



## Hidalgo County Head Start Program Policy Council Agenda

**DATE:** January 19, 2011

**SUBJECT:** Discussion/Approval on Request to Enter into a Thirty-Six (36) Month New Copier Lease Agreement for Three (3) Copiers Using the Hidalgo's County Participation/Membership in The State of Texas Department of Information Resources (DIR) Awarded Vendor, Toshiba Business Solutions, Contract DIR-SDD-521

**RATIONALE/NEED:** This would allow the leasing of the best pre-bided prices on copiers under the State of Texas Department of Information Resources (DIR).

**RECOMMENDATION:** Administration recommends approval.

**COST:** Approximately \$16,101.84/Year

**RELATED INFORMATION INCLUDED:** Participant Info/Memo

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**INITIATED BY:** Ambrosio Tovar, Procurement Director

**REVIEWED BY:** Mr. Edmundo Garcia, Assistant Director

**PROGRAM DIRECTOR'S APPROVAL:** Jesus Flores



## HIDALGO COUNTY HEAD START PROGRAM

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P. O. BOX 0117 ♠ EDINBURG, TEXAS 78540 ♠ TEL: (956) 383-0706 ♠ FAX: (956) 380-2588

TO: Edmundo Garcia, Assistant Program Director

FROM: Ambrosio Tovar, Procurement Director *A. Tovar*

DATE: January 11, 2011

SUBJ: Renewal of Copier Lease Agreement

It is time to renew the lease agreement for the two (2) copiers used in the administrative office. One of these copiers is located upstairs conference room and the other is located downstairs in the administrative copy room. We are looking into replacing these two copiers and adding a third copier for the human resource office. The current lease will expire on February 2011. Notice has been given to the leasing company that we are not renewing the current lease and are opting to start a new lease on three new state of the art copiers for an additional three (3) years.

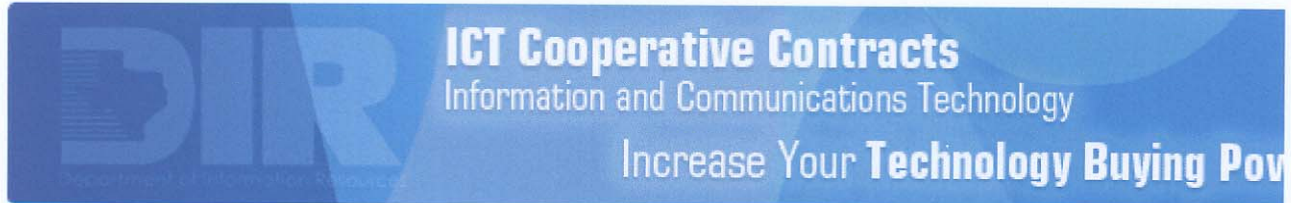
The new models will be one (1) E-Studio 555 which will print 55 copies per minute. The other two (2) copiers will be an E-Studio 5520ct. These will also print 55 copies per minute with capability of printing color copies.

All maintenance and toner supplies are included in the agreement with a combined copy allowance of 20,000 per copier, per month. Any overage will be at the rate of .00506 for the E-Studio 555 and .00825 for the E-Studio 5520ct. We only need to supply the paper. The old lease has been with this same company and they have always provided excellent service on repairs and supplies.

Should you have any questions please call me. Thank you.

All

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**Toshiba Business Solutions - Texas**

**URL** [Vendor Website](#)  
**Vendor ID** 1743084927700  
**HUB Type** Non HUB

**DIR Contract Number** DIR-SDD-521  
**Contract Term End Date** 4/30/2011  
**Contract Exp Date** 4/30/2011

**How**

- 1.
- 2.

**Toshiba Business Solutions - Texas**

**Contact** [Rodney Bowles](#)  
**Phone** 210-357-2600 x161  
**Fax** 210-357-2665

**DIR Contact** [Sergio Upton](#)  
**Phone** (512) 936-3101  
**Fax** (512) 475-4759

- 3.

**Contract Overview**

[Get Adobe Reader](#)

**Contract: [DIR-SDD-521](#)**

**[Standard Terms and Conditions PDF - 165 KB](#)**

This appendix contains the standard DIR Terms and Conditions for the contract as of the date identified. Any initial exceptions to these Terms will be contained in the original contract. All subsequent changes or updates to the Terms and Conditions will be reflected in contract amendments.

**[HUB Subcontracting Plan \(HSP\) PDF - 79 KB | Updated 06/10/2010](#)**

The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the goals specified in the State of Texas Disparity Study. The HSP identifies all authorized resellers and/or all subcontractors performing services.

**[Pricing: Pricing Appendix](#)**

Pricing for available products and/or services are limited to those identified in the pricing section of the main contract document listed above.

**Availa**

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Multifu  
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# TOSHIBA

## BUSINESS SOLUTIONS

Texas New Mexico

### LES ORDER FORM

10300  
 Edinburg, Texas 78217  
 10.357.2600  
 357.2630

CUSTOMER NUMBER	ORDER DATE
514040	1/11/2011

#### CUSTOMER INFORMATION

Bill to Number: 210358	Ship to Number: 210200
Customer Name: HIDALGO COUNTY HEAD START	Customer Name: HIDALGO COUNTY HEAD START
Billing Address: PO BOX 117 Address 2:	Shipping Address: 1901 WEST STATE HIGHWAY 107
City, State: EDINBURG, TX Zip: 78540	City, State-Zip: MC ALLEN, TX 78504
Phone #: 956 380 4149 Ext. Fax #: 956 381 0439	Phone #: 956 380 4149 Ext. Fax #:
Customer PO #: Business Type: Government	Delivery Date: Shipping: Terms:

#### MOVEMENT STATUS

<input type="checkbox"/> Demo Equipment	<input type="checkbox"/> Supply	Delivery Contact: <b>Ambrosio Tovar</b>
<input type="checkbox"/> Sale/Cash	<input checked="" type="checkbox"/> Lease	Telephone #:
<input type="checkbox"/> Machine P/U Request	<input type="checkbox"/> Rental	Delivery Hours:
<input type="checkbox"/> Customer Loaner	<input type="checkbox"/> Other:	Stairs: Yes No <input checked="" type="checkbox"/> Meters: <input type="checkbox"/> Black Beg. End <input type="checkbox"/> Color Beg. End <input type="checkbox"/> Scans Beg. End
<input type="checkbox"/> Move Customer Equip.		

#### EQUIPMENT AND SUPPLIES

QTY.	EQUIPMENT & ACCESSORIES	PRODUCT NUMBER	SERIAL NUMBER	UNIT PRICE	AMOUNT
1	E-Studio 555	ESTUDIO555			\$ -
1	Connectivity				\$ -
1	Data Overwrite Enabler	GP1070			\$ -
1	Fax Board (for 110V Machines)	GD1250			\$ -
1	Finisher, 50 Sheet	MJ1027			\$ -
1	Installation				\$ -
1	Surge Protector	ESP-D5141NT			\$ -
QTY.	SUPPLIES	PRODUCT NUMBER	SERIAL NUMBER	UNIT PRICE	AMOUNT
4	Toner	T8550			\$ -
1	Developer	6LE19277000			\$ -
STATE OF TEXAS					
DIR CONTRACT # DIR-SDD-521					
36 MO W/SERVICE					
				\$ 358.85	
includes 20000 mo / .00506					
includes return of current equipment to leasing co					

REQUIRED: See Attached Premium GMA - Acceptance or Declination Signature Block Must Be Signed by Customer.

#### SPECIAL INSTRUCTIONS

Model Trade-in: Serial Number: Equip. ID: Sales Manager: Office Branch: Date: Customer Name: (Please Print) Customer Name: (Signature)	Sub Total	\$ -
	Installation	
	Freight	
	Taxable Total	\$ -
	Sales Tax %	
	Tax Paid	\$ -
	Cash Paid	
Trade In Allowance		
<b>Total</b>	<b>\$ -</b>	
UCC Fee		

#### Terms and Conditions

By signing this agreement, the customer acknowledges that he/she has read and understood the terms and conditions of this agreement.  
 1. **Limited Warranty.** The seller warrants that the goods to be delivered will be of the kind and quality described in this Agreement and will be free or defects in workmanship or material. Should any failure to conform to this warranty appear within ninety (90) days after the initial date of installation in the case of new goods, or thirty (30) days after the initial date of installation in the case of used or reconditioned goods, the seller at its option, shall correct such defects by suitable repair or replacement at its own expense, upon notification thereof and substantiation that the goods have been stored, installed, maintained, and operated in accordance with the Seller's recommendations or standard industry practice. The foregoing warranty does not apply to consumable parts such as, but not limited to, drums, cleaning brushes, filters, developer, toner, heat and oiler tubes, pressure pads, lamps, lenses and fuses.  
 This warranty is exclusive and is in lieu of any warranty of merchantability, fitness for a particular purpose or other warranty of quality, whether express or implied, except of title and against patent infringement.  
 Correction of non-conformities in the manner and for the period of time provided above, shall constitute fulfillment of all liabilities of the Seller to the Customer with respect to, or arising out of the goods, whether based on contract,

# TOSHIBA

## BUSINESS SOLUTIONS

Texas New Mexico

### LES ORDER FORM

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CUSTOMER NUMBER	ORDER DATE
514040	1/11/2011

#### CUSTOMER INFORMATION

Bill to Number: 210358	Ship to Number: 210200
Customer Name: HIDALGO COUNTY HEAD START	Customer Name: HIDALGO COUNTY HEAD START
Billing Address: PO BOX 117 Address 2:	Shipping Address: 1901 WEST STATE HIGHWAY 107
City, State: EDINBURG, TX Zip: 78540	City, State-Zip: MC ALLEN, TX 78504
Phone #: 956 380 4149 Ext.	Fax #: 956 381-0439
Customer PO #:	Business Type: Government
Delivery Date:	Shipping:
Terms:	

#### MOVEMENT STATUS

<input type="checkbox"/> Demo Equipment	<input type="checkbox"/> Supply	Delivery Contact: <b>Ambrosio Tovar</b>
<input type="checkbox"/> Sale/Cash	<input type="checkbox"/> Lease	Telephone #: <b>956 380 4120</b>
<input type="checkbox"/> Machine P/U Request	<input type="checkbox"/> Rental	Delivery Hours:
<input type="checkbox"/> Customer Loaner	<input type="checkbox"/> Other:	Stairs: Yes No
<input type="checkbox"/> Move Customer Equip.		Meters: <input type="checkbox"/> Black Beg. End
		<input type="checkbox"/> Color Beg. End
		<input type="checkbox"/> Scans Beg. End

#### EQUIPMENT AND SUPPLIES

QTY.	EQUIPMENT & ACCESSORIES	PRODUCT NUMBER	SERIAL NUMBER	UNIT PRICE	AMOUNT
2	E-Studio 5520ct	e studio 5520ct			\$ -
2	Connectivity, EStudio 5520c,6520c,6530c	CNTLABOR/TNT			\$ -
2	Delivery/Installation, EStudio 5520c,6520c,6530c	INSTALLATION			\$ -
1	Finisher, Saddle Stitch	MJ1104			\$ -
2	Hole Punch, For MJ1103 & MJ1104 Finisher	MJ6102			\$ -
2	Surge Protector, 20AMP, Network	ESP-D5143NT			\$ -
2	data overwrite	GP1070			\$ -
1	FINISHER	MJ1103			\$ -
QTY.	SUPPLIES	PRODUCT NUMBER	SERIAL NUMBER	UNIT PRICE	AMOUNT
1	Set Up Kit, EStudio 5520c,6520c,6530c	ES5520/6520/6530KIT			\$ -
	STATE OF TEXAS				
	<b>36 MO. DIR CONTRACT # DIR-SDD-521</b>			\$ 982.97	
	includes all parts, labor, netwk install				
	20,000 each mo. Overage @ .00825				
	all color @ .05225				
	includes return of current equipment to leasing co				

REQUIRED: See Attached Premium GMA - Acceptance or Declination Signature Block Must Be Signed by Customer.

#### SPECIAL INSTRUCTIONS

	Sub Total	\$ -	
	Installation		
	Freight		
	<b>Taxable Total</b>	\$ -	
	Sales Tax %		
	Tax Paid	\$ -	
	Cash Paid		
Model Trade-in:	Serial Number:	Equip. ID:	Trade In Allowance
Sales Manager:	Office Branch: Weslaco	Date:	<b>Total</b>
Customer Name: (Please Print)	Customer Name: (Signature)		UCC Fee

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This warranty is exclusive and is in lieu of any warranty of merchantability, fitness for a particular purpose or other warranty of quality, whether express or implied, except of title and against patent infringement. Correction of non-conformities, in the manner and for the period of time provided above, shall constitute fulfillment of all liabilities of the Seller to the Customer with respect to, or arising out of, the goods, whether based on contract.