

# Requisition

Req # 00300353

PO #

Date: 06/10/16

Bill To: x  
x

Vendor : 444669  
 DOCUMATION OF SAN ANTONIO  
 231 E RHAPSODY  
 SAN ANTONIO TX 78216  
 FAX (956)616-4581

Ship To: JP PCT 3 , PL 2  
 730 BREYFOGLE  
 SUITE A  
 MISSION TX 78572

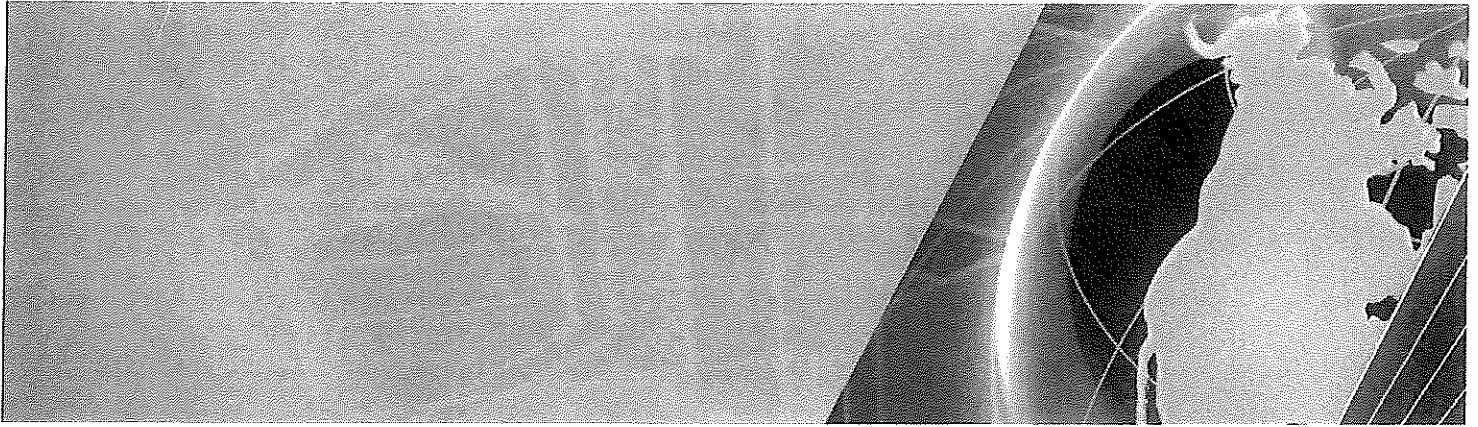
Contact: DAISY ZARATE  
 956-581-2124

Contract No: PSA 13-101

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		60 MONTH LEASE THROUGH PSA CONTRACT 13-101 DO NOT DUPLICATE ORDER		
6.00	MONTH	LEXMARK COPIER MODEL XS798DTE & FINISHER MODEL C792-X792 LEASE	104.00	624.00
6.00	MONTH	SERVICE - 3,000 B/W IMPRESSIONS @ \$0.012	36.00	216.00
6.00	MONTH	SERVICE - 1,000 COLOR IMPRESSIONS @ \$0.08	80.00	480.00
1.00	EACH	PRINT & COPY OVERAGES	150.00	150.00
		<u>Account No</u>	<u>Encumbrance</u>	
		6-1100-412-00-066-001-0-430	696.00	
		6-1100-412-00-066-001-0-610	150.00	
		6-1100-412-00-066-001-0-780	624.00	
			Freight	.00
			Total	1,470.00

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



# ***DOCUMATION***

BUSINESS TECHNOLOGY ASSESSMENT

FOR:

Hidalgo County Justice of the Peace Pct3 Plc.2

730 Breyfogle Ste.A  
Mission, TX 78572

June 7, 2016

PSA Contract# 13-101

DOCUMATION OF MCALLEN  
2051 INDUSTRIAL DR.  
· MCALLEN, TEXAS · 78504  
(956) 616-4580

## EQUIPMENT PRICING DETAILS

**(PSA) PURCHASING SOLUTIONS ALLIANCE (CONTRACT# 13-101)**

MODEL	Part Number	MSRP	PSA Pricing	PSA Discount	Documation Pricing
LEXMARK XS798DTE COLOR MFP	47B1290	\$9776	\$7,850	20%	\$4,000.62
C792,X792 Staple Finisher with Hole Punch	47B1103	\$1256	\$999	20%	\$770
TOTAL		\$11,032	\$8,849		\$4770.62

## PROPOSAL DETAILS | DOCUMANAGE AGREEMENT

- Industry Leading Acquisition Method.
- Flexibility to Upgrade or Change the Contract, Products or Services as Your Needs Change.
- Includes Equipment, Software and Service Usage.
- Flexibility to Maintain New Technologies for More Productive Applications.
- Operating Rental Contract Provides Tax Advantages.
- Unmatched Flexibility Over Traditional Capital Lease Purchases.

### LEASE & SERVICE DETAILS

DESCRIPTION	MONTHLY LEASE/SERVICE PAYMENT	SERVICE/SUPPLIES	SOFTWARE/IT SUPPORT	IMPRESSIONS INCLUDED	OVERAGES
<b>BASE COPIER &amp; FINISHER</b>	\$104.00	Included	Included		
<b>SERVICE</b>	\$36.00	Included	Included	3,000 B&W	\$0.012
<b>SERVICE</b>	\$80.00	Included	Included	1,000 Color	\$0.08
<b>Total Monthly Payment</b>	<b>\$220.00</b>	Excludes Paper	Excludes Network Cable Installation	Scans are No Charge	

\$104.00 (Lease Payment) X 60 Months(lease Term)= \$6,240 total amount paid for Lexmark XS798dte

\$4,770.62 x 0.0218 (PSA Lease Factor)= \$104.00 Monthly Base Copier & Finisher Lease Payment

## BENEFITS | PARTNERING WITH DOCUMATION

### BENEFITS OF OUR SOLUTION

- Strategic Partnership
- The right equipment for your needs
- DOCUManage Agreement – The absolute best strategy for acquiring technology in the industry
- 100% duplex capability for paper cost reduction
- Color quality will be exceptional
- On-going training throughout the life of the agreement
- Focus on cost reduction of output devices and workflow redesign strategies
- Industry leading security on MFP devices
- Focus on “Sustainability” initiatives – How green is your current strategy and who is focusing on it?
- Local headquarters and logistics center for immediate decision making and support, including local parts and supplies
- 100% Master Technicians
- One partner focused on managing all aspects of the document life cycle – “One Throat to Choke.”
- Exceptional Service – We have a vested interest in the equipment

### ALSO INCLUDED IN THIS PROPOSAL

- Installation and On-Site Training is provided
- All IT Network Connection for *DOCUMATION* devices

## ADDITIONAL FEES | TAKE A CLOSER LOOK

### IS YOUR MONTHLY PAYMENT AN ILLUSION?

Will there be additional fees during the contract term for different levels of support?

At *DOCUMATION*, we respect the fact that you may be researching other vendors who may be able to address your organizational needs. However, some vendors have addressed this “bidding process” by eliminating the cost of necessary services from their initial bid, only to add these charges as “extras” throughout the contract. Therefore, a bid may appear to be a “low cost alternative” when, in reality, you will end up paying much more through various *charges* and *fees* including, but not limited to, the following:

***DOCUMATION* does NOT charge for any of these services and will put it in writing!**

- Fuel Charges or “Trip” Charges
- Delivery and Handling Charges
- Documentation Fees
- Invoicing Fees
- Connectivity Charges for adding additional equipment during the term of the contract
- Additional employee training after the initial training
- Any and all IT Support needed for the operation of devices maintained by vendor
- Loading/Inputting of e-mail addresses and/or fax destinations on MFP devices
- Installation of print drivers on unlimited computers
- User code implementation and maintenance
- Set-up and maintenance of PC Faxing
- Reinstallation of equipment print drivers if client relocates
- Updates required due to any changes of computers or servers
- Pick up or delivery fee’s upon completion of Lease Agreement



**DOCManage AGREEMENT  
TERMS and CONDITIONS**

**1. Ownership and Use of System:** Owner is the sole owner and title holder to the "System". The "System" shall mean all hardware (and, except as limited by section 10 below, software) included on the DOCManage Agreement. Customer agrees to keep the System and associated products free and clear of all liens and claims. Customer agrees that the System and associated products will be used solely for business purposes and not for consumer purposes or personal use and that the Customer's location is a business address.

**2. Payment:** Monthly payments will begin on the Commencement date, unless subject to terms covered under The Software Management Agreement Addendum. The Customer agrees to pay Owner the base payment which includes the minimum base image allowance when due. The Customer also agrees to pay a charge for each image in excess of the image allowance. The base payment and the charge for overages are as indicated on the first page of this Agreement. If any payment is more than ten days late, the Customer agrees to pay a penalty of up to 15% or \$29 (whichever is greater) on the overdue amount, but not to exceed the maximum amount allowed by law. The Customer also agrees to pay \$35 for each check that the bank returns for insufficient funds or any other reason. At the end of the first year of this Agreement, and once each successive twelve month period thereafter, Owner may increase the base payment and the excess images charge by an amount not to exceed 6%. The Customer's obligation to pay the base payments and its other obligations hereunder is absolute and unconditional and is not subject to cancellation, reduction, setoff or counterclaim. THIS AGREEMENT IS NON-CANCELABLE.

**3. Excess Images:** Customer will submit true and accurate System meter readings to Owner for the System by the end of the second work day of each billing period in any reasonable manner requested by Owner, including an automated collection system. If Customer fails to submit meter readings, Owner may estimate meters and generate invoicing based upon the estimated meter readings.

**4. Term and Transition Billing:** This Agreement is binding upon Customer on the date Customer signs the Agreement. The Agreement is effective on the date Customer signs the Delivery and Acceptance ("Effective Date"). The term of the Agreement begins on date designated by us after receipt of all required documentation and acceptance by us ("Commencement Date") and continues for the number of months designated as "Term" on the first page of this Agreement. Customer agrees to pay an interim base payment in the amount of 1/30 of the monthly base payment, for each day from and including the Effective Date until the day preceding the Commencement Date.

**5. Upgrade and Downgrade Provision:** Owner may review your image volume and propose options for upgrading or downgrading to accommodate your needs

**6. Taxes and Fees:** This is a net agreement. In addition to rent, the Customer agrees to pay all taxes, fees, and filing costs related to the use of the System, even billed after the end of the Agreement. Owner will file property tax returns and bill the Customer as soon as an invoice from the local jurisdiction is received. Owner has the option to estimate any taxes due for the year and bill the Customer monthly in advance on the basis of that estimate. The Customer agrees that if Owner pays any taxes or charges on the Customer's behalf, Customer will reimburse Owner for all such payments and will pay Owner a fee for collecting and administering any taxes, assessments or fees and remitting them to the appropriate authorities. The Customer will indemnify Owner on an after-tax basis against the loss of any tax benefits anticipated at the Commencement Date arising out of the Customer's acts or omissions. Any fee charged under this agreement may include a profit.

**7. UCC Filing:** The Customer authorizes Owner or its assignee to sign any documents in connection with the Uniform Commercial Code ("UCC") on the Customer's behalf. The Customer authorizes Owner to insert the serial number(s) of the System in this Agreement (including any schedules) and in any filings. In order to protect our rights in the System, Customer grants the Owner a security interest in the System if this Agreement is deemed a secured transaction and Customer authorizes Owner to record a UCC-1 financing statement or similar instrument, and appoint Owner as its attorney-in-fact to execute and deliver such instrument, in order to show Owner's interest in the System.

**8. Collateral Protection, Liability and Insurance:** The Customer is responsible for any damage to or loss of the System and any losses or injury caused by the System. The Customer promises to keep the System fully insured against loss until the Agreement is paid in full and maintain insurance that protects Owner from liability for any damage or injury caused by the System or its use. The Customer promises to provide Owner with evidence of the insurance, showing Owner as the loss payee for the full replacement value of the System and additional insured for public liability and third party property insurance, upon request. If Customer fails to provide such evidence, the Customer authorizes Owner to obtain coverage on their behalf. Owner shall have the right, but not the obligation, to obtain insurance on behalf of Customer and charge the Customer for acquiring and maintaining the coverage plus a service fee, or should you wish us to waive this requirement we will bill you and you will pay a monthly property damage surcharge of up to .0035 of the total payment stream. With either option Owner may make a profit. Owner may file claims and endorse insurance checks on the Customer's behalf.

**9. Indemnity:** After installation, Owner is not responsible for any losses or injuries caused by the use or possession of the System. Customer agrees to hold Owner harmless and reimburse Owner for loss and to defend Owner against any claim for losses or injury caused by the System. This indemnity obligation will continue after the termination of this Agreement if the loss or injury occurred during the term of the Agreement. The Customer agrees to reimburse Owner for and defend Owner against any claims, for losses or injuries caused by the System, unless such losses or injuries are caused by the gross negligence or willful misconduct of Owner. IN NO EVENT SHALL OWNER BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR INDIRECT DAMAGES.

**10. Maintenance and Care of Owner's System:** The Customer agrees to install, use and maintain the System in accordance with the dealer specifications and use only those supplies supplied or approved by The Dealer which meet manufacturer specifications. Customer agrees to maintain the System in good working condition, eligible for manufacturer's certification, normal wear and tear excepted. Maintenance, provided by the Dealer, is included for the listed System. Maintenance includes, and is limited to; parts repair or replacement and associated labor, for service required as a result of normal wear and tear. Supplies, excluding throughput stocks and staples are included unless otherwise indicated. Work associated with Customer's Information Technologies not listed on this Agreement, including but not limited to Software, Computers, Data Files and Network is not covered by the Owner, and is billable to Customer. Owner is not responsible for any damage to Customer's Information Technology

Systems. Customer is responsible for all Software Agreements and Owner is not a party to any such licensing, but will include such software as part of the Agreement.

In accordance with this agreement, within 10 days of the expiration or earlier termination, for whatever reason, of the Agreement, Customer will deliver the System to Owner in good condition and repair, except for normal wear and tear.

**11. Location of System:** The Customer will keep the System at the location specified in this Agreement. The Customer must obtain Owner's written permission to move the System. The Customer will allow Owner or its agents to inspect the System at any reasonable time wherever it is located.

**12. Assignment:** THE CUSTOMER HAS NO RIGHT TO SELL, TRANSFER, ENCUMBER, SUBLET OR ASSIGN THE SYSTEM OR THIS AGREEMENT. Owner may sell, transfer or assign this Agreement without notice and if Owner does, the new owner will have the same rights and benefits Owner has and will not have to perform any of "Owner's" obligations. Owner will retain those obligations and Customer agrees that the rights of the assignee will not be subject to any claims, defenses or setoffs the customer may have against the Owner.

**13. Warranties: WARRANTY DISCLAIMER. OWNER MAKES NO WARRANTY EXPRESS OR IMPLIED, INCLUDING THAT THE SYSTEM IS FIT FOR A PARTICULAR PURPOSE OR THAT THE SYSTEM IS MERCHANTABILITY. OWNER TRANSFERS TO CUSTOMER ANY WRITTEN WARRANTIES MADE BY THE VARIOUS MANUFACTURERS REPRESENTED IN THIS AGREEMENT. CUSTOMER AGREES CUSTOMER HAS SELECTED THE SUPPLIER AND EACH ITEM OF SYSTEM AND ASSOCIATED PRODUCTS BASED UPON ITS OWN JUDGMENT AND DISCLAIM ANY RELIANCE UPON ANY ORAL STATEMENTS OR REPRESENTATIONS MADE BY OWNERS.**

**14. Default and Remedies:** The Customer will be in default if any of the following occurs: (i) Customer does not pay any amount to Owner within ten (10) days of when it is due, (ii) Customer breaches any other term of this agreement, and such breach remains uncured for 10 days after Owner has notified Customer of such default, (iii) Customer or any guarantor dies; (iv) Customer or any guarantor becomes insolvent or unable to pay its debts when due; Customer stops doing business as going concern; Customer merges, consolidates, or transfers all or substantially all of its assets; or (v) Customer makes an assignment for the benefit of its creditors or voluntarily file or have filed against it an action under any bankruptcy proceedings. If the Customer defaults, Owner can take the following remedies: a) terminate this Agreement; b) demand that the Customer pay the remaining balance of the Agreement and return the System to Owner at the Customer's expense; c) repossess the System or d) exercise any other remedy available at law or equity. At Owner's option, we may repossess the System. Customer waives any rights Customer may have to notice before Owner seizes any of the System and waives any requirement that Owner post a bond in connection with any such seizure or repossession. In addition, if the Customer breaks any promise in the Agreement, Owner can use any remedies available to Owner under the UCC or any other applicable law. The Customer promises to pay Owner's reasonable attorney fees and any cost associated with enforcement of this Agreement. Customer also agrees to pay interest on all past due amounts, from the due date, at 1.5% per month. This action will not void the Customer's responsibility to maintain and care for the System, nor will OWNER be liable for any action taken on any assigned party's behalf.

**15. Business Agreement and Choice of Law:** THE CUSTOMER AGREES THAT THIS AGREEMENT WILL BE GOVERNED UNDER THE APPLICABLE LAW FOR THE STATE IN WHICH OWNER OR ASSIGNEE HAS ITS HOME OFFICE. OWNER OR ASSIGNEE HAS THE OPTION OF PURSUING ANY ACTION UNDER THIS AGREEMENT IN ANY COURT OF COMPETENT JURISDICTION AND THE CUSTOMER CONSENTS TO JURISDICTION AND VENUE IN THE STATE OF OUR OR OUR ASSIGNEE'S CHOICE. OWNER OR ASSIGNEE AND CUSTOMER WAIVE THE RIGHT TO A TRIAL BY JURY IN THE EVENT OF A LAWSUIT AND WAIVE ANY RIGHT TO TRANSFER VENUE.

**16. Renewal and Return of System:** After the Minimum Term, as defined by the Agreement and any written extension thereof, this Agreement will automatically renew on a twelve (12) month basis unless the Customer notifies Owner in writing not less than 90 days prior to the expiration of the Minimum Term or extension of its intention to return the System. Provided the Customer has given such timely notice, it shall return the System, freight and insurance prepaid, to Owner in good repair condition and working order, ordinary wear and tear excepted, in a manner and to a location designated by Owner. The Customer must pay any additional rents due until the System is received in good working condition by Owner or its agents. You are responsible for protecting and removing any confidential data/images stored on the equipment prior to its return for any reason.

**17. Other Rights:** The Customer agrees that Owner's delay, or failure to exercise any rights, does not prevent Owner from exercising them at a later time. If any part of this Agreement is found to be invalid, then it shall not invalidate any of the other parts and the agreement shall be modified to the minimum extent as permitted by law. Purchase orders or any other type of ordering document will not modify or affect the Agreement, nor will any such document have any legal effect and will only serve for the purpose of identifying the System and associated services ordered by the Customer.

**18. UCC-2A Provisions:** Customer agrees that Owner may use any and all of the remedies available through law. Customer also waives any and all rights and remedies granted to Customer under Sections 2A-508 through 2A-522 of the UCC.

**19. Entire Agreement:** This Agreement represents the entire Agreement between Owner and the Customer regarding the financing of the System. Neither Owner nor the Customer will be bound by any amendment, waiver, or other change unless agreed to in writing and signed by both parties.

**20. MISCELLANEOUS:** Any change in any of the terms and conditions of this Agreement must be in writing and signed by Owner. Customer agrees, however, that Owner is authorized, without notice to Customer, to supply missing information or correct obvious errors in this Agreement. A fax version of Customer's signature on this Agreement when received by Owner shall be binding upon Customer as if originally signed. However, this Agreement shall be binding on Owner when signed by Owner. Both Customer and Owner agree that the version of this Agreement with Owner's original signature shall constitute the original authoritative version.



# Brazos Valley Council of Governments

Partners in Regional Solutions

979-595-2800

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## > Purchasing Solutions Alliance

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# Purchasing Solutions Alliance

*a purchasing cooperative for public agencies*

PSA Contract No. 13-101

## Multifunction Devices, Related Products, Services & Solutions



### CONTRACT DETAILS

#### Contract

Full array of business technology solutions including assessment and analysis of business technology needs; purchase, lease and rental of multi-function devices (24, 36, 48 and 60 months); digital copiers and printers; full service maintenance agreements; electronic document management solutions; overflow document management services; workflow applications; fax routing and electronic scanning; and print on-demand services.

#### Contract Term

Two year initial term 5.15.2013 through 5.14.2015. Second optional annual extension effective 5.15.2016 through 5.14.2017. One optional annual contract extension remaining.

#### Edgar Compliance

The DOCUation contract 13-101 is fully EDGAR compliant, as of 4.18.2016.

#### Orders

Orders are placed directly with DOCUation locations, referencing the PSA Contract No. 13-101.

#### Vendor Contact Info

George Ricks  
Vice President, Technology Services  
Phone: 210.341.4431  
Email: [gricks@mation.com](mailto:gricks@mation.com)  
Website: [www.mation.com](http://www.mation.com)

#### DOCUation is ready to assist with your business technology needs!

Contact a local DOCUation Account Executive by calling 1-888-201-8431. Let the operator know what city you are calling from and they will connect you with DOCUation's nearest office.

#### Pricing

Consists of competitive discounts from MSRP resulting in immediate cost savings opportunities; and highly negotiated pricing on maintenance agreements inclusive of all diagnostic and repair services, replacement parts, toner and other supplies. Contract pricing available upon request.

#### Delivery and Installation

All equipment delivered F.O.B. to customer's destination, and includes:

- Unwrap protective covering;

### Quick Links

**Become a PSA Member  
for FREE!**

**Interested Vendors  
click here for more  
information.**

**Interested Agencies  
click here for more  
information.**

Search BVCOG



- Assembly of all accessories;
- Connection to correct AC outlet;
- Power up equipment, and test functionality.

**Networked Devices:**

- IT technician will install device on customer's network with approval from IT department;
- IT technician will test all print, scan and fax functionality if so equipped;
- IT technician will load correct printer drivers on one each platform; and
- IT technician will leave Drivers and other CD's with customer key operator.

**Software Solutions:**

- All delivery and installation service for Software Solutions will be detailed in the Statement of Work for the specific application.

**Equipment Moves and Re-locations**

Equipment moves shall only be made by qualified DOCUation personnel.

Re-locations within the same floor and building will be performed at no charge one time during the term of the contract/lease.

All requests for re-locations shall be made through the local DOCUation Field Service Manager. Based upon a site survey of new location, FSM will provide customer with a quote for the moving charges.

Cost for re-locations will be calculated as follows:

- Minimum charge will be \$150;
- Equipment segment;
- Distance; and
- Special or other unusual delivery conditions (Such as transporting equipment up steps, or flights of stairs).

**BVCOG Affiliates**



Rental Payment Factors

May 15, 2015

Use these factors to calculate monthly equipment payments

24 months	0.0468
36 months	0.0312
48 months	0.0260
60 months	0.0218

Lexmark C/X74x Caster Base	34T5114	\$399	\$349	12%
Lexmark Swivel Cabinet	3052765	\$284	\$249	12%

### Model Description

Print, copy, scan and fax; up to 35 ppm black or color printing; Legal-size, flatbed duplex scanner; Time to first print as fast as 9 seconds; 1.2GHz Processor; USB, Gigabit Ethernet, USB Direct port for printing or scanning; duplex printing and scanning standard; 550-sheet tray and 100-sheet multipurpose feeder standard input, 250-sheet output, 50-sheet automatic document feeder; PostScript 3, PCL 6, XPS, HTML, Direct Image; 512MB memory standard; 1200 x 1200 dpi printing; Ships with 6,000-page color and 6,000-page black cartridges, Eco-Mode and Quiet Mode available

When installing a 2000 or 2100 sheet input option on ANY Lexmark model, the compatible caster base is required.

	Part Number	MSRP	PSA Price	PSA Discount
<b>LEXMARK XS798dte Color MFP*</b>				
	47B1290	\$9,776	\$7,850	20%
<b>Options and Accessories</b>				
C792, X792 550-Sheet Drawer	47B0110	\$399	\$349	12%
C792, X792 2000-Sheet High Capacity Feeder**	47B0111	\$1,027	\$899	12%
C792, X792 Banner Media Tray	47B0118	\$570	\$499	12%
C792, X792 Staple Finisher	47B1100	\$879	\$699	20%
C792, X792 5-Bin Mailbox	47B1101	\$879	\$699	20%
C792, X792 High Capacity Output Stacker	47B1102	\$690	\$549	20%
C792, X792 Staple Finisher with Hole Punch	47B1103	\$1,256	\$999	20%
C792, X792 Spacer	47B0112	\$193	\$169	12%
MarkNet N8250 802.11b/g/n Wireless Print Server (US/Americas)	27X0025	\$513	\$449	12%

\*This model does not ship with Toner Cartridges.

\*\*In order to use the 2000-Sheet High Capacity Feeder, remove the 2 bottom trays which are standard with the 'dte' configuration

When installing a 2000 or 2100 sheet input option on ANY Lexmark model, the compatible caster base is required.

### Model Description

Print, copy, scan and fax; 10.2-inch color touch screen; Duplex printing standard; Up to 50 ppm black or color; 1.2GHz Processor; 2GB RAM; 160+GB Hard Disk; 1200 x 1200 dpi; 1,750-sheet input from three 550-sheet drawers and 100-sheet multipurpose feeder; 500-sheet output; Caster base; Time to first page as fast as 8 seconds for black or 9 seconds for color; USB and Gigabit Ethernet; Legal-size flatbed scanner with 75-sheet automatic document feeder; Single-pass duplex scanning; Front USB direct print port; PostScript 3 and PCL 6 emulations, XPS and PPDS Migration Tool; 2,500 to 17,000 pages per month recommend monthly usage, 150,000 pages maximum monthly duty cycle; 20,000-page black and 18,000-page color cartridges available

### MEMORY

	Part Number	MSRP	PSA Price	PSA Discount
<b>Lexmark Memory</b>				
128MB DDR SDRAM DIMM	1022298	\$661	\$579	12%
256MB DDR SDRAM DIMM	1022299	\$684	\$599	12%
512MB DDR SDRAM DIMM	1022301	\$684	\$599	12%
256MB DDR II SDRAM DIMM	1025041	\$684	\$599	12%
512MB DDR II SDRAM DIMM	1025042	\$684	\$599	12%
1GB DDR II SDRAM DIMM	1025043	\$983	\$859	13%
128MB DDR SDRAM DIMM	13N1523	\$661	\$579	12%
256MB DDR SDRAM DIMM	13N1524	\$684	\$599	12%
512MB DDR SDRAM DIMM	13N1526	\$684	\$599	12%
1GBx32 DDR3 RAM	57X9016	\$90	\$79	12%
2GBx32 DDR3 RAM	57X9012	\$113	\$99	12%
512MB DDR3 SO-DIMM	57X9014	\$67	\$59	12%
1GB DDR3 SO-DIMM	57X9011	\$90	\$79	12%
256MB User Flash Memory	14F0245	\$456	\$399	12%
256MB User Flash Memory	57X9101	\$67	\$59	12%

160GB Hard Drive	27X0014	\$547	\$479	12%
160+GB Hard Disk	27X0200	\$547	\$479	12%
160+GB Hard Disk	27X0210	\$547	\$479	12%

### Application Solutions Options - All MFPs

	Part Number	MSRP	PSA Price	PSA Discount
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**PSA B/W Service Pricing**

Prints Copies Included	49 ppm and under		Prints Copies Included	50 ppm and over	
	Base	Overage		Base	Overage
1000	\$34	\$0.0395			
1500	\$48	\$0.0367			
2000	\$54	\$0.0311			
2500	\$61	\$0.0282			
3000	\$66	\$0.0254			
3500	\$69	\$0.0226			
4000	\$75	\$0.0215			
4500	\$77	\$0.0198			
5000	\$82	\$0.0189			
6000	\$96	\$0.0184			
7000	\$110	\$0.0181			
8000	\$124	\$0.0178			
9000	\$135	\$0.0173			
10000	\$147	\$0.0169	10000	\$120	\$0.0140
12500	\$176	\$0.0162	12500	\$143	\$0.0133
15000	\$203	\$0.0156	15000	\$166	\$0.0129
17500	\$229	\$0.0150	17500	\$186	\$0.0124
20000	\$251	\$0.0145	20000	\$205	\$0.0119
25000	\$307	\$0.0141	25000	\$250	\$0.0116
30000	\$360	\$0.0138	30000	\$293	\$0.0114
35000	\$409	\$0.0134	35000	\$333	\$0.0111
40000	\$456	\$0.0131	40000	\$371	\$0.0108
45000	\$499	\$0.0128	45000	\$407	\$0.0105
50000	\$540	\$0.0124	50000	\$440	\$0.0102
			100000	\$720	\$0.0083
			150000	\$1,068	\$0.0082
			200000	\$1,320	\$0.0076
			250000	\$1,375	\$0.0063



**PRICE LIST**  
**COLOR / FAX / DUPLICATOR / WIDE FORMAT**

**B/W Printers - FSMA including supplies: \$0.022 per impression**  
 \$25 Base includes 1,000 prints. All overages billed at \$.022 per print.

**B-to-C & PROFESSIONAL COLOR - Includes all supplies except paper**

Black Prints = Use B-W Segment base and cpc.  
 Color Prints = \$0.09 per page - No Additional Base charge or \$0.08 per page with 5,000 color base

**SMALL COLOR PRINTERS - Includes all supplies except paper**

Billing Frequency	Black/White Pages		Color Pages	
	Monthly	Quarterly	Monthly	Quarterly
Base Charge	45	135	none	none
Pages Included	1500	4500	none	none
Overage Cost	\$0.03	\$0.03	\$0.20	\$0.20

**FAX MACHINES Service Contract not including supplies**

M.S.R.P	FMA - All on-site service calls and parts included.					DEPOT SERVICE - Service call trips not inc.					55%
	1 Year Annual	2-Year Annual	3-Year Annual	2-Year Adv. Pay	3-Year Adv. Pay	1 Year Annual	2-Year Annual	3-Year Annual	2-Year Adv. Pay	3-Year Adv. Pay	
Under 1500	\$299	\$279	\$249	\$499	\$748	\$164	\$154	\$147	\$274	\$411	
1500-2499	\$349	\$326	\$291	\$582	\$873	\$192	\$179	\$171	\$320	\$460	
2500-2999	\$429	\$401	\$358	\$715	\$1,073	\$236	\$221	\$211	\$393	\$590	
3000-3999	\$440	\$411	\$367	\$733	\$1,100	\$242	\$226	\$216	\$403	\$605	
4000-4999	\$460	\$430	\$384	\$767	\$1,150	\$253	\$236	\$226	\$422	\$633	
5000-5999	\$480	\$449	\$401	\$800	\$1,200	\$264	\$247	\$236	\$440	\$660	
6000-6999	\$500	\$467	\$417	\$833	\$1,250	\$275	\$257	\$246	\$458	\$688	
7000-7999	\$560	\$523	\$467	\$933	\$1,400	\$308	\$288	\$275	\$513	\$770	
8000-8999	\$640	\$596	\$534	\$1,067	\$1,600	\$352	\$329	\$314	\$587	\$880	
9000-9999	\$720	\$673	\$601	\$1,200	\$1,800	\$396	\$370	\$354	\$660	\$990	
10000-12000	\$800	\$748	\$668	\$1,333	\$2,000	\$440	\$411	\$393	\$733	\$1,100	
12000+	Quote Required from Service					Quote Required from Service					

**DIGITAL DUPLICATOR RATES (Excludes Supplies)**

Monthly Rates			Quarterly Rates			Semi-Annual			Annual Rates		
Quantity	Base	Overage	Quantity	Base	Overage	Quantity	Base	Overage	Quantity	Base	Overage
						15,000	\$57.30	\$0.0029	15,000	\$112.88	\$0.0028
						21,000	\$76.40	\$0.0029	21,000	\$150.51	\$0.0028
			15,000	\$51.71	\$0.0030	30,000	\$101.87	\$0.0029	30,000	\$200.68	\$0.0028
			22,500	\$77.57	\$0.0030	45,000	\$152.81	\$0.0029	45,000	\$301.04	\$0.0028
			30,000	\$100.47	\$0.0029	60,000	\$197.93	\$0.0028	60,000	\$389.91	\$0.0027
			37,500	\$103.43	\$0.0029	75,000	\$203.76	\$0.0028	75,000	\$401.40	\$0.0027
			45,000	\$124.11	\$0.0028	90,000	\$244.50	\$0.0027	90,000	\$481.66	\$0.0026
20,000	\$54.00	0.0027	60,000	\$159.57	\$0.0027	120,000	\$314.35	\$0.0027	240,000	\$619.28	\$0.0027
25,000	\$65.00	0.0026	75,000	\$192.08	\$0.0026	150,000	\$378.39	\$0.0026	300,000	\$745.42	\$0.0026
35,000	\$87.50	0.0025	105,000	\$258.56	\$0.0025	210,000	\$509.37	\$0.0025	420,000	\$1,003.46	\$0.0025
50,000	\$110.00	0.0022	150,000	\$325.05	\$0.0022	300,000	\$640.35	\$0.0022	600,000	\$1,261.49	\$0.0022
75,000	\$150.00	0.0021	225,000	\$443.25	\$0.0021	450,000	\$873.20	\$0.0021	900,000	\$1,720.21	\$0.0021
100,000	\$190.00	0.002	300,000	\$561.45	\$0.0020	600,000	\$1,106.06	\$0.0020	1,200,000	\$2,178.93	\$0.0020
125,000	\$221.88	0.002	375,000	\$655.66	\$0.0020	750,000	\$1,291.64	\$0.0020	1,500,000	\$2,544.53	\$0.0020
150,000	\$262.50	0.002	450,000	\$775.69	\$0.0020	900,000	\$1,528.10	\$0.0020	1,800,000	\$3,010.37	\$0.0020
200,000	\$340.00	0.0019	600,000	\$1,004.70	\$0.0019	1,200,000	\$1,979.26	\$0.0019	2,400,000	\$3,899.14	\$0.0019

**Ricoh Wide Format Service (including supplies except paper) Not including CW2200**

	Linear Feet Included in Base	Base Charge	Cost per Linear Foot in excess of base
Plan I	278	\$50.00	\$0.18 Per Linear Foot
Plan II	375	\$63.75	\$0.17 Per Linear Foot
Plan III	500	\$80.00	\$0.16 Per Linear Foot
Plan IV	1000	\$150.00	\$0.15 Per Linear Foot
Plan V	2000	\$280.00	\$0.14 Per Linear Foot
Plan VI	3000	\$390.00	\$0.13 Per Linear Foot
Plan VII	4000	\$480.00	\$0.12 Per Linear Foot
Plan VIII	5000	\$550.00	\$0.11 Per Linear Foot

Tab	CC Date	Dept No.	Install Date	Serial Number	Department	Req. No.	Coop Contract Number	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 Inception	Capital or Operating Lease? (Calculated Field)	% Interest
										1	2	3a	3b	4a	4b		
1	2/16/2016	130			ELECTIONS	290881	DIR-TSO-3041	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	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	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	WC5945	\$156.10	N	N	36	60	\$5,619.60	\$5,156.00	Capital Lease	5.676
5	3/1/2016	45			AUX COURT	289745	DIR-TSO-3041	4054	\$159.18	N	N	36	60	\$5,730.48	\$4,989.13	Capital Lease	9.502
6	11/17/2015	121		3HTJGKT1HN4666	Precinct 1	291375	BB 430-13	2-Holt CT660	\$2,667.45	Y	Y	84	84	\$224,040.60	\$204,069.32	Capital Lease	2.689
7	11/17/2015	121		3HTJGKT3HN4666	Precinct 1	291375	BB 430-13	2-Holt CT660	\$2,667.45	Y	Y	84	84	\$224,040.60	\$204,069.32	Capital Lease	2.689
8	1/26/2016	123			Precinct 3	292749	BB 430-13	2-Holt CT660	\$2,059.11	Y	Y	84	84	\$172,965.24	\$157,507.11	Capital Lease	2.690
9	1/26/2016	123			Precinct 3	292749	BB 430-13	2-Holt CT660	\$2,059.11	Y	Y	84	84	\$172,965.24	\$157,507.11	Capital Lease	2.690
10	3/7/2016	160			PURCHASING	293065	DIR-TSO-3041	4503	\$174.70	N	N	48	60	\$8,385.60	\$6,724.21	Capital Lease	4.110
11	4/5/2016	840			Health Dept.	294237	DIR-TSO-3041	MPC80025P	\$452.53	N	N	36	60	\$15,291.08	\$14,586.75	Capital Lease	6.840
12	5/24/2016	150			TREASURERES	292584	DIR-TSO-3043	WC3655	\$76.86	N	N	36	60	\$2,766.96	\$2,555.00	Capital Lease	5.247
13	04/05/2016	150			TREASURERES	292592	DIR-TSO-3043	WC7970	\$249.76	N	N	36	60	\$8,991.36	\$8,108.00	Capital Lease	6.590
14	5/24/2016	150			TREASURERES	292573	DIR-TSO-3043	WC3655	\$76.86	N	N	36	60	\$2,766.96	\$2,555.00	Capital Lease	5.247
15	5/3/2016	380			Texas A&M Agrilife	295839	DIR-TSO-3043	WC7835	\$161.92	N	N	36	60	\$5,829.12	\$5,276.00	Capital Lease	11.000
16	4/19/2016	125			Executive Office	296911	DIR-TSO-3041	MPC5E08	\$203.58	N	N	48	60	\$9,771.84	\$0.00	Capital Lease	
17	05/24/20016	60			J.P. 1/2	293819	DIR-TSO-3041	MPC4503	\$169.10	N	N	48	60	\$8,116.80	\$6,500.53	Capital Lease	11.345
18	05/24/20016	60			J.P. 1/2	297019	DIR-TSO-3041	SPC252DN	\$20.75	N	N	36	60	\$747.00	\$621.51	Capital Lease	12.360
20	05/24/20016	60			J.P. 1/2	296098	DIR-TSO-3041	SPC252DN	\$20.75	N	N	36	60	\$747.00	\$621.51	Capital Lease	12.360
21	05/24/20016	60			J.P. 4/1	293996	DIR-TSO-3041	MPC4503	\$169.10	N	N	48	60	\$8,116.80	\$6,500.53	Capital Lease	11.345
22	05/24/20016	60			J.P. 2/2	293995	DIR-TSO-3041	MPC4503	\$169.10	N	N	48	60	\$8,116.80	\$6,500.53	Capital Lease	11.345
23	05/24/20016	60			J.P. 3/1	296854	DIR-TSO-3041	MPC3065PF	\$72.93	N	N	36	60	\$2,625.48	\$2,141.08	Capital Lease	13.762
24	6/21/2016	85			Public Defender	297380	DIR-TSO-3041	MPC4503	\$144.87	N	N	48	60	\$6,953.76	\$5,593.94	Capital Lease	11.688
25	6/21/2016	66			J.P. 5/2	300353	PSA 13-101	X5798dte	\$104.00	N	N	60	60	\$6,240.00	\$4,770.62	Capital Lease	11.116
26										N	N			\$0.00	\$0.00		
27										N	N			\$0.00	\$0.00		
28										N	N			\$0.00	\$0.00		
29										Y	Y			\$0.00	\$0.00		
30										N	N			\$0.00	\$0.00		
31										N	N			\$0.00	\$0.00		
32										N	N			\$0.00	\$0.00		

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
- > Personal Loan Calculator
- > Inflation Calculator
- ▶ **Lease Calculator**
- > Finance Calculator
- > Mortgage Payoff Calculator
- > Refinance Calculator
- > Budget Calculator
- > Income Tax Calculator

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Other Calculators

Calculators for Your Site

Home / Financial Calculators / Lease Calculator

Lease Calculator

Fix Rate     Fix Payment

Product/Property Value \$ 4770.62  
 Residual Value \$ 0  
 Lease Term 5 years  
                   0 months  
 Monthly Payment \$ 104

**Calculate**

Result

Interest/Return Rate 11.116%  
 Total of 60 Monthly Payments \$6,240.00  
 Total Interest \$1,469.38



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

**Smarter MORTGAGES™**    \$1,140/month    APR: 3.625%  
 Points: 0    Rate: 3.625%    **Next >**  
 Fees: \$0    Lock: 42 days    877-619-6057  
 NMLS # 140234    Jun. 7

**Sebonic Financial**    \$1,123/month    APR: 3.518%  
 Points: 0    Rate: 3.500%    **Next >**  
 Fees: \$552    Lock: 30 days    877-661-8303  
 NMLS # 66247    Jun. 7

**Sebonic Financial**    \$1,071/month    APR: 3.328%  
 Points: 1.1    Rate: 3.125%    **Next >**  
 Fees: \$3,585    Lock: 30 days    877-661-8303  
 NMLS # 66247    Jun. 7

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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

MICHIGAN STATE UNIVERSITY  
 Broad College of Business

**WHO WILL LEAD?**

**SPARTANS WILL.**

Online Certificates and Degrees


**CHOOSE YOUR PROGRAM**

**Zimbra****rudy.salinas1@co.hidalgo.tx.us**

---

**DOCUmentation Agreement**

---

**From :** Rudy Salinas <rudy.salinas1@co.hidalgo.tx.us> Fri, Jun 10, 2016 03:27 PM  
**Subject :** DOCUmentation Agreement  1 attachment  
**To :** Eddie Martinez <emartinez@mation.com>  
**Cc :** Mike Garza <mgarza@mation.com>, Daisy Zarate <daisy.zarate@co.hidalgo.tx.us>

Eddie,

I had our legal department review your agreement (see attached) and they are recommending the following statement be added before the Terms & Condition:

**"To the extent permitted by the laws and the Constitution of the Sate of Texas."**

Subject to this revision, the agreement has been approved as to form.

Please expedite this request so we can continue the progress already made.

Thank You,

**Rudy Salinas, Purchasing Specialist III**  
Hidalgo County Purchasing Department  
2808 South Business Highway 281  
Edinburg, Texas 78539  
Phone: 956-318-2626 Ext: 4875  
Email: [rudy.salinas1@co.hidalgo.tx.us](mailto:rudy.salinas1@co.hidalgo.tx.us)

**Documanage Agreement 6-7-16.pdf**2 MB

---

Zimbra

rudy.salinas1@co.hidalgo.tx.us

**Legal Review & Approval Request regarding Documanage Agreement**

**From :** Jonathan Almanza  
<jonathan.almanza@da.co.hidalgo.tx.us>

Fri, Jun 10, 2016 01:46 PM

📎 1 attachment

**Subject :** Legal Review & Approval Request regarding  
Documanage Agreement

**To :** martha salazar <martha.salazar@co.hidalgo.tx.us>

**Cc :** rudy salinas1 <rudy.salinas1@co.hidalgo.tx.us>,  
daisy zarate <daisy.zarate@co.hidalgo.tx.us>,  
josephine ramirez  
<josephine.ramirez@da.co.hidalgo.tx.us>, Victor  
Garza <victor.garza@da.co.hidalgo.tx.us>

Upon reviewing the contract, our office recommends placing the following statement before the terms and conditions provisions:

"to the extent permitted by the laws and the Constitution of the State of Texas."

Subject to this revision, our office approves as to form.

Sincerely,

Jonathan Lee Almanza  
Assistant Criminal District Attorney  
Civil Division  
Office of Criminal District Attorney  
Hidalgo County, Texas  
100 N Closner Rm 303  
Edinburg, TX 78539  
(956) 292-7609 ext. 8183  
(956) 318-2079 FAX  
[jonathan.almanza@da.co.hidalgo.tx.us](mailto:jonathan.almanza@da.co.hidalgo.tx.us)

\*\*\*\*\*

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\*\*\*\*\*

**Zimbra****rudy.salinas1@co.hidalgo.tx.us**

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**Re: I.T. Approval Request**

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**From :** Renan Ramirez <renan.ramirez@co.hidalgo.tx.us> Tue, Jun 07, 2016 09:43 AM  
**Subject :** Re: I.T. Approval Request  
**To :** Rudy Salinas <rudy.salinas1@co.hidalgo.tx.us>

Rudy,

I approve of the specs!

Thanks!

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

---

**From:** "Rudy Salinas" <rudy.salinas1@co.hidalgo.tx.us>  
**To:** "renan ramirez" <renan.ramirez@co.hidalgo.tx.us>  
**Sent:** Tuesday, June 7, 2016 8:47:08 AM  
**Subject:** I.T. Approval Request

Mr. Ramirez, Good Morning!

Can you please review and approve this Lexmark Copier Model XS798dte for JP3.2?

Thank You,

**Rudy Salinas**  
Procurement Specialist III  
Phone: 292-7000 Ext: 4875

---

AI-54990

2016 Intradep. (line item)  
Transfer 2. H.

CC CONSENT

Meeting Date: 06/14/2016

Submitted For: Daisy Zarate, J.P. 3, 2

Submitted By: Daisy Zarate, J.P. 3, 2

Department: J.P. 3, 2

---

Information

CAPTION

2016 - J.P. Pct. 3, Pl. 2 (1100)

BACKGROUND

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Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-412-00-066-001-0-XXX  
FUNDS AVAILABLE Y MATCHING FUNDS  
Y/N?: Y Y/N?:

BUDGETARY IMPACT:

Funds available as of 06/09/2016

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Attachments

LIT

---

Form Review

Inbox Reviewed By Date  
Budget & Management Veronica Ortiz 06/09/2016 04:09 PM

Final Approval

Form Started By: Daisy Zarate Started On: 06/09/2016 03:31 PM

# 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.  
Documation of San Antonio, Inc.  
Mcallen, TX United States

Certificate Number:  
2016-70072

Date Filed:  
06/14/2016

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

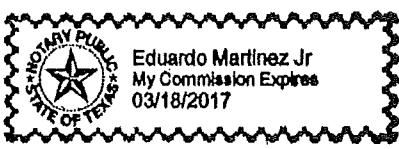
Date Acknowledged:

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 services, goods, or other property to be provided under the contract.  
300353  
Copier (Lexmark XS798dte)

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.



AFFIX NOTARY STAMP / SEAL ABOVE

Mike Garza  
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said Mike Garza, this the 14th day of June, 2016, to certify which, witness my hand and seal of office.

Eduardo Martinez Jr Signature of officer administering oath  
Eduardo Martinez Jr Printed name of officer administering oath  
Senior Consultant Title of officer administering oath

# 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

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Documation of San Antonio, Inc.  
 Mcallen, TX United States

Certificate Number:  
 2016-70072

Date Filed:  
 06/14/2016

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:  
 06/15/2016

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 services, goods, or other property to be provided under the contract.

300353  
 Copier (Lexmark XS798dte)

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.

\_\_\_\_\_  
 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