

# Requisition

Req # 00345422

PO #

Date:

Bill To: x  
x

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

Ship To: TAX ASSESSOR-COLLECTOR  
2804 S. BUS. HWY 281  
EDINBURG TX 78539-6243

Contact: ALEX BAZAN  
956-289-7472

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		5 MONTHS REMAINING IN FISCAL YEAR: 8/1/17-12/31/17 DIR-TSO-3041 LEASE AND SERVICE TERM 36 MONTHS DO NOT DUPLICATE ORDER		
5.00	MONTH	NEW 36 MONTH (CAPITAL LEASE FOR A RICOH MP402SPF #417705 WITH SERVICE)	48.71	243.55
5.00	MONTH	ESP XG-PCS-15D	4.61	23.05
5.00	MONTH	Network Print/Scan Connection (Seg. 3) - PS-NWSC3	7.63	38.15
5.00	MONTH	Service (1,500 B/W impressions monthly @ \$0.0124)	18.60	93.00
1.00	EACH	OVERAGES BILLED QUARTERLY - B/W @ \$0.0124	100.00	100.00
		<u>Account No</u>	<u>Encumbrance</u>	
		7-1100-415-15-140-001-0-430	93.00	
		7-1100-415-15-140-001-0-610	100.00	
		7-1100-415-15-140-001-0-780	304.75	
			Freight	.00
			Total	497.75
		GOLD SERVICE INCLUDES: PARTS, LABOR, TONER & 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 that this Purchase Order constitutes a "Schedule" as defined in the Master Lease Agreement. Includes Full and Final Upgrade and Payoff of Contract: 429301-3235196  *Bill To: Hidalgo County Tax Office - Alamo Tax 2804 S. Bus Hwy 281 Edinburg, TX 78539  *Ship To: 1429 S Tower Rd. Alamo, TX 78516 Contact: Alex Bazan/ Phone: 956-318-2157		

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

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QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT

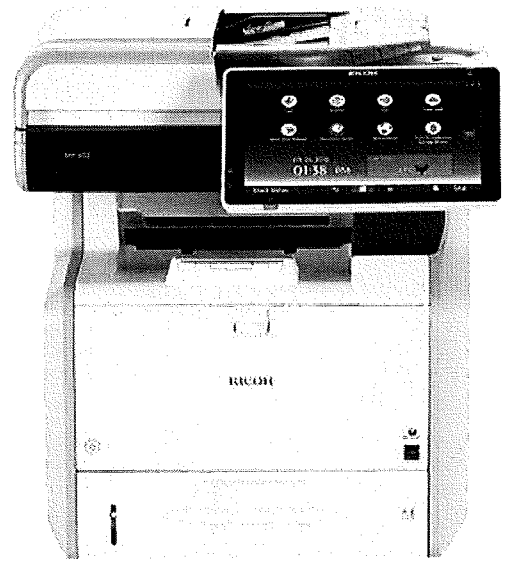
Authorized By: \_\_\_\_\_

# Ricoh MP402SPF

**Black/White Multifunctional Device – For Alamo Tax**

**Key Features**

- 42-PPM monochrome
- 1,100-sheet paper capacity  
Tray 1 - 500 Sheet Paper Tray  
And Bypass – 100 Sheets
- 50 Sheet Single Pass Document Feeder
- 10.1" Color Smart Touch Panel
- Fax Enabled
- Scan to/Print from USB/SD Card
- Configured to Print & Scan; providing both black & white and color scanning
- DOSS (Data Overwrite Security System) standard - For ISO15408 Compliance
- Energy Star® compliant



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

<b>Equipment Breakdown</b>	<b>DIR Cash Pricing</b>	<b>DIR 36 Month Pricing</b>	<b>Discounted Pricing</b>
Ricoh MP402SPF #417705	\$1,358.11	\$49.05	\$48.71
ESP XG-PCS-15D	\$151.13	\$4.61	\$4.61
Network & Scan Connect – Seg 3 - PS-NWSC3	\$250.00	\$7.63	\$7.63
<b>Equipment Totals</b>	<b>\$1,759.24</b>	<b>\$61.29</b>	<b>\$60.95</b>
<b>Service (1,500 B/W impressions monthly @ \$0.0124) (Overages billed quarterly @ \$0.0124)</b>			<b>\$18.60</b>
			<b>GRAND TOTAL PER MONTH \$79.55</b>

**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).

5 MONTHS REMAINING IN FISCAL YEAR: 08/01/17-12/31/17

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

36 Month LEASE AND SERVICE TERM

GOLD SERVICE INCLUDES: PARTS, LABOR, TONER & 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 that this Purchase Order constitutes a "Schedule" as defined in the Master Lease Agreement.

Includes Full & Final Pay off of Contract: 429301-3235196

\*Bill To:

Hidalgo County Tax Office – Alamo Tax  
2804 S. Bus Hwy 281  
Edinburg, TX 78539

\*Ship To:

1429 S Tower Rd.  
Alamo, Tx 78516  
Contact: Alex Bazan/ Phone: 956-318-2157

**RICOH**  
imagine. change.

# 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.**  
Ricoh USA, Inc.  
McAllen, TX United States

Certificate Number:  
2017-230267

Date Filed:  
06/28/2017

Date Acknowledged:

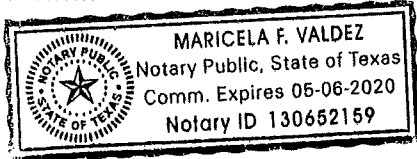
**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
County of Hidalgo

**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 # 345422  
Lease and Service for Ricoh MP402SPF for Alamo Tax

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.

*Andrew Cobino*  
\_\_\_\_\_  
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Andrew Cobino, this the 29<sup>th</sup> day of June, 2017, to certify which, witness my hand and seal of office.

*Maricela F. Valdez*      Maricela F. Valdez      Notary  
Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath

Zimbra

liza.lopez@co.hidalgo.tx.us

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**Ricoh IT approval**

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**From :** Alex Bazan <alex.bazan@hidalgocountytax.org>  
**Subject :** Ricoh IT approval  
**To :** liza lopez <liza.lopez@co.hidalgo.tx.us>

Thu, Jun 29, 2017 03:51 PM  
📎 3 attachments

For substation and edinburg copiers

Thank you

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**From:** Renan Ramirez [mailto:renan.ramirez@co.hidalgo.tx.us]  
**Sent:** Thursday, June 29, 2017 11:09 AM  
**To:** Alex Bazan  
**Subject:** Re: New Copier for McAllen Office

Alex,

Approved!

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

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**From:** "Alex Bazan" <alex.bazan@hidalgocountytax.org>  
**To:** "renan ramirez" <renan.ramirez@co.hidalgo.tx.us>  
**Sent:** Thursday, June 29, 2017 11:04:09 AM  
**Subject:** FW: New Copier for McAllen Office

Hi Renan can you please approve this copiers for our substations with Ricoh?

Thank you

ab

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**From:** [Aissa.Acevedo@ricoh-usa.com](mailto:Aissa.Acevedo@ricoh-usa.com) [mailto:Aissa.Acevedo@ricoh-usa.com]  
**Sent:** Tuesday, June 27, 2017 5:53 PM  
**To:** Alex Bazan  
**Cc:** Julio Espinosa  
**Subject:** RE: New Copier for McAllen Office

Hi Alex!  
Wonderfull

I went ahead and reattached the proposal that has the DIR Price Verification (which you will need to submit to Purchasing) along with each of the seven PO templates for you to follow as you create your requisitions. All you have to do is copy & paste the information into your requisition! I've also noted which Budget Codes to use. Please note all information on the PO Sample is needed as all is needed on the final PO.

You will proceed with the Hidalgo County procurement procedure:

1. Once you create your requisitions, and as soon as you have all seven req #'s, you can provide those numbers to me... I can then generate the HB1295 forms that you will need to submit to purchasing (this form is completed by me and signed, notarized and then sent back to you)
2. You then send all information (proposal/pricing back up/HB1295 form) and your requisition to your Purchasing Department to validate and approve
3. Ultimately after all necessary approvals, you will then be able to obtain a Commissioner Court date for final approval

# RICOH Texas DIR

## Purchase / Lease / Full Maintenance

### Schedule B to

### Ricoh Master Pricing Agreement

Terms & Conditions to reference Ricoh Master Agreement.

Lease rates are subject to quarterly review and adjustment, unless otherwise noted in the Ricoh Master Agreement.  
Lease payments include base.

Ricoh Product Code	Copies Prints Developments Per Minute	Ricoh Equipment and Options Price Per Unit	Suggested Retail Price	Contract Equipment Purchase Price	F2W Lease Payments						Service Plan Options						Production Thru Click	Delivery & Installation Hardware Included
					24 Monthly Payments	31 Monthly Payments	38 MONTH DISCOUNTED	48 Monthly Payments	60 Monthly Payments	Base Charge	Base Frequency	B&W Allowance	B&W CRC	Color Allowance	Color CRC	Supplies Included		
417705	42	HP 4025FP	\$3,332.00	\$1,358.11	\$70.11	\$48.05	\$48.71	\$40.28	\$53.41									
ES04C1	30.00	ES04C1 Power Filter	20.83	20.83	0.81	0.84	0.81	0.82	0.82									
00628MU	346.00	ES04C1PS-650 (20 Vol. 16 Amp)	151.13	151.13	6.59	4.81	4.81	3.79	3.33									
PS-NVSC3	350.00	Network Print/Scan Connection (Sep. 3)	250.00	250.00	10.50	7.83	7.03	6.28	5.51									
407230	350.00	Paper Feed Unit PB1060	350.00	350.00	4.98	3.47	3.47	2.85	2.51									
407229	350.00	Paper Feed Unit PB1070	350.00	350.00	4.98	3.47	3.47	2.85	2.51									
181200	350.00	Adjustable Height Cabinet Type G	350.00	138.01	4.28	2.91	2.91	2.39	2.09									
52511	350.00	Tall Cabinet Type L	350.00	97.23	4.28	2.91	2.91	2.39	2.09									
52501	350.00	Medium Cabinet Type M	350.00	79.95	3.44	2.41	2.41	1.98	1.72									
417596	350.00	Network Environment/Connectivity	196.00	76.84	3.35	2.34	2.34	1.92	1.69									
407863	485.00	Interface Board Type M19	485.00	47.35	2.06	1.44	1.44	1.19	1.04									
417667	485.00	IEEE 802.11 Wireless Network Adapter Type M18	485.00	304.27	13.27	9.28	7.62	6.70	5.82									
417586	485.00	USB Device Server Option Type M18	485.00	198.95	4.21	3.02	2.48	2.18	1.91									
417111	485.00	Estimated USB Board Type M18	485.00	169.95	5.10	4.27	3.51	3.08	2.69									
417709	485.00	Optional Counter Interface	485.00	39.22	1.27	0.89	0.73	0.64	0.54									
417426	485.00	Print/Scan Option Accessories	485.00	85.00	43.32	1.89	1.32	1.09	0.95									
417710	485.00	XPS Direct Print Option Type M27	485.00	739.00	8.92	6.24	5.12	4.50	3.95									
417427	485.00	File Format Converter Type M19	485.00	204.52	8.92	6.24	5.12	4.50	3.95									
417428	485.00	DR Unit	485.00	136.32	5.51	3.85	3.16	2.78	2.23									
417710	485.00	Security & Misc. Accessories	485.00	295.00	4.41	3.08	2.53	2.23	1.91									
417727	485.00	NFC Card Reader Type M27	485.00	101.05	4.41	3.08	2.53	2.23	1.91									
417489	485.00	MFCC Unit Reader Type M27	485.00	113.68	4.98	3.47	2.85	2.50	2.18									
EQ-RETURN-SESPLUS		DuoDownrinsSecurity Unit Type M19 Lease Return	250.00	184.48	8.85	6.05	4.97	4.37	3.77									
			GRAND TOTAL PURCHASE PRICE	\$1,759.24	\$61.29	\$60.95	1,500 B/W Clicks @ \$0.0124	\$18.60	RICOH MP4025FP GRAND TOTAL PER MONTH FOR 36 MO LEASE WITH 1,500 B/W CLICKS									\$79.55

FOR HIDALGO COUNTY TAX OFFICE - ALAMO TAX

R-345422

Home / Financial Calculators / Lease Calculator

## Lease Calculator



<b>Fix Rate</b>	<b>Fix Payment</b>	<b>Result</b>	
Product/Property Value	<input type="text" value="1759.24"/>	Interest/Return Rate	<b>14.960%</b>
Residual Value	<input type="text" value="0"/>	Total of 36 Monthly Payments	\$2,194.20
Lease Term	<input type="text" value="3"/> years <input type="text" value="0"/> months	Total Interest	\$434.96
Monthly Payment	<input type="text" value="60.95"/>		
<b>Calculate</b>			

**Financial Calculators**

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- [Payment](#)
- [Amortization](#)
- [Currency](#)
- [Inflation](#)
- [Finance](#)
- [Refinance](#)
- [Income Tax](#)
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- [Interest](#)
- [Take-Home-Paycheck](#)
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- [Lease](#)
- [Mortgage Payoff](#)
- [Budget](#)
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Financial | Weight Loss | Math | Pregnancy | Other

Mortgage Rate: 30 year fixed, all points, Credit score 740+, 2.99% APR

<b>Triumph Mortgage</b>	<b>\$1,194/month</b> Points: 0 Fees: \$0	<b>APR: 4.000%</b> Rate: 4.000% Lock: 30 days Jul. 5	<b>Next &gt;</b> 877-441-8944
<b>Triumph Mortgage</b>	<b>\$1,158/month</b> Points: 0.375 Fees: \$0	<b>APR: 3.781%</b> Rate: 3.750% Lock: 30 days Jul. 5	<b>Next &gt;</b> 877-441-8944
<b>Consumer Direct Mortgage</b>	<b>\$1,176/month</b> Points: 1 Fees: \$1,806 NMLS # 790396	<b>APR: 4.018%</b> Rate: 3.875% Lock: 30 days Jul. 5	<b>Next &gt;</b> 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.

