

# Requisition

Req # 00313126

PO #

Date: 01/20/17

Bill To:   x  
                  x

**Vendor :** 211567  
GE CAPITAL INFORMATION TECHNOLOGY SOI  
RICOH USA, INC.  
P.O. BOX 650073  
DALLAS TX 75265

**Ship To:** HIDALGO CO. PCT 4  
1051 N. DOOLITTLE  
EDINBURG TX 78542

**Contact:** SRODRIGUEZ  
956-383-3112

**Contract No:** DIR-TSO-3041

**Special Instructions:**  
PCT #97

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DIR-TSO-3041 AGENDA # 58261 DAET : 2-6-17  Delivery Contact: Ana Gonzalez Service Maintenance Includes: 1,000 BW clicks monthly Overages billed quarterly B/W overages @ &0.0105 Gold Service Entitlements Include: Parts, Labor, Toner, and Staples To the extent permitted by the laws and Constitution of the State of Texas, equipment is to be leased in accordance with the terms and conditions of State of Texas Department of Information Resources Contract No. DIR-TSO-3041 Appendix D Master Lease Agreement. It is acknowledged and agreed thst this Purchase Order constitutes a "Schedule" as defined in the Master Lease Agreement. DO NOT DUPLICATE ORDER		
10.00	MONTH	CO RICOH MP2554SP #418008 -	62.09	620.90
10.00	MONTH	CO ESP XG-PCS-15D	3.79	37.90
10.00	MONTH	CO NETWORK & SCAN CONNECT - SEG 2 - PS-NWSC2	6.26	62.60
10.00	MONTH	CO CABINET TYPE F	2.57	25.70
10.00	MONTH	CO FINISHER SR3140 (1000 SHEET EXTERNAL)	18.05	180.50
10.00	MONTH	CO BRIDGE UNIT BU3070	2.07	20.70
10.00	MONTH	CO FAX OPTION TYPE M12	8.86	88.60
10.00	MONTH	CO MONTHLY B/W SERVICE/MAINTENANCE (1,000 B/W IMPRESSIONS MONTHLY @ \$0.0105)	10.50	105.00
1.00	LOT	CO OVERAGES BILLED QUARTERLY-B/W @ \$0.0105	100.00	100.00
		<u>Account No</u>	<u>Encumbrance</u>	
		7-1100-466-00-124-077-0-430	105.00	
		7-1100-466-00-124-077-0-610	100.00	
		7-1100-466-00-124-077-0-780	1,036.90	
			Freight	.00
			Total	1,241.90
		Bill To: Hidalgo, County of		

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

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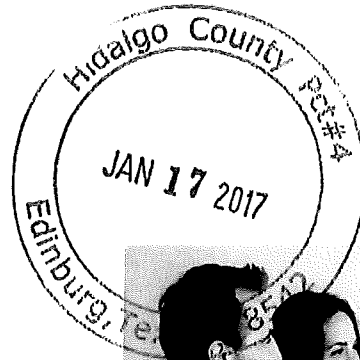
Ship To: HIDALGO CO. PCT 4  
1051 N. DOOLITTLE  
EDINBURG TX 78542

Contact:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		Pct. 4 1051 N. Doolittle Edinburg, TX 78542  Ship To: Hidalgo County - CRC San Carlos 230 86th Street Edinburg, Texas 78542		

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

# Proposal for Document Copying & Printing Solutions



10 months  
March →

R-313126  
A: 582161  
Date: 2-20-17



Hidalgo  
County  
Pct. 4  
CRC – San Carlos



## PREPARED BY:

Aissa Acevedo—Major Account Executive  
Mobile: (956) 607-6465  
Fax: (956) 687-2012  
Email: [Aissa.Acevedo@ricoh-usa.com](mailto:Aissa.Acevedo@ricoh-usa.com)

*Proposal Submitted: January 12, 2017*

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imagine. change.

January 12, 2017

Hidalgo County – Pct. 4  
Attn: Ana Gonzalez  
1051 N. Doolittle  
Edinburg, TX 78542



Dear Ms. Gonzalez,

Thank you so much for taking the time to speak with me regarding your department's document and office equipment needs. I truly appreciated the time you took to discuss this situation. Based on our conversation, I have put together a proposed solution that we believe will meet your goals of:

- Highly efficient new technology and cost effective color and black & white output devices
- High quality copies, prints and productions with increased security & productivity
- An all-inclusive service package (service, toner & staples included to reduce supply costs)

At Ricoh, we have built a solid reputation for providing the best solution for each of our customer's unique requirements. We are able to meet your specific needs by leveraging innovative technology backed by Ricoh's world-class service and expertise.

Thank you for giving us the opportunity to present the following proposal. We look forward to serving all of your document needs and increasing your document efficiency.

Sincerely,

Aissa Acevedo  
Major Account Executive  
(956) 607-6465

*Reservation of Rights*—In response to your invitation, we are pleased to submit this proposal for your consideration. We recognize your right to negotiate and approve the terms and conditions of any contract following award and respectfully reserve the right to do the same. We acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. Our proposal represents our commitment with respect to pricing, equipment specifications and service levels and contemplates that both parties reserve the right to review and negotiate appropriate and mutually acceptable terms and conditions in the exercise of good faith. As is customary for transactions of this type, our proposal is based upon the information provided by you and the assumptions set forth in our response, and any changes to such information or assumptions may, if material, require modification. Upon award, we will be pleased to work with you to promptly finalize mutually acceptable contract terms and, if applicable, provide copies of appropriate contract forms for that purpose.

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[www.ricoh-usa.com](http://www.ricoh-usa.com)



Please direct any questions on this proposal to:

Aissa Acevedo – Major Account Executive

Mobile: (956) 607-6465

Fax: (956) 687-2012

Email: [Aissa.Acevedo@RicoH-USA.com](mailto:Aissa.Acevedo@RicoH-USA.com)

*Proprietary and Confidential Statement*—The enclosed materials are proprietary to Ricoh Americas Corporation and Ricoh reserves all right, title, and interest in and to such materials. The terms, conditions, and information set forth herein are confidential to Ricoh and may not be disclosed in any manner to any person other than the addressee, together with its officers, employees, and agents who are directly responsible for evaluating the contents of these materials for the limited purpose intended. These materials may not be used in any manner other than for such limited purpose. Any unauthorized disclosure, use, reproduction, or transmission is expressly prohibited without the prior written consent of Ricoh. These materials summarize a proposed equipment and/or services solution. They are intended for informational purposes only to assist you in your evaluation of Ricoh as a potential business partner. These materials do not represent an offer or a binding agreement.

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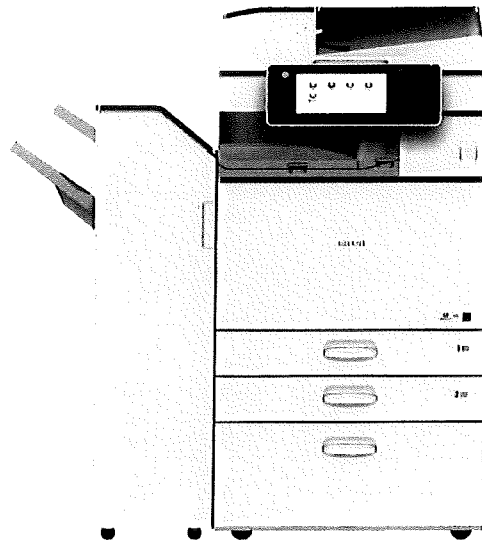
DCT 97  
REQ 313126  
PO#

# Ricoh MP2554SP

**Black/White Multifunctional Device**

## Key Features

- 25-PPM monochrome
- 1,200-sheet paper capacity  
Trays 1 and 2 – 550 Sheet Paper Trays  
And 1 – 100 Sheet Bypass with Cabinet Stand
- Fax Enabled
- 1,000 Sheet External Finisher / Sorter / Stapler
- DOSS (Data Overwrite Security System) standard - For ISO 15408 Compliance
- Print & scan enabled; providing both black & white and color scanning
- Scan to/Print from USB/SD Card
- Energy Star® compliant



## DIR Contract - Investment Details for Either Purchase or 48 Month Lease

Equipment Breakdown	DIR Purchase	DIR 48 Month
	Pricing	Pricing
Ricoh MP2554SP # 417008	\$2,228.59	\$62.09
ESP XG-PCS-15D	\$151.13	\$3.79
Network & Scan Connect – Seg 2 - PS-NWSC2	\$250.00	\$6.26
Cabinet Type F	\$102.77	\$2.57
Finisher SR3140 (1000 Sheet External)	\$720.36	\$18.05
Bridge Unit BU3070	\$82.62	\$2.07
Fax Option Type M12	\$353.63	\$8.86
<b>Equipment Totals</b>	<b>\$3,889.10</b>	<b>\$103.69</b>
Service (1,000 B/W impressions monthly @ \$0.0105) (Overages billed quarterly @ \$0.0105)		\$10.50

**GRAND TOTAL PER MONTH \$114.19**

**Pricing Components Include:** Equipment, Delivery, Installation, Operator Training, Maintenance, Toner, Staples and Service performed by Ricoh Customer Service Technicians (You will incur no additional charges for parts or labor).

10 MONTHS REMAINING IN FISCAL YEAR: 3/1/17-12/31/17

State of Texas DIR Contract Number: DIR-TSO-3041

48 Month LEASE AND SERVICE TERM

GOLD SERVICE INCLUDES: PARTS, LABOR, TONER & STAPLES

1,000 BW Clicks Per Month @ \$10.50. Overages billed quarterly, BW @ \$0.0105

\*To the extent permitted by the laws and Constitution of The State of Texas, equipment is to be leased in accordance with the terms and conditions of State of Texas Department of Information Resources Contract No. DIR-TSO-3041 Appendix D Master Lease Agreement. It is acknowledged and agreed that this Purchase Order constitutes a "Schedule" as defined in the Master Lease Agreement.

\*Bill To:

Hidalgo County – Pct. 4

1051 N. Doolittle

Edinburg, TX 78542

Contact: Ana Gonzalez / Phone: 956-292-7000 x 4004

Ship To

Hidalgo County – CRC San Carlos

230 86<sup>th</sup> Street

Edinburg, TX 78542

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# 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**

Certificate Number:  
2017-158866

Date Filed:  
01/26/2017

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
Ricoh USA, Inc.  
McAllen, TX United States

**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

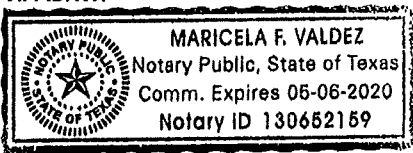
**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
Req #313126  
Lease and Service of Ricoh MP2554SP

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Ricoh USA, Inc.	McAllen, TX United States		X

**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.



*[Handwritten Signature]*  
\_\_\_\_\_  
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Andrew Colino, this the 26<sup>th</sup> day of January, 2017, to certify which, witness my hand and seal of office.

*[Handwritten Signature]*  
\_\_\_\_\_  
Signature of officer administering oath

Maricela F. Valdez  
\_\_\_\_\_  
Printed name of officer administering oath

Notary  
\_\_\_\_\_  
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

Certificate Number:  
2017-158866

Date Filed:  
01/26/2017

Date Acknowledged:  
01/27/2017

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Ricoh USA, Inc.  
McAllen, TX United States

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County of Hidalgo

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			Controlling	Intermediary
	Ricoh USA, Inc.	McAllen, TX United States		X

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

AFFIX NOTARY STAMP / SEAL ABOVE

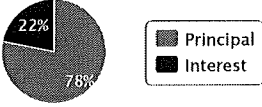
Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

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

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## Lease Calculator

<b>Fix Rate</b>	<b>Fix Payment</b>	<b>Result</b>	
Product/Property Value	<input type="text" value="3889.10"/>	Interest/Return Rate	12.666%
Residual Value	<input type="text" value="0"/>	Total of 48 Monthly Payments	\$4,977.12
Lease Term	<input type="text" value="0"/> years <input type="text" value="48"/> months	Total Interest	\$1,088.02
Monthly Payment	<input type="text" value="103.69"/>		
<b>Calculate</b>			

Financial Calculators	
<a href="#">Mortgage</a>	<a href="#">Loan</a>
<a href="#">Auto Loan</a>	<a href="#">Interest</a>
<a href="#">Real Estate</a>	<a href="#">Take-Home-Paycheck</a>
<a href="#">Payment</a>	<a href="#">Retirement</a>
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	<a href="#">More Financial Calculators</a>
<a href="#">Income Tax</a>	

Financial | [Weight Loss](#) | [Math](#) | [Pregnancy](#) | [Other](#)

Mortgage Rate: 30 year fixed, all points, Credit score 740+, ...



**\$1,212/month**  
Points: 0  
Fees: \$1,399  
NMLS # 424182

**APR: 4.172%**  
Rate: 4.125%  
Lock: 30 days  
Jan. 27

**Next >**

877-900-8028



**\$1,230/month**  
Points: 0.1  
Fees: \$1,642

**APR: 4.314%**  
Rate: 4.250%  
Lock: 30 days  
Jan. 27

**Next >**

877-210-6845



**\$1,192/month**  
Points: 1  
Fees: \$1,612  
NMLS # 790396

**APR: 4.128%**  
Rate: 3.990%  
Lock: 30 days  
Jan. 27

**Next >**

877-588-7375

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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.

Tab	CC Date	Agenda No.	Dept No.	Install Date	Serial Number	Lease End Date	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)	Not to exceed 15% Interest
1	2	3a	3b	4a cash price															
1	1/24/2017		8				389th District Court	299308	DIR-TSO-3043	7835P	\$152.51	Y	N	36	60	\$5,490.36	\$4,991.00	Capital Lease	6,297
2	2/6/2017	58219	25				COUNTY COURT # 5	312039	DIR-TSO-3043	3615DN	\$75.31	Y	N	36	60	\$2,711.16	\$1,689.00	Capital Lease	8,117
3	2/6/2017		294				CONST PCT 4		DIR-TSO-3043	W7845PT	\$157.18	Y	N	48	60	\$7,544.64	\$5,309.00	Capital Lease	7,449
4	2/6/2017	58257	80				DA'S	313128	DIR-TSO-3041	MP5054SP	\$198.36	Y	N	36	60	\$7,140.96	\$6,253.71	Capital Lease	1,146
5	2/6/2017	58261	124				Pct 4 (CRC - San Carlos)	313126	DIR-TSO-3041	MP2554SP	\$103.69	Y	N	48	60	\$4,977.12	\$3,889.10	Capital Lease	12,666
6											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
7											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
8											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
9											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
10											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
11											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
12											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
13											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
14											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
15											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
16											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
17											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
18											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
20											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
21											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
22											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
23											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
24											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
25											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
26											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
27											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
28											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
29											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
30											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
31											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	
32											\$0.00	Y	N	0	60	\$0.00	\$0.00	Capital Lease	

**Zimbra****william.lovelace@co.hidalgo.tx.us**

---

**Re: Pct. 4 Req # 313126**

---

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

Fri, Jan 27, 2017 04:26 PM

**Subject :** Re: Pct. 4 Req # 313126

**To :** Veronica Lopez  
<veronica.lopez@co.hidalgo.tx.us>

**Cc :** gris salazar <gris.salazar@co.hidalgo.tx.us>, Maria Lucio <maria.lucio@co.hidalgo.tx.us>, Nick Perez <nick.perez@co.hidalgo.tx.us>, Sabrina Rodriguez <sabrina.rodriguez@co.hidalgo.tx.us>, William Lovelace <william.lovelace@co.hidalgo.tx.us>, liza.lopez <liza.lopez@co.hidalgo.tx.us>, Elena Gomez <elena.gomez@co.hidalgo.tx.us>

Approved!

-----  
Renán Ramirez  
Chief Information Officer  
County of Hidalgo, Texas  
office: 956-457-0792

> On Jan 27, 2017, at 16:15, Veronica Lopez  
<veronica.lopez@co.hidalgo.tx.us> wrote:  
>  
> Hi Renan,  
>  
> Can you please look over Req# 313126 for Pct. 4 Ricoh at CRC.  
Please review and send your approval via email to William  
Lovelace at Purchasing. We need your approval before placing  
this item on the next Commissioner's Court Agenda.  
>  
> Please do not hesitate to contact Pct. 4 with any questions  
you may have.  
> Have a great weekend!  
>  
>  
>  
>  
>  
> Veronica L. Davis