



Hidalgo County Head Start Program Policy Council Agenda

DATE: June 8, 2011

SUBJECT: Discussion/Approval to Enter into a Monthly Copier Rental for One (1) Risograph Copier Using the Hidalgo's County Participation/Membership with the Texas Association of School Board, (TASB) Awarded Vendor Riso, Inc. Contract #299-08, For The Head Start Program for the Amount of \$107.47/month, effective upon approval

RATIONALE/NEED: This would allow the leasing of the best pre-bided prices on risograph copier under the Texas Association of School Board, (TASB).

RECOMMENDATION: Administration recommends approval.

COST: Approximately \$1,289.64/Yr

RELATED INFORMATION INCLUDED: Memo/Participant Info

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: Jerese Flores



**TEXAS BUYBOARD
CONTRACT # 299-08
RENTAL PRICING**

<u>RISO MODEL #</u>	<u>ITEM NUMBER</u>	<u>MONTHLY RENTAL CHARGE</u>	<u>UNIT OF MEASURE</u>	<u>INCLUDED PRINTS PER MONTH</u>	<u>COST/PRINT OVERAGE (B&W)</u>	<u>COST/PRINT OVERAGE (COLOR)</u>
EZ220	S-7603U	\$107.47	EA	10,000	\$0.0040	N/A
RZ990	S-4779U	\$421.44	EA	20,000	\$0.0080	N/A
MZ790	S-4774U	\$501.67	EA	15,000*	\$0.0120	N/A
HC5500 S1 GDI	S-4784	\$791.11	EA	20,000	\$0.0060	\$0.0230
HC5500 S2 GDI	S-4784	\$808.97	EA	20,000	\$0.0060	\$0.0230
HC5500 S3 GDI	S-4784	\$1,084.11	EA	20,000	\$0.0060	\$0.0230
HC5500 S1 PS	S-4784	\$864.78	EA	20,000	\$0.0060	\$0.0230
HC5500 S2 PS	S-4784	\$883.72	EA	20,000	\$0.0060	\$0.0230
HC5500 S3 PS	S-4784	\$1,158.67	EA	20,000	\$0.0060	\$0.0230

*Includes Black and White and 2 Color Copies
Monthly Rental costs include all consumable supplies except paper.
September 1, 2008 through August 31, 2009

CONTRACT NUMBER: _____ EFFECTIVE DATE: _____

Sales Representative: Lee Alvarez

CUSTOMER INFORMATION

Customer Name: HIDALGO COUNTY HEAD START	Bill to Number: 210358	Customer Name: HIDALGO COUNTY HEAD START	Ship to Number: 210200
Attention: Ambrosio Tovar		Attention:	
Address: PO BOX 117		Address: 1901 WEST STATE HIGHWAY 107	
Address 2:	City, State: EDINBURG, TX	Address 2:	City, State-Zip: MC ALLEN, TX 78504
Phone #: 956/383-0706	Ext.:	Phone #: _____	Ext.:
Fax #: _____	Fax #: _____	Fax #: _____	Fax #: _____
Email: _____		Email: _____	

SELECT ONE: This contract will begin on the date of Equipment installation. **Or** This contract will begin after a _____ - day warranty period.

EQUIPMENT COVERED BY THIS CONTRACT (Attach list if necessary)

Main Unit ID #	Main Unit Model #	Main Unit Serial #	Meter Read (Beginning)	Service Included in Lease	Term of Lease (# of Months)
1	RISO EZ 220			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - SPECIFY:	RENTAL
2				<input type="checkbox"/> No <input type="checkbox"/> Yes - SPECIFY:	
3				<input type="checkbox"/> No <input type="checkbox"/> Yes - SPECIFY:	
4				<input type="checkbox"/> No <input type="checkbox"/> Yes - SPECIFY:	

SUPPLY INCLUSIVE ITEMS

Cartridge	Drum	Staples	Toner	Other (Please Specify)
1	master roll		black ink	parts and labor
2				
3				
4				

TRANSACTION TERMS

This contract will bill a minimum charge of \$ _____ - every - **SELECT ONE:**
 Month Quarter Year
 The contract includes **10,000** BLACK copies every - **SELECT ONE:**
 Month Quarter Year
 An overage charge of \$ **0.004000** will be charged for EACH excess BLACK copy.
 The contract includes COLOR copies every - **SELECT ONE:**
 Month Quarter Year
 An overage charge of \$ _____ will be charged for EACH excess COLOR copy.

Comments: **TASB BUY BOARD RENTAL**