

AI-62633  
CC - REGULAR

Purchasing Department 18. A.  
Purchasing

**Meeting Date:** 11/28/2017  
**Submitted For:** Marty Salazar, PURCHASING DEPT.  
**Submitted By:** Betsy Roque, PURCHASING DEPT.  
**Department:** PURCHASING DEPT.

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**Information**

**CAPTION**

1. Requesting approval to execute the US Communities software financing agreement through Ricoh, for a Laserfiche software solution in the monthly payment amount of \$2,341.28 for 36 months.
2. Requesting approval to accept the electronic signature of the Purchasing Agent on the purchase order as the sole signature while remaining compliant with procurement statutes.

**BACKGROUND**

- Laserfiche (software) will allow the Purchasing Department to issue purchase orders electronically and no longer is required to be printed on bond paper.
  - Financing with Ricoh through US Communities, awarded vendor, contract number 4400003732, expires on 06/30/2019.
  - In consulting with Legal, no hand written initials are required to remain compliant with procurement statutes (see attached).
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**Fiscal Impact**

**CALENDAR YEAR:** 2017 **ACCT. #:** 7-1100-415-18-160-001-0-780/430  
**FUNDS AVAILABLE Y/N?:** Y **MATCHING FUNDS Y/N?:** Y  
**BUDGETARY IMPACT:**  
Req# 360738

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**Attachments**

360738  
Quote  
Leasing Agreement  
Price Verification  
Statement of Work  
Legal Approval - Leasing Agreement / SOW  
Legal Approval - Electronic Signature  
HB 1295  
Cap Lease Log  
Lease Calc

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**Form Review**

**Inbox** **Reviewed By** **Date**

Purchasing - Internal  
Budget & Management

Marty Salazar  
Veronica Ortiz  
Monica Salinas

11/22/2017 11:58 AM  
11/22/2017 01:22 PM  
11/22/2017 02:06 PM  
Started On: 11/16/2017 03:59 PM

Final Approval

Form Started By: Betsy Roque

Final Approval Date: 11/22/2017

18.

**Purchasing Department - Notes:**

A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FORWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

- A. AI-62633 [1. Requesting approval to execute the US Communities software financing agreement through Ricoh, for a Laserfiche software solution in the monthly payment amount of \\$2,341.28 for 36 months.](#)

[On motion by COMMISSIONER PCT. 1, DAVID FUENTES, seconded by COMMISSIONER PCT. 3, JOE M. FLORES, the Court made a UNANIMOUS vote of approval.](#)

[Vote: 3 - 0 - Unanimously](#)

[Martha Salazar informed that this is an initiative by the purchasing department, once implemented online, they will not have to have purchasing orders printed anymore as it would be up to the precincts or other departments to print them.](#)

[Commissioner Cantu joined the meeting.](#)

- [2. Requesting approval to accept the electronic signature of the Purchasing Agent on the purchase order as the sole signature while remaining compliant with procurement statutes.](#)

[Commissioner Flores stepped away from the meeting.](#)

[On motion by COMMISSIONER PCT. 1, DAVID FUENTES, seconded by COMMISSIONER PCT. 2, EDUARDO "EDDIE" CANTU, the Court made a UNANIMOUS vote of approval.](#)

[Vote: 3 - 0 – Unanimously](#)

**Attachments:**

[Agreement Executed.](#)

[360738](#)

[Quote](#)

[Leasing Agreement](#)

[Price Verification](#)

[Statement of Work](#)

[Legal Approval - Leasing Agreement / SOW](#)

[Legal Approval - Electronic Signature](#)

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