If the equipment and/or software is moved or altered without TGI's written consent all warranties and Maintenance Agreements will be voided and must be renegotiated.

Limitations on Warranty and Service: The customer shall provide a suitable place for operation of the equipment, comply with necessary environmental requirements, and protect the equipment from electrical fluctuation. There are no other warranties, express or implied, including any warranties of merchantability or fitness for a particular purpose other than those specified in this agreement. TGI shall not be responsible for any consequential or incidental damages caused by electrical problems, fire, lightning, flooding, abuse, misuse, negligence, alteration, theft, modifications by someone other than an authorized TGI representative, force majeure, or any other event beyond TGI's control. If such a situation arises, TGI will charge the then current applicable service rate for any necessary repairs. Any IT work not explicitly included in this order or covered by its own service contract will be chargeable at the then current IT service rate. TGI is not responsible for configuration or training in the use of any software or equipment not obtained from TGI. TGI will install print driver software on 4 PCs or 3 PCs and a server, in one visit, at no additional charge, if requested and scheduled within 30 months of this order. All service work is guaranteed for 30 days; however, additional unrelated problems that occur within the 30 days are not covered.

Taxes: Customer agrees to pay all taxes arising from this agreement.

Maintenance Agreements:

Services Provided: TGI will include all required labor and travel necessary to ensure equipment and or software specified in the contract operates at factory quality standards. Service calls will be performed during normal business hours (8:30am to 5:00pm daily) not including weekends or holidays. Service Contracts do not include relocation, reconfiguration, reinstallation, or any additional computer work. TGI will not be responsible for delays or inability to service caused directly or indirectly by strikes, accidents, embargo, acts of God or any other event beyond its control. TGI will not cover damage by electrical problems, fire, lightning, flooding, abuse, misuse, negligence, alteration, theft or modifications by anyone other than a TGI service representative. TGI reserves the right to not service equipment should the customer's account become delinquent.

*** If Parts Included:** TGI will replace, without charge, parts which have been broken or worn through normal use, and are necessary for equipment servicing and maintenance adjustments. Maintenance Agreement that only include parts, will exclude all consumables such as lamps, fuser rollers, fuser units, toners, developers, photoconductors (drums), fuser oil, waste toner bottles, paper feed roller kits, preventative maintenance kits, paper, staples, masters, ink, and toner cartridges.

**** If Supplies Included:** Supplies will only be covered if indicated on the Maintenance Agreement. These items are developers, photoconductors (drums), fuser units, fuser oil, waste bottles, paper feed roller kits, and preventative maintenance kits. When supplies are included in a contract, parts included in previous paragraph are also included. Not included will be paper, staples, duplicator supplies and drum cylinders or fax supplies. Any other items not listed will also not be included. Drums are excluded from wide format devices unless checked off above.

This agreement may be subject to price increases. During the initial term, increases will not exceed 10%. After the initial term, increases will be at TGI's sole discretion.

Maintenance Agreement are subject to auto renewal. Maintenance Agreement cancellations may be from either party. Client must submit cancellation requests in writing 60 days in advance of the next billing cycle. If client's account becomes delinquent, services may cease until account is current, or terminated without further notice. Cancellation or termination on prorated service will be invoiced accordingly.

There may be an administrative fee of \$3.95 per reading if meter readings are not submitted by the due date and the TGI Meter Collection team is required to manually collect the reading. If the provided meter contact cannot be reached or is non-responsive, TGI reserves the right to send out service staff to collect the meter reading in person. There will be a \$5 fee for each meter reading collected in this manner. TGI will require an email / fax number of a contact that will provide an accurate meter reading at specified billing intervals.

Customer Name: Donna M. GAYDEN Title: City MANAGER

Signature: [Signature] Date: 1/13/2022

By signing the customer accepts the terms and conditions of this agreement.