

# Requisition

Req # 00341672

PO #

Date: 05/01/17

Bill To: x  
x

Vendor : 179272  
CANON FINANCIAL SERVICES INC.  
14904 COLLECTIONS CENTER DRIVE  
CHICAGO IL 60693-0149  
FAX (800)220-0723

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
		Lease Option: 36 month State of Texas #DIR-TSO-3101 lease for \$100.33 per month plus \$21.20 for service = TOTAL of \$121.53 DO NOT DUPLICATE ORDER		
5.00	MONTH	CO MONTHLY SERVICE PLAN INCLUDED (121.53) Service Plan: Total service plan for 2,000 copies per month at \$21.20. Service plan includes toners, labor, drums and parts. Overages billed at \$ .0106 per copy  IR-4525I IR-ADV 4525I 120V- \$68.53	68.53	342.65
5.00	MONTH	CO 1428C003 DADF-AV1 (Automatic Document Feeder	4.11	20.55
5.00	MONTH	CO 2299C001 Cabinet Type-Q	13.51	67.55
5.00	MONTH	CO 0166C007 Super G3 FAX Board-AS2	14.18	70.90
5.00	MONTH	CO Service Plan 2000 copies per month at the rate of \$ 21.20 with overages billed at \$ .0106	21.20	106.00
1.00	EACH	CO OVERAGES	100.00	100.00
		Account No _____	<u>Encumbrance</u>	
		7-1100-415-15-140-001-0-430	106.00	
		7-1100-415-15-140-001-0-610	100.00	
		7-1100-415-15-140-001-0-780	501.65	
			Freight	.00
			Total	707.65
		MCALLEN OFFICE		

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



**COPY GRAPHICS, INC**  
 221 N 10<sup>th</sup> Street  
 McAllen, TX 78501  
 956-631-0205 / 956-630-2628 fax  
 www.copyg.com

req# 341672

Date: **5/1/2017**  
 Sales Rep: Joe Ramirez  
 P.O. Number:  
 Expires: 9/30/2017  
 REF#DQM5928

**PROPOSAL FOR:**

Hidalgo Co Tax Assessor-Collector  
 2804 S Business Hwy 281  
 Edinburg, TX 78539

Mr. Alex Bazan  
 956-289-7472

**CANON IR-4525i Multi-Function System (Network Print and Scan)**

**Standard Specifications: ADVANCE SERIES UNIT**

- 25 Copies or Prints Per Minute with 1200 X 1200 DPI True (Print) Resolution
- Duplexing Automatic Document Feeder
- Automatic Tray-less Duplexing (2 sided output)
- 2 X 550 Sheet User Adjustable Paper Cassettes & 80 Sheet Stack Bypass
- UFR II Printing, PCL6 and PS3 drivers for (Network Print Ready) plus standard USB
- Wireless LAN Support & Standard 10/100/1000 Base-T Interface, USB 2.0 and 3.0
- Network Scan Ready (Scan to folder or Scan to e-mail - in color)
- Memory - Standard 3 GB RAM Plus 250 GB HD Drive, HDD Encryption Kit for better security of documents.
- Intuitive Touch Color Screen User Interface, Remote Operator's Kit (for remote use on device/fleet programming)
- Fast Warm-up 24 sec from power on and 10 sec or less from sleep mode
- Dept ID Management (Individual User Codes), Universal Login Manager (Authentication for more security)
- Various Digital Imaging Features and Enhanced Security Features
- Copy Ratio - Automatic from 25% to 400%
- Copy Job Reservation - pre-programmed jobs
- Mail Box Functionality (100 Users) Stores frequently used forms
- See Brochure for more details, features and accessories

Please reference on PO: State of Texas Contract# DIR-TSO-3101

ITEM NUMBER	MAKE / DESCRIPTION	AMOUNT
IR-4525I	<b>IR-ADV 4525I 120V</b>	\$68.53
1428C003	DADF-AV1 (Automatic Document Feeder)	4.11
2299C001	Cabinet Type-Q	13.51
0166C007	Super G3 FAX Board-AS2	14.18
Service Plan	2000 copies per month at the rate of \$ 21.20 with overages billed at \$ .0106	See Service below
<b>EQUIPMENT TOTAL:</b>		<b>\$100.33</b>
<b>SERVICE TOTAL:</b>		<b>\$21.20</b>
<b>PER MONTH TOTAL:</b>		<b>\$121.53</b>

**Lease Option:** 36 month State of Texas #DIR-TSO-3101 lease for \$100.33 per month plus \$21.20 for service = TOTAL of \$121.53

**Service Plan:** Total service plan for 2,000 copies per month at \$21.20. Service plan includes toners, labor, drums and parts. Overages billed at \$ .0106 per copy.

*Service Plans do not include network related issues; we provide those services at an additional cost, please ask Sales Rep for additional network service plan options.*

*Alejandro Bazan*  
 Customer's Signature of Acceptance

5/2/17  
 Date

*Joe Ramirez*  
 Joe Ramirez-Sales Rep.

5/2/2017  
 Date

# Canon

## State of Texas DIR-TSO-3101 Contract

<b>CPA Vendor #</b>	122305682200	<b>Vendor:</b> Reflect this Number on all Correspondence and Invoices.	
<b>Payee ID#:</b>	1223056822	<b>Quote No.</b>	<b>C815-05022017-DQM5928</b>
<b>Vendor Name:</b>	Canon Financial Services/ ordered from Canon USA Inc.	<b>Date:</b>	<b>May 28, 2017</b>
<b>Address:</b>	14904 COLLECTIONS CENTER DR	<b>Contract No.</b>	DIR-TSO-3101
<b>City, State, Zip</b>	Chicago, IL 60693-0149		

<b>Customer Name/Invoice Address:</b>	<b>Address for Delivery:</b>
Hidalgo Co Tax Assessor/Collector	Hidalgo Co Tax Assessor/Collector
2804 S. US Hwy 281	300 E Hackberry
P. O. Drawer 178	Suit 3
Edinburg, TX 78540-0178	McAllen, TX 78501

<b>Agency Point of Contact:</b>	Alex Bazan	<b>Phone:</b>	956-318-2157
		<b>E-Mail:</b>	<a href="mailto:alex.bazan@hidalgocountytax.org">alex.bazan@hidalgocountytax.org</a>
<b>Agency Accounts Payable Contact:</b>		<b>Phone:</b>	956-289-7472
		<b>E-Mail:</b>	
<b>Securing Dealer</b>	COPY GRAPHICS, INC	<b>Address/ Phone Number</b>	221 N. 10th St McAllen, Tx 78501 / 956-631-0205
<b>Installing Dealer</b>	COPY GRAPHICS, INC	<b>Address/ Phone Number</b>	221 N. 10th St McAllen, Tx 78501 / 956-631-0205

**\*\*STATE SALES TAX EXEMPTION CERTIFICATE REQUIRED FOR EVERY ORDER.\*\***

Item codes	Description	Quantity	Unit Price	Total
1403C001AA	Canon IR-4525 Advance Copier	12	\$68.53	\$822.36
2299C001	Cabinet Type - Q	12	\$4.11	\$49.32
1428C003	DADF - AV1 Automatic Document Feeder	12	\$13.51	\$162.12
0166C007	Super G3 Fax	12	\$14.18	\$170.16
Service Plan	2,000 copies per month included (\$22.00)	12	\$21.20	\$254.40
				\$0.00
	_36_ MONTH DIR-TSO-3101 STATE OF TEXAS CONTRACT LEASE PER MONTH: \$121.53			\$0.00
				\$0.00
<b>ALL ITEMS ABOVE MUST BE INCLUDED ON YOUR P.O.</b>				\$0.00
	PO MADE TO: CANON FINANCIAL SERVICES 14904 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693			\$0.00
	**Months encumbered to be determined by entity; if applicable			\$0.00
				\$0.00
<b>Monthly Unit Total</b>			<b>\$121.53</b>	
<b>Total - Page 1</b>				<b>\$1,458.36</b>

**Canon - State of Texas DIR-TSO-3101 Contract**

**May 02, 2017**

LISTED PRICE OF CANON IR-4525 AS FOUND IN (TEXAS DIR-CONTRACT #DIR-TSO-3101) Website

Item#	Item Description	MSRP	%of MSRP	Texas DIR Price	Lease Price 36 Mos.
1403C001AA	IR-Advance 4525	\$8000.00	72%	\$ 2,232.00	\$ 73.66
2299C001	Cabinet Type Q	\$243.00	45%	\$ 134.00	\$ 4.42
1428C001	DADF-AV1 Feeder	\$800.00	45%	\$ 440.00	\$ 14.52
0166C007	Super G3 Fax imageRUNNER ADVANCE 4225B&W Click Charge	\$840.00	45%	\$462.00	\$ 15.25
				\$ .0106 per copy 2000x \$0.0106	\$ 21.20
				Total/Mo	\$129.05

The price below is the discounted price from Copy Graphics, Inc for system described above:

**Quote for Hidalgo County Tax -----36 month lease**

Item#	Description	MSRP	%of MSRP	Texas DIR Price	Lease Price 36 Mos.
1403C001AA	CANON IR-4525 COPIER SYSTEM				\$68.53/mo
2299C001	CABINET TYPE G				\$4.11/mo
1428C003	DADF-AV1 Automatic Document Feeder				\$13.51/mo
0166C007	Super G3 Fax				\$14.18/mo
SERVICE	SERVICE PLAN FOR 2,000 COPIES PER MONTH OVERAGES BILLED @ \$0106 PER COPY				\$21.20/mo
	36 MONTH DIR-TSO-3101 STATE OF TEXAS CONTRACT LEASE PER MONTH: \$121.53				
<b>Monthly Unit Total</b>					<b>\$121.53</b>

# 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:  
2017-202359

Date Filed:  
05/04/2017

Date Acknowledged:

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

Canon Financial Services  
Mt Laurel, NJ United States

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

Hidalgo County

**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.**

DQM5928  
Canon IR4525i - Requisition # 341672

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

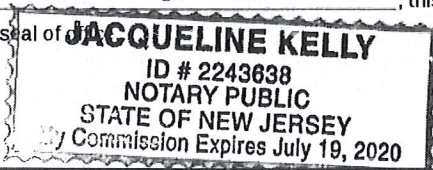
**5 Check only if there is NO Interested Party.**

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

5/4/17 James Woods  
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said James Woods, this the 4<sup>th</sup> day of May, 2017, to certify which, witness my hand and seal of



McKell  
Signature of officer administering oath

Jacqueline Kelly  
Printed name of officer administering oath

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**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
 Canon Financial Services  
 Mt Laurel, NJ United States

**Certificate Number:**  
 2017-202359

**Date Filed:**  
 05/04/2017

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

**Date Acknowledged:**  
 08/11/2017

**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.**  
 DQM5928  
 Canon IR4525i - Requisition # 341672

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

Zimbra

liza.lopez@co.hidalgo.tx.us

**canon req# 341672**

**From :** Alex Bazan <alex.bazan@hidalgocountytax.org>  
**Subject :** canon req# 341672  
**To :** liza lopez <liza.lopez@co.hidalgo.tx.us>

Mon, Jul 31, 2017 11:52 AM

3 attachments

Approval from IT

**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

**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

**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!  
 Wonderful!

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
4. And after approval, you will be issued the Official County Purchase Order (PO).

Should you have any questions - please do not hesitate to contact me!  
 Thank you again for your time!

# Lease Calculator

**Fix Rate** | **Fix Payment**

Product/Property Value

Residual Value

Lease Term  years  
 months

Monthly Payment

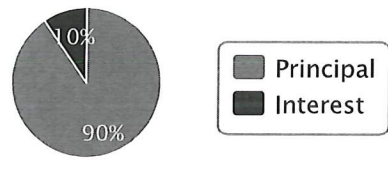
**Calculate** ▶

## Result

**Interest/Return Rate** **6.614%**

Total of 36 Monthly Payments \$3,611.88

Total Interest \$343.88



Mortgage Rate: 30 year fixed, all points, Credit score 740+, 2.75% down

# Capital/ Operating Lease Log2017

Install Date	Serial No.	Lease End Date	CC Date	Agenda No.	Dept No.	Department Name	REQ No.	Co-op Contract No.	Model	Equipment Monthly Pmt	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 - CASH PRICE	Capital or Operating Lease? (Calculated Field)	Not to exceed 15% Interest
			8/22/2017	61151	140	Tax -McAllen Off	341672	DIR-TSO-3101	IR-4525i	\$ 100.33	N	N	36	60	\$ 3,611.88	\$ 3,268.00	Capital Lease	6.614%