

**Requisition  
W.I.C. PROGRAM**

Req # 00158300

PO #

Date: 07/07/09

*Consent*  
*# 16354*  
*7/14/09*

Bill To:  x

x

**Vendor:** 233536  
DIGITAL OFFICE SYSTEMS  
4800 W EXPRESSWAY 83  
McALLEN TX 78501

**Ship To:** W.I.C. PROGRAM  
3105 W. UNIVERSITY DR  
EDINBURG TX 78539

**Contact:** mgonzalez  
956-381-4646

**Contract No:**

**Special Instructions:**

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
3.00	EACH	GRANT EXPIRES 9/09. DO NOT DUPLICATE ORDER COPIER SERVICE AGREEMENT FOR ROYAL COPYSTAR RI-5230 SERIAL NO # 37001633 FOR THE MONTHS OF JULY, AUG, SEPT. 2009 Account No _____ 9-1292-441-00-350-001-9-432	108.00	324.00
			<u>Encumbrance</u>	
			324.00	
			Freight	.00
			Total	324.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

**Authorized By:** \_\_\_\_\_

Req # 158300

# DIGITAL OFFICE SYSTEMS

4800 W. Expressway 83 • McAllen, Texas 78501

Phone: (956) 630-1877 • Fax: (956) 683-9565 • E-Mail: [contracts@digitalrgv.com](mailto:contracts@digitalrgv.com)

## COPIER SERVICE AGREEMENT

### #5. FULL COVERAGE

#### Monthly Rate with Minimum Copies

Hidalgo County Wic Program

Company Name

Margarita

Point of Contact

3105 W. University Dr.

Billing Address

(956) 381-4646

Phone#

(956) 381-0017

Fax#

Same as Above

Physical Address

Margarita

Department / Point of Contact

Edinburg

City

TX

State

78539

Zip Code

(956) 381-4646

Phone#

(956) 381-0017

Fax#

Effective Dates: 7 July 2009 to 6 July 2010

Monthly Rate: \$108.00 Tax Tax Exempt Total \$108.00

Number of copies per month: 12,000 overages billed at \$.0095 per copy.

### EQUIPMENT COVERED

Model Royal Copystar Ri-5230 Serial No. 37001633 Beginning Meter: 466,157

#### For Term and Conditions, see backside.

I have read, understood, and agree to the above contract and the conditions of coverage on the reverse side of this service agreement. No other written or oral conditions by either company will be binding upon Digital Office Systems. Service contract must be paid within 10 days or service will be charged on an hourly basis plus part

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

DO Systems Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## TERMS AND CONDITIONS

1. ~~Digital Office Systems will maintain in operating condition the equipment covered under this contract.~~
2. Service will be performed on your equipment Monday through Friday within the hours of 8:00 AM to 5:00 PM, except on U.S. National Holidays.
3. External parts such as paper cassettes, covers and panels and service or parts required due to damage caused by acts of Nature (flooding, hurricane, tornado, etc.), accident, neglect, misuse, altering of equipment or the use of supplies other than factory recommended supplies purchased from Digital Office Systems are excluded.
4. All copy machines, fax machines, printers, panaboards require periodic maintenance (PM). It is up to the purchaser to notify Digital Office Systems at the end of the unit's PM cycle. Copy quality and performance can not be guaranteed if the purchaser refused to replace parts or supplies as required, or if the purchaser does not advise Digital Office Systems of the unit's PM cycle.

### Copiers and Digital Copiers

- \_\_\_\_\_ 5. **Full coverage** contract will include labor and replacement of any necessary parts, and consumables (drums, fuser roller kits, PM kits, lamps, power supply boards, gears, blades, toner and developer) except for staples and paper.
- \_\_\_\_\_ 6. **Full coverage excluding toner** will include labor and replacement of any necessary parts, and consumables (drums, fuser roller kits, PM kits, lamps, power supply boards, gears, blades and developer) except for toner, staples and paper.
- \_\_\_\_\_ 7. **Full coverage including staples** will include labor and replacement of any necessary parts, and consumables (drums, fuser roller kits, PM kits, lamps, power supply boards, gears, blades, developer, toner, staples) except for paper.
- \_\_\_\_\_ 8. **Parts and Labor** contract will include labor and replacement of any necessary parts excluding fuser roller kits, PM kits, lamps, cleaning blades, power supply boards, and consumables such as drums, developer, toner, staples and paper.
- \_\_\_\_\_ 9. **Labor Only** contract includes labor only, no parts and or consumables.

### Fax, Printers, Panaboards and Scanners

- \_\_\_\_\_ 10. **Full coverage** contract will include labor and replacement of any necessary parts and consumables (imaging units, drum units, fuser units, power supply boards, gears, PM kits, lamps, toner) except for ink, stamps, fax film and thermal paper, ink cartridges and paper.
- \_\_\_\_\_ 11. **Parts and Labor** contract will include labor and replacement of any necessary parts excluding pm kits, fuser units and consumables such as ink stamps, fax film, ink cartridges, imaging units, toner, thermal paper and paper.
- \_\_\_\_\_ 12. **Labor Only** contract includes labor only, no parts and consumables.
13. This contract is not transferable to a third party and not refundable, unless approved by the Office Manager at Digital Office Systems. Any unused portion of this Service Contract will be prorated and applied toward the maintenance of any equipment purchased from Digital Office Systems. During each month of the term of this contract, lessee agrees to pay at least a minimum fee calculated at the per copy rate multiplied by the minimum copies per month set forth in this agreement to the extent that the minimum copies per month are exceeded, the monthly rate shall be calculated at the copy rate multiplied by the number of copies.
14. It is expressly and mutually agreed by the parties to the contract as follows: If customer chooses not to renew this contract for another term, customer shall provide written notice to Digital Office Systems at its home office no later than 30 days prior to the expiration of this agreement. Both parties herein contractually agree that if written notice of intent to not renew is not provided as set forth above, this contract shall be automatically renewed and extended under the same terms and conditions for another full term. Thereafter, the parties herein agree that this automatic extension, if notice of non-renewal is not timely provided, shall again remain in full force and effect.

C O U N T Y *of* H I D A L G O

*Women, Infants and  
Children Nutrition Program*

3105 W. University Dr.  
Edinburg, Texas 78539  
(956) 381-4646  
(956) 380-4056 Fax

JUL 08 2009

*C. 1:22m*

To: Matilde Faz, Purchase Administrator  
From: Margarita Gonzalez, Administrative Technician II  
Thru: Norma Longoria, WIC Director *NW*  
Date: July 7, 2009  
RE: Service Agreement

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Please place the service agreement with Digital Office Supply for the Royal Copystar Ri-5230 for a monthly rate of \$108.00 a month on Commissioner's Court.

9.1292.441.00.350.001.9. 432  
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