

# Requisition

Req # 00422104

PO #

Date: 10/01/20

Bill To:

Vendor: 211567

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

Ship To: HEALTH DEPARTMENT  
 1304 S. 25TH  
 EDINBURG TX 78539

Contract No: OPEN MARKET

Contact: JOSIE GARCES  
 956-383-6221

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DO NOT DUPLICATE ORDER RELOCATION FEE FOR WESLACO CLINIC COPIER, WILL BE RELOCATED FROM 1902 JOE STEPHENS, 101, WESLACO, TX TO 1304 SOUTH 25TH AVE, EDINBURG, TX	319.29	319.29
		Account No _____	<u>Encumbrance</u>	
		0-1100-441-00-340-001-0-430	319.29	
			Freight	.00
			Total	319.29
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

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



### Equipment Relocation Request

Reg 422104  
QUOTE: 0024  
EXPIRES: 10/27/2020

Return to: EquipmentRelocations@ricoh-usa.com

Submitted By: Aissa Acevedo, 9566076465, aissa.acevedo@ricoh-usa.com

Cost Center:

Customer PO: C85199190

Reg 422104

ORIGIN	DESTINATION
STX HIDALGO COUNTY 1902 Joe Stephens, Ste. 101 Weslaco, TX 78596	STX HIDALGO COUNTY 1304 S 25th Ave. Edinburg, TX 78539
Contact: Josie Escalate Cell: Alt Contact: Cell:	Contact: Josie Escalate Cell: Alt Contact: Cell:
Phone: 956-383-8858 E-mail: josie.escalante@hchd.org Phone: E-mail:	Phone: 956-383-8858 E-mail: josie.escalante@hchd.org Phone: E-mail:
Special Requirements: ACCT 2128326 STATE OF TEXAS DIR PRICING	

BILLING INFORMATION	
One Time Bill To STX HIDALGO COUNTY 1304 S 25th Ave. Edinburg, TX 78539	Pick-up to occur within 3 business days after tendering the Quote to TTR. Delivery to occur within 1 business days after pick up for a total of 4 business days.
962-56	Relocation Charges*: \$319.29 * Tax may be applicable on relocation charge amount. * Deseinstallation and Reinstallation are not included in relocation charges.

EQUIPMENT TO BE RELOCATED							
Total Value:		Total Weight: 169					
Equip ID	Status	Type	Make/Model	Mfg Serial Number	Config Serial Number	Origin Location - Floor, Dept, etc.	Destination Location - Floor, Dept, etc.
14685205			Ricoh MP 5055SP	C330R100413	C85199190	Ste. 101	Environmental

TRANSPORTATION AND DELIVERY INFORMATION					
Questions	Origin Location	Destination Location	Questions	Origin Location	Destination Location
1. Specify date that the equipment is available.			4. Is an elevator available to move the equipment?	No	No
a. No later than, no earlier than, or on specified date.	No Later Than	No Later Than	a. If no, what is the highest floor with the equipment?	1	1
b. Before 8 AM or after 5PM pickup/delivery?			5. Are there any building access requirements?	No	No
2. Access available for 53' trailer?	No	No	6. Is a Certificate of Insurance (COI) required?	No	No
a. If no, would a 28' box van/truck have access?	Yes	Yes	7. Any Special Requirements?	ACCT 2128326 STATE OF TEXAS DIR PRICING	
b. Is a loading dock available for use?	No	No	<b>Add'l Questions for moves of more than 10 units</b>		
c. If no, please explain any special parking requirements			Will units will be consolidated to one location?	No	No
3. Is the building accessible using a handicap ramp?	Yes	Yes	Proximity of loading dock to equipment (needed to determine how many trips to the vehicle)		
			Ability to perform site survey	No	No

**AUTHORIZATION:** Customer requests and hereby authorizes Ricoh to relocate the above-referenced Equipment to the specific Customer location described above (see "Delivery Address") following a pre-shipment inspection of such Equipment by an authorized Ricoh representative designed to verify condition and operation. Such inspection must occur contemporaneously with the relocation and Customer agrees to pay Ricoh for such services and to reimburse Ricoh for all shipping, handling and freight charges, all as described in this Form. Ricoh will invoice Customer for any such charges, which shall be due and payable on a net ten days basis, except as otherwise provided in any existing Maintenance Service agreement between Ricoh and Customer which shall be deemed to control. Customer agrees to provide a proper place for the use of the Equipment, including electric service as specified by the manufacturer. Customer will provide adequate facilities (at no charge) for use by Ricoh representatives in connection with the move of the Equipment hereunder within reasonable distance of the Equipment. Customer agrees to provide "360 degree" service access to the Equipment. If Customer cancels the relocation services within 24 hours of pickup or delivery, Ricoh may charge Customer the full amount of the relocation. If Customer requests additional services during pickup or delivery, Ricoh will charge Customer the full amount of the additional services, which shall be due and payable on a net ten days basis. The parties agree that the terms and conditions contained in Form make up the entire agreement between them regarding the relocation services and supersede all prior written or oral communications, understandings or agreements between the parties relating to the subject matter contained herein, including without limitation, purchase orders.

**OTHER THAN THE OBLIGATIONS SET FORTH EXPRESSLY IN THIS FORM, RICOH DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE. RICOH SHALL NOT BE RESPONSIBLE FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING IN CONNECTION WITH THE TRANSACTIONS CONTEMPLATED HEREBY. The date you requested for this move is tentative. Once this form is signed and returned to RICOH, your request will be processed and the final move date will be scheduled and confirmed with you by the logistics scheduler. If customer cancels the relocation services, Ricoh may charge the customer a fee up to the full amount of the relocation.**

Customer Authorized Signature:	Print Name:	Date:	Phone:	Email:
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