

# Requisition

Req # 00292584

PO #

Date: 02/08/16

Bill To: x  
x

**Vendor:** 42129  
XEROX CORPORATION  
P.O. BOX 731892  
DALLAS TX 75373-1892

**Ship To:** COUNTY TREASURER  
2810 S. BUSINESS HWY 281  
EDINBURG TX 78539-6243

**Contact:** GGUAJARDO  
956-318-2506

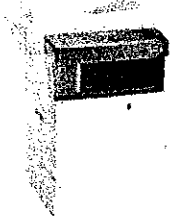
**Contract No:** DIR-TSO-3043

**Special Instructions:**

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		XEROX WORKCENTRE 3655X PAYROLL FRONT DESK AREA - 36 MONTH LEASE		
		XEROX WROKCENTRE 3655 BLACK AND WHITE MFP, PRINT/COPY/SCAN/FAX, UP TO 47 PPM, LETTER/LEGAL, USB/ETHERNET, 550-SHEET TRAY, AUTOMATIC 2-SIDED PRINTING, 110V, INCLUDES DRCINST-CARRIER DELIVERY & INSTALL. DO NOT DUPLICATE ORDER		
10.00	MONTH	MARCH - DECEMBER 2016 LEASE COPIER: BASE (WC3655X)	55.83	558.30
10.00	MONTH	WIRELESS PRINT KIT	1.98	19.80
10.00	MONTH	STAND	6.57	65.70
10.00	MONTH	ANNUAL MAINTENANCE INCLUDES ALL SUPPLIES FOR 20,000 B/W PRINTS.	35.00	350.00
10.00	MONTH	OVG. @ \$0.0045 INCLUDES ALL SUPPLIES EXCLUDES PAPER	5.00	50.00
		<u>Account No</u>	<u>Encumbrance</u>	
		6-1100-415-16-150-001-0-430	350.00	
		6-1100-415-16-150-001-0-610	50.00	
		6-1100-415-16-150-001-0-780	643.80	
			Freight	.00
			Total	1,043.80
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

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

Hidalgo County Treasurer Office- Xerox Proposal  
 January 13, 2016



**XEROX WORKCENTRE 3655X**  
**DIR CONTRACT # DIR-TSO-3043**

Xerox WorkCentre 3655 black and White MFP, Print/Copy/Scan/ax, up to 47 ppm, Letter/Legal, USB/Ethernet, 550-Sheet Tray, Automatic 2-Sided Printing, 110V, Includes DRCINST-Carrier delivery & Install

**36 Month Lease Option**

	MSRP	DIR Discount %	Purchase Price	Monthly Lease Price
Base (WC3655X)	\$3,521.00	\$48.37%	\$1,818.00	\$55.83
Wireless Print Kit	\$99.00	\$39.39%	\$ 60.00	\$ 1.98
Stand	<u>\$299.00</u>	\$33.44%	<u>\$ 199.00</u>	<u>\$ 6.57</u>
Equipment Total	\$3,963.00		\$ 2,177.00	<b>\$ 64.38</b>
Lease Rate Factor				<b>\$0.0295</b>

Annual Maintenance Includes all Supplies for 20,000 B/W Prints. **\$35.00**  
 Ovg. @ \$0.0045\_ Includes All Supplies Excludes paper.

**MONTHLY TOTAL** **\$ 99.38**  
 Trade in Serial # VMA 565480



Hidalgo County Treasurer's Office  
Ph. 318-2506 Ext. 4806

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**From :** Renan Ramirez  
<renan.ramirez@co.hidalgo.tx.us>

Thu, Feb 04, 2016 03:03 PM

**Subject :** Re: Ricoh Proposal Contract

**To :** Gabriel Guajardo  
<gabriel.guajardo@co.hidalgo.tx.us>

**Cc :** Alfredo  
<alfredo.zamarripa@treasurer.co.hidalgo.tx.us>

Gabe,

Works for me! APPROVED!

Thanks!

-----  
Renán Ramirez  
Chief Information Officer  
County of Hidalgo, Texas  
956-289-7444

----- Original Message -----

From: "Gabriel Guajardo" <gabriel.guajardo@co.hidalgo.tx.us>  
To: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>  
Cc: "Alfredo" <alfredo.zamarripa@treasurer.co.hidalgo.tx.us>  
Sent: Thursday, February 4, 2016 2:53:20 PM  
Subject: Ricoh Proposal Contract

Good Afternoon, Mr. Ramirez.

Based upon your recommendation to enquire on another vendor proposal (other than Xerox) for the Copier/Scanners Services, we proceeded to meet with Ricoh Service Executive Ms. Aissa Acevedo.

After conversations with Ms. Acevedo within the Treasurer's Office location, she provided us with a proposal contract based upon the needs of the department's personnel.

Please, accept the above attached file as the proposal contract from Ricoh Co.

Model# SP5200S...(2 Machines)

Model# MPC6003...(1 Machine)

After reviewing Ricoh proposal contract we feel that Xerox

better meets our needs.

Respectfully,

Gabriel Guajardo  
Hidalgo County Treasurer's Office  
Ph. 318-2506 Ext. 4806

---

**From :** Gabriel Guajardo  
<gabriel.guajardo@co.hidalgo.tx.us>

Thu, Feb 04, 2016 02:53 PM

 1 attachment

**Subject :** Ricoh Proposal Contract

**To :** Renan Ramirez  
<renan.ramirez@co.hidalgo.tx.us>

**Cc :** Alfredo  
<alfredo.zamarripa@treasurer.co.hidalgo.tx.us>

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Gabriel Guajardo  
Hidalgo County Treasurer's Office  
Ph. 318-2506 Ext. 4806

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 **Hidalgo County Treasurer's Dept. Ricoh SP5200S & MPC6003 Proposal - 02-04-16.pdf**  
2 MB

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**Financial Calculators**

- Mortgage Calculator
- Loan Calculator
- Auto Loan Calculator
- Interest Calculator
- Real Estate Calculator
- Take-Home-Paycheck Calculator
- Payment Calculator
- Retirement Calculator
- Amortization Calculator
- Investment Calculator
- Currency Calculator
- Compound Interest Calculator
- Inflation Calculator
- Lease Calculator**
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## Lease Calculator

<input type="button" value="Fix Rate"/> <input type="button" value="Fix Payment"/>		<b>Result</b>	
Product/Property Value	\$ 2177.00	Interest/Return Rate	4.110%
Residual Value	\$ 0	Total of 36 Monthly Payments	\$2,317.68
Lease Term	0 years 36 months	Total Interest	\$140.68
Monthly Payment	\$ 64.38		
<input type="button" value="Calculate"/>			

Mortgage Rate: 30 year fixed, all points, Credit score

	<b>\$1,140/month</b> Points: 1 Fees: \$0 NMLS # 790396	<b>APR: 3.707%</b> Rate: 3.625% Lock: 30 days Mar. 10	<b>Next &gt;</b> 877-588-7375
	<b>\$1,176/month</b> Points: 0 Fees: \$1,565 NMLS # 412915	<b>APR: 3.927%</b> Rate: 3.875% Lock: 60 days Mar. 10	<b>Next &gt;</b> 877-693-8156
	<b>\$1,158/month</b> Points: 0 Fees: \$995 NMLS # 329429	<b>APR: 3.783%</b> Rate: 3.750% Lock: 45 days Mar. 10	<b>Next &gt;</b> 877-747-5011

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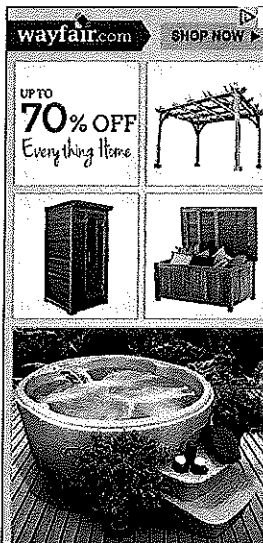
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### What is a Lease?

A lease is a contract made for the use of an asset. It is made between a lessor (the owner of the asset) and a lessee (the person who wants to use the asset).

You will hear the most about leasing houses and cars, but you can lease anything. Businesses routinely lease all sort of equipment, because the effect on the bottom line and on tax is favorable.

There is a considerable difference between leasing an asset and renting it. A lease contract is a strictly binding business agreement. The two parties make the agreement and neither one can deviate from its terms (without some very exceptional reason). Lease an apartment for three years, and you owe the rent on that apartment for the next three years month by month, and if you don't pay it, you will incur serious penalties.

This is very different from renting an apartment. Most rental contracts are covered by much more considerate terms for the tenant, who can move out early; arrange late payment in some cases, etc. That is why it is unusual for a landlord to lease an apartment to an individual – the laws covering rental contracts are better protection for both tenant and landlord. However, should a business seek an apartment to use, perhaps, for executives who visit the city from time to time, a leasing agreement might be favorable.

When agreeing to a lease, you will almost certainly be asked to make a deposit to cover risk of damages and non-payment. It should be clearly stated in the lease that the deposit is refundable.

### Leasing a Car

The most common form of leasing seen today is automobile leasing. This is not because leasing a car is cheaper than buying one – on the contrary, overall it's more expensive. But auto leasing has two principal benefits that make it very popular despite the expense: You can always drive a fairly new car, and it's always under warranty; and, for the same budget, you can often get a larger, more luxurious, better-equipped car.

When you lease, there are many factors to consider: The initial down payment, the amount of the monthly payment, the time of the lease (this is usually three years in the U.S., but it is possible to lease for six years), the mileage you can drive every year, etc.

Your monthly payment is based on the difference between the cost of the automobile ("transaction price" or its "capitalized cost") when it's new, and what the car is forecast to be worth at the end of the

leasing period – this is called the "residual value." This difference is financed at a particular rate of interest which is sometimes called the "leasing rate. You may also have to put down a security deposit (this is usually one month's payment). There can be additional charges that the dealer may impose, so you should discuss all the financing carefully before agreeing to an automobile leasing contract.

### **Business Leasing**

A business leasing equipment is more like a consumer leasing a car: The business pays a monthly fee for the use of the asset, and at the end of the lease period, the business can purchase the asset at residual value. Sometimes an agreement is made for such a purchase at a fixed value at the beginning of the lease. At other times, businesses can simply stop leasing, or continue leasing the equipment.

The advantages to the business are considerable. The business can acquire and use expensive equipment while paying only a fraction of its cost upfront. Lease payments are also tax deductible as a business expense. Further, once the lease is over, the business can lease new equipment, obtaining it again without having to pay out for it.

### **Leasing Real Estate**

Leasing real estate usually involves a business that seeks office space, or land, or a factory. It is rare for private individuals to lease real estate because, as we have seen, renting is much more favorable to both landlord and tenant.

Commercial leasing of real estate does not usually lead to the purchase of the property by lessee. It is essentially the same as renting, but the terms are stricter. The most important item is the length of the lease, of course, because once you are committed for the period, you cannot change it. The monthly payment sometimes includes other charges like insurance, tax and maintenance: All of this should be transparent, and you should know exactly what you are paying for. You will make a security deposit, but the lease should guarantee that you get it back at the end unless specific conditions occur (damages, non-payment, etc.).

The lease should also define exactly what you are paying for; the exact space and facilities should be carefully listed. If you have the right to use any common areas in the building, it should be specifically stated.

The lease calculator above can help for both car leasing and business leasing to estimate the periodical payments or real interest rate. Real estate leasing is different in that many times the residual value might be higher than when the lease starts due to asset appreciation. The monthly pay for real estate leasing depends mainly on the market.

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Tab	CC Date	Dept No.	Install Date	Serial No.	Lease / Property Schedule No.	Req. No.	Asset Module Asset ID	Model Description	Monthly Pymt Amount	Title Xfer at End of Lease ? (Y/N)	Bargain Purchase Option? (Y/N)	Lease Term in Months	Est. Economic Useful Life in Mo.'s	Total Principal Pmts Over Lease Term	FMV of Leased Equip. at Lease Inception	Capital or Operating Lease? (Calculated Field)	% Interest
1	2	3a	3b														
1	2/16/2016	130			Elections Dept	290881	DIR-TSO-3041	Ricoh Pro C5100S	\$907.11	N	N	36	60	\$32,655.96	\$29,491.45	Capital Lease	6.740
2	2/16/2016	170			AUDITORS	291555	DIR-TSO-3043	XEROX WC7970	\$249.76	N	N	36	60	\$8,991.36	\$8,108.00	Capital Lease	6.840
3	2/16/2016	170			AUDITORS	291554	DIR-TSO-3043	XEROX WC5945	\$156.10	N	N	36	60	\$5,619.60	\$5,156.00	Capital Lease	5.676
4	2/16/2016	170			AUDITORS	291552	DIR-TSO-3043	XEROX WC5945	\$156.10	N	N	36	60	\$5,619.60	\$5,156.00	Capital Lease	5.676
5	3/1/2016	45			AUXILIARY COU	289745	DIR-TSO-3041	RICOH 4054	\$159.18	N	N	36	60	\$5,730.48	\$4,969.13	Capital Lease	9.502
6	3/7/2016	160			PURCHASING	293065	DIR-TSO-3041	RICOH 4503	\$174.70	N	N	48	60	\$8,385.60	\$6,724.21	Capital Lease	11.278
7	4/5/2016	340			Health Dept.	294237	DIR-TSO-3041	RICOH MPC8002S	\$659.93	N	N	36	60	\$16,291.08	\$14,586.75	Capital Lease	7.319
8	4/5/2016	150			TREASURERES	292584	DIR-TSO-3043	XEROX WC3655	\$64.38	N	N	36	60	\$2,317.68	\$2,177.00	Capital Lease	4.110
9	04/05/2016	150			TREASURERES	292592	DIR-TSO-3043	XEROX WC7970	\$249.76	N	N	36	60	\$8,991.36	\$8,108.00	Capital Lease	6.840
10	4/5/2016	150			TREASURERES	292573	DIR-TSO-3043	XEROX WC3655	\$64.38	N	N	36	60	\$2,317.68	\$2,177.00	Capital Lease	4.110

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Xerox Corporation  
Norwalk, CT United States

Certificate Number:  
2016-19258

Date Filed:  
02/29/2016

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

County of Hidalgo

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

Reqn 292584  
Office Equipment (replaces Cert# 2016-15957)

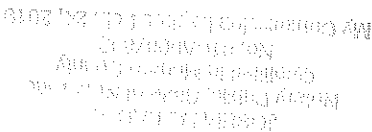
4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



*John B. O'Connor*

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said John B. O'Connor, this the 2<sup>nd</sup> day of March, 20 16, to certify which, witness my hand and seal of office.

*Joseph A. Bacon*  
Signature of officer administering oath

Joseph A. Bacon  
Printed name of officer administering oath

Notary Public  
Title of officer administering oath

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FORM 1295

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**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 County of Hidalgo

Date Acknowledged:  
 03/18/2016

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.**

Reqn 292584  
 Office Equipment (replaces Cert# 2016-15957)

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**5 Check only if there is NO Interested Party.**

**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
 Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath