

# Requisition

Req # 00237837

PO #  
Date: 05/31/13

Bill To: x  
x

**Vendor:** 27057  
OFFICE COMMUNICATIONS SYSTEMS, INC.  
TOSHIBA BUSINESS SOLUTIONS  
10231 KOTZEBUE  
SAN ANTONIO TX 78217

**Ship To:** HIDALGO CO. PCT 3  
724 N. BREYFOGLE  
MISSION TX 78574

**Contact:**

**Contract No:**

**Special Instructions:**  
Req # 1032

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00		DO NOT DUPLICATE ORDER Maintenance Agreement for Copier Estudio 351C Unit ID#36721 Effective 6-1-13 thru 5-31-14 Account No <u>3-1200-431-00-123-004-0-432</u>	786.00	786.00
			<u>Encumbrance</u>	
			786.00	
			Freight	.00
			Total	786.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

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

Ag# 237837

# PREMIUM PLUS MAINTENANCE AGREEMENT

**BUSINESS SOLUTIONS**  
Texas

10231 Kotzebue | San Antonio, TX 78217 | Phone: 210.357.2600 | Fax 210.357.2630

Sales Representative _____	<b>CONTRACT NUMBER</b>	<b>EFFECTIVE DATE</b>
	344895-001	6/1/2013

## CUSTOMER INFORMATION

Customer Name: <b>Hidalgo County</b>	Bill to Number: <b>514041/3</b>	Customer Name: <b>Hidalgo County</b>	Ship to Number: <b>345671</b>
Attention: <b>Norma Ceballos</b>		Attention: <b>Norma Ceballos</b>	
Address: <b>724 North Breyfogle</b>		Address: <b>724 North Breyfogle</b>	
Address 2: _____	City State: <b>Mission, TX</b>	Zip: <b>78574</b>	Address 2: _____
Phone #: <b>(956) 585-4506</b>	Ext.: _____	Fax #: _____	City, State-Zip: <b>Mission, TX 78574</b>
Email: <b>norma.ceballos@co.hidalgo.tx.us</b>		Email: <b>norma.ceballos@co.hidalgo.tx.us</b>	
Select One: <input type="radio"/> This contract will begin on the date of Equipment installation.		<input type="radio"/> 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	36721	eStudio 351C	CEB617405	Black: Pending Color: Pending	<input type="checkbox"/> Yes <input type="checkbox"/> No	n/a
2					<input type="checkbox"/> Yes <input type="checkbox"/> No	
3					<input type="checkbox"/> Yes <input type="checkbox"/> No	
4					<input type="checkbox"/> Yes <input type="checkbox"/> No	

## SUPPLY INCLUSIVE ITEMS

	Cartridge	Drum	Staples	Toner	Other (Please Specify)
1	n/a	Yes	n/a	Yes	Developer
2					
3					
4					

## TRANSACTION TERMS

This contract will bill a minimum charge of \$ **786.00** every - SELECT ONE:  Month  Quarter  Year

The contract includes **60,000** BLACK copies / prints every:  Month  Quarter  Year

An overage charge of \$ **0.0131** will be charged for EACH excess BLACK copy / print.

The contract includes **0** COLOR copies / prints every:  Month  Quarter  Year

An overage charge of \$ **0.1210** will be charged for EACH excess COLOR copy / print.

Comments: \_\_\_\_\_

# PREMIUM PLUS MAINTENANCE AGREEMENT TERMS AND CONDITIONS

For maintaining the functionality of the base copier/fax equipment, Toshiba agrees to perform maintenance service in accordance with the following terms and conditions:

- 1) Toshiba will furnish all parts and labor for repairs and maintenance necessitated by normal usage of the walk-up copying/faxing function of the serialized equipment during normal business hours of 8:00 AM to 5:00 PM Monday through Friday, exclusive of holidays. Standard overtime rates of \$185 per hour with a 2-hour minimum apply for all other times.
- 2) The term of this agreement will be for 1 (one) year or the designated number of copies. If this is a Designated Number of Copies billing option this contract may expire before the end of one year. This agreement will automatically renew at the end of the term and thereafter at the then prevailing rates, or as otherwise stated or agreed unless cancelled by either party by providing written notice at least 30 days prior to the expiration date.
- 3) This agreement does NOT cover
  - a. Service necessitated by the malfunction of Non-Original Manufacture's Equipment parts, supplies, attachments or supplies not authorized by Toshiba.
  - b. Repairs or cleaning necessitated by the improper installation of toner, developer, or foreign agents
  - c. Exterior hardware including doors, covers, hinges, operational panel, stands, wheels castors, work tables, exit trays, document lids, ADF covers, staplers, paper cassettes, sheet by-pass, instruction manuals, drivers etc. which may become broken, lost, or damaged.
  - d. Exterior or add-on copy counting or monitoring devices.
  - e. Major in-shop rebuilding for machines that have exceeded their manufacturer recommend life.
  - f. Circuit board failures unless an UL1449 or Toshiba approved surge protection device is installed inline with the listed equipment.
  - g. Replacement or repair of any network devices not directly involved with the walk-up copying process. (i.e., controllers (internal or external), memory, printing systems, storage devices (internal or external), drivers, harnesses, wiring, hard drives, mouse, monitors, keyboard, networking harnessing or cards.) A separate service agreement may be purchased for the items listed in 3) g.
- 4) Customer agrees to
  - a. Provide suitable electrical service and maintain proper environmental conditions.
  - b. Pay for the special servicing that may be required to prepare the equipment for the movement or to reinstall and adjust after a movement.
  - c. Provide Toshiba with meter readings as needed and to accept estimated meter readings based on service history for billing purposes.
  - d. Pay additional n/a cents per scan, when scans exceed agreement minimum or actual print usage.
  - e. Pay for freight and special shipping charges when requesting parts and/or supplies.
  - f. Pay for any charges outside the scope of this Premium Plus Agreement.
- 5) The consumption of supplies provided in inclusive contracts, including toner or developer, exceeding 10% of the normal volume yield rate shall be chargeable at normal supply rates less a 15% discount.
- 6) Expenses incurred for supplies consumed in the course of service performed, damaged or misused by the customer or Toshiba technical personnel are non-recoverable and replenishment of such supplies is the sole responsibility of the customer.
- 7) Toshiba is not responsible for delays or service due to manufacturers' non-availability of parts or supplies necessary to complete such service as described in this agreement. Customer agrees to pay for any freight or special shipping charges when Customer requests emergency requisition of parts or supplies.
- 8) This agreement is non-transferable, non-refundable, and becomes void upon sale or transfer of the equipment. Toshiba may apply any unused portion of the annual maintenance charges toward future purchases with Toshiba.
- 9) Toshiba may withhold service or terminate this agreement if the Customer fails to comply with any of the items and conditions of this agreement, or acquires a past-due balance for services rendered, products sold or unpaid meter billings of more than 30 days from date of invoice. Past due balances will be assessed a 10% late fee.
- 10) This agreement will not apply to any equipment lost or damaged through accident, abuse, misuse, theft, neglect, acts of third parties, fire, water, casualty, or any other natural force or acts of nature, and any loss or damage occurring from uncontrollable circumstances. Services performed under these conditions will be chargeable outside of this agreement.
- 11) Customer specifically agrees that NO OTHER representation, constitutions or warranties other than those set forth in writing herein have been made or have been relied in the making of this agreement.

**ACCEPTANCE** (Must be signed by Director of Service Operations or an authorized Service Contract representative to be a valid contract)

**THE TERMS AND CONDITIONS HEREOF ARE PART OF THIS SERVICE AGREEMENT. BY SIGNING THIS CONTRACT, THE CUSTOMER ACKNOWLEDGES THAT THEY HAVE READ AND UNDERSTAND THESE TERMS.**

Customer agrees to pay the Minimum Payment per transaction terms, plus any Excess Per Click Charges for the term of this Contract. When this Contract is signed by Customer and Toshiba, it shall constitute a binding contract and is non-cancelable.

**Toshiba Business Solutions Texas**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature will be provided by TBS upon receipt)  
(Authorized Representative)

Company Name: **Hidalgo County**

Name: X Title: X  
(Please Print Name)

Signature\*: X Date: X  
(Authorized Representative)

**\*This contract is not valid without an authorized signature.**

## Evangelina Garcia

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**From:** Michael.Sund@tbs.toshiba.com  
**Sent:** Monday, August 20, 2012 2:16 PM  
**To:** evangelina.garcia@co.hidalgo.tx.us  
**Subject:** RE: FW: FW: Meter Charges & Renewal Contract Toshiba  
**Attachments:** pic04041.gif; image003.png; image004.png

Hello Vangie.

We will accept a renewal P.O. without the formality of have a new contract submitted each year.

This method of renewal is a common practice with TBS.

If you want to just advise us, or send a copy, of the new purchase order, we will continue the contract.

Let me know if this is okay with you.

Also, just so you know, we are still negotiating the contract terms with Yvette. Each time Hidalgo County or Toshiba suggests a change, the legal staff on both sides seem to want it different.

Lawyers! Go figure!

Mike Sund  
Toshiba Business Solutions of Texas  
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michael.sund@tbs.toshiba.com