

**Quantity Purchase Agreement
With The State Of Indiana**

Qty Purchase Agreement QPA Number 00000000000000000000000012716	Page 1 of 1
Requisition Nbr.: Office Equipment & Maintenance	
Effective Date: 05/01/2011	
Expiration Date: 08/31/2015	
Agency Number:	
Facility: ASA RFP 10-77	
Vendor ID: 0000005509	
Vendor Telephone Nbr: 317-329-6088	
Name Of Contact Pers: CHRIS JOHNSON	
Contact Email:	
FAX Number: 317-329-4401	

Vendor: RICOH USA INC FKA IKON OFFICE
Remit to: IKON OFFICE SOLUTIONS
PO BOX 740541
ATLANTA GA 30374

Name and Address of Vendor: RICOH USA INC FKA IKON OFFICE
ORDER ONLY/CHRIS JOHNSON
7330 WOODLAND DRIVE
INDIANAPOLIS IN 46278 1736

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement. The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement. **Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.**

Line Number	Quantity	UNIT	Article and Description	Unit Price
--------------------	-----------------	-------------	--------------------------------	-------------------

This is an award of a Quantity Purchase Agreement for Office Equipment / Multi-functional Machines.

QPA can be mutually renewed, after initial two year term, yearly for two additional years.

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates and could be more or less.

This QPA will be set up as a PeopleSoft Punch-out site. However, initial orders will be placed via Special Request in PeopleSoft. Prior to entering an order, agencies must contact Chris Johnson, IKON Government Account Manager, at 317-329-6088 or chris.johnson@ricoh-usa.com to discuss configuration needed and for recommendation of best suited office equipment. PeopleSoft Vendor ID to be used is 0000005509 - Location 000004 for leasing of equipment.

Questions related to this contract may be directed to Megan Lawson at mlawson@idoa.in.gov.

The following UN/CEFACT Unit of Measure Common Codes are used in this document:

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3150		