

# Proposal for Document Copying & Printing Solutions



Hidalgo  
County  
County Clerk



## PREPARED BY:

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*Proposal Submitted: February 1, 2017*

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February 1, 2017

Hidalgo County Clerk's Office  
Ms. Annette Muniz, Mr. Arturo Guajardo Jr.,  
Mr. Noel Lopez & Ms. Priscilla Torres  
100 N. Closner  
Edinburg, TX 78539



Dear Ms. Muniz, Mr. Guajardo, Mr. Lopez and Ms. Torres,

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 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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## Proposed Solution Showing Savings

Department Model	Configuration	Copy Allowance	36 Mo. Lease Monthly Cost
Civil Ricoh MP5054SP	50 PPM B/W 2 – 550 Sheet Trays 1 – 2,000 Sheet Tandem Tray 1 – 100 Sheet Bypass 1,000 Sheet Finisher with Punch	B/W – 5,000	<del>\$250.37</del> <b>\$183.99</b>
Vitals/Probate Ricoh MP5054SP	50 PPM B/W 2 – 550 Sheet Trays 1 – 2,000 Sheet Tandem Tray 1 – 100 Sheet Bypass 1,000 Sheet Finisher with Punch	B/W – 5,000	<del>\$266.37</del> <b>\$183.99</b>
Criminal Ricoh MP5054SP	50 PPM B/W 2 – 550 Sheet Trays 1 – 2,000 Sheet Tandem Tray 1 – 100 Sheet Bypass 1,000 Sheet Finisher with Punch	B/W – 10,000	<del>\$314.37</del> <b>\$215.99</b>
Recording Ricoh MP5054SP	50 PPM B/W 2 – 550 Sheet Trays 1 – 2,000 Sheet Tandem Tray 1 – 100 Sheet Bypass 1,000 Sheet Finisher with Punch	B/W – 10,000	<del>\$282.37</del> <b>\$215.99</b>
McAllen Ricoh MP2554SP	25 PPM B/W 2 – 550 Sheet Trays With Cabinet 1 – 100 Sheet Bypass	B/W – 2,000	<del>\$88.98</del> <b>\$84.68</b>
Collections Ricoh MP2554SP	25 PPM B/W 2 – 550 Sheet Trays With Cabinet 1 – 100 Sheet Bypass	B/W – 2,000	<del>\$88.98</del> <b>\$84.68</b>
<b>MONTHLY GRAND TOTAL FOR ALL DEVICES</b>			<b>\$969.32</b>
<b>SAVINGS PER MONTH</b>			<b>\$499.64</b>
<b>SAVINGS PER YEAR</b>			<b>\$5,995.68</b>
<b>SAVINGS OVER 36 MONTH TERM</b>			<b>\$17,987.04</b>

# Ricoh MP2554SP

**Black/White Multifunctional Device**  
**McAllen Office**



## Key Features

- 25-PPM monochrome
- 1,200-sheet paper capacity  
Trays 1 & 2 – 550 Sheet Paper Trays  
Cabinet Stand And 1 – 100 Sheet Bypass
- DOSS (Data Overwrite Security System) standard - For ISO 15408 Compliance
- Print & scan enabled; providing both black & white and color scanning
- 320GB HDD
- 9" Color Control Panel
- Scan to/Print from USB/SD Card
- ESP Power Filter
- Energy Star® compliant

## DIR Contract - Investment Details for Either Purchase or 36 Month Lease

Equipment Breakdown	DIR Purchase Pricing	DIR 36 Month Pricing	Discounted Pricing
1 Ricoh MP2554SP #417008	\$2,228.59	\$75.60	\$52.92 ✓
2 ESP XG-PCS-15D	\$151.13	\$4.61	\$3.23 ✓
3 Network & Scan Connect – Seg 2 / PS-NWSC2	\$250.00	\$7.63	\$5.34 ✓
4 Cabinet Type F	\$102.77	\$3.13	\$2.19 ✓
<b>Equipment Totals</b>	<b>\$2,732.49</b>	<b>\$90.97</b>	<b>\$63.68</b>
5 <b>Service (2,000 B/W impressions monthly @ \$0.0105) (Overages billed quarterly @ \$0.0105)</b>			<b>\$21.00</b> ✓ <i>service</i>
			<b>GRAND TOTAL PER MONTH \$84.68</b>

*cap. lease* (handwritten note pointing to the discounted pricing column)

**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: 03/01/17-12/31/17

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

36 Month LEASE AND SERVICE TERM for McAllen Office

GOLD SERVICE INCLUDES: PARTS, LABOR, TONER & STAPLES

2,000 BW impressions monthly @ \$21.00. 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/Ship To:

Hidalgo County – Clerks Office (McAllen Office)

100 N. Clossner, 1<sup>st</sup> Floor

Edinburg, TX 78539

Contact: Priscilla Torres / Phone: 956-318-2100

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