

# CHANGE ORDER FORM

FILED  
AT 12:00 O'CLOCK P M  
JAN 30 2018  
ARTURO GUAJARDO, JR. COUNTY CLERK  
HIDALGO COUNTY, TEXAS  
BY *REC*

**RICOH**  
imagine. change.

## GENERAL INFORMATION

CUSTOMER NAME <b>Hidalgo County</b>		CUSTOMER NUMBER <b>2128841</b>	PROJECT NAME / DESCRIPTION <b>Laserfiche Implementation</b>
NAME AND TITLE OF AUTHORIZED CUSTOMER CONTACT <b>Ramon Garcia – County Judge</b>		ORIGINAL AGREEMENT DATE & TYPE <b>Statement of Work 11/29/2017</b>	ORIGINAL ORACLE SALES ORDER NUMBER (REQUIRED) <b>66348982</b>
ORIGINAL SOW ID# <b>DR21432564</b>	CHANGE ORDER NUMBER <b>DR21432564_CO 01</b>	CHANGE ORDER DATE <b>12/15/2017</b>	NAME OF RICOH PROJECT MANAGER <b>RANDY JONES</b>

## CHANGE ORDER DESCRIPTION / JUSTIFICATION (TO BE COMPLETED BY RICOH USA, INC.)

This Change Order represents an addition to and/or modification of the services to be provided by Ricoh to Customer under the Agreement referenced above. The specific nature and scope of such addition and/or modification is stated below or set forth in a written attachment hereto:

The following Time and Materials Services Estimate table replaces the table on page 23 of the Statement of Work. If Ricoh will exceed the hours for any of the listed tasks, an authorized change order will be submitted to the Customer for approval so the project may proceed. Change orders will be submitted when Ricoh anticipates exceeding the total number of hours allotted for each of the individual tasks listed. These tasks are Planning, Discovery, Design, Implementation, Admin Training and End User Training. The customer will only be charged for actual hours used.

Ricoh Professional Services - Time and Materials Services Estimate			
HRS	Description	State Price	Extension
Professional Services			
8	Planning	\$202.00	\$1,616.00
8	Discovery	\$202.00	\$1,616.00
8	Design	\$202.00	\$1,616.00
47	Implementation	\$202.00	\$9,494.00
4	Admin Training	\$202.00	\$808.00
4	End User Training	\$202.00	\$808.00
<b>79</b>		Estimated Services	<b>\$15,958.00</b>

Attachment Required Y  N

## CHANGE ORDERS

Add/Rem	Description of Services	EDP CODE	Qty / Hours	Unit Price	Extended Price
			0	\$0.00	\$0.00
			0	\$0.00	\$0.00
<b>TOTAL CHANGE ORDER COST</b>					<b>\$0.00</b>

**AGREEMENT** This change order is made between Ricoh USA, Inc. ("Ricoh"), and the above referenced customer ("Customer") and shall be effective as of the change order date set forth above upon the execution below by both parties. The terms of business governing the relationship between Ricoh and customer shall be those set forth in (i) this change order and (ii) the terms and conditions set forth in the agreement relation hereto.

**RKJ**  
**ones**

Digitally signed by: RKJones  
DN: CN = RKJones  
Date: 2017.12.15 16:07:53 -05'00'

\_\_\_\_\_  
Date  
1/29/18  
Date

\_\_\_\_\_  
Ricoh Internal Review Signature  
*Ramon Garcia*  
Authorized Client Representative Signature

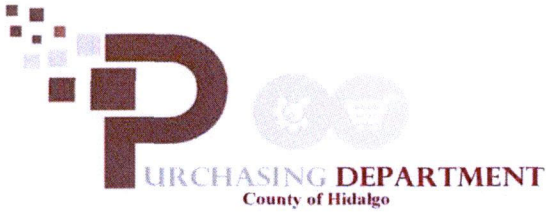
\_\_\_\_\_  
Title  
*County Judge*  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Ricoh Representative Signature

\_\_\_\_\_  
Title

APPROVED BY  
COMMISSIONERS' COURT  
ON: 1/16/18 *REC*



2802 S. Bus. Hwy 281  
Edinburg, Texas 78539  
Phone: (956) 318-2626  
Fax: (956) 318-2629  
[www.co.hidalgo.tx.us/purchasing](http://www.co.hidalgo.tx.us/purchasing)

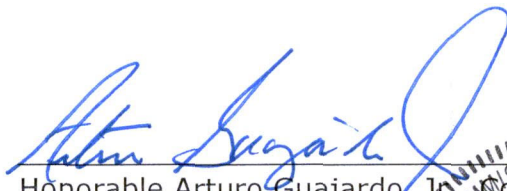

## Service Agreements

Company Name: RICOH USA, INC.

Department: PURCHASING

CC Approval on 01/16/2018, AI- 63060

### ATTEST:

BY:   
Honorable Arturo Guajardo, Jr., ~~County Clerk~~  


### APPROVED AS TO FORM:

Office of Criminal District Attorney Ricardo Rodriguez, Jr.

BY:   
Honorable Josephine Ramirez, ADA

# 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:  
 2018-302552

Date Filed:  
 01/16/2018

Date Acknowledged:

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

Ricoh USA, Inc.  
 Malvern, PA United States

**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# 360738 - Laserfiche  
 REQ# 360738 - Laserfiche Change Order

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Ricoh USA, Inc.	Malvern, PA United States	X	

5 Check only if there is NO Interested Party.

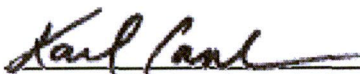
**6 UNSWORN DECLARATION**

My name is Karl Lamb, and my date of birth is 11/18/1965.

My address is 20278 Kearney Hill Rd, Pflugerville, TX, 78660, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 16th day of January, 2018.  
(month) (year)



Signature of authorized agent of contracting business entity  
 (Declarant)

# 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:  
2018-302552

Date Filed:  
01/16/2018

Date Acknowledged:  
01/19/2018

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
Ricoh USA, Inc.  
Malvern, PA United States

**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# 360738 - Laserfiche  
REQ# 360738 - Laserfiche Change Order

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Ricoh USA, Inc.	Malvern, PA United States	X	

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

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

✓ lease (Model # MP402SPF) Requisition #345397 quote reflected 1,500 B/W impressions @ \$0.0124 (monthly cost of \$ 18.60) should have been quote for 3,000 B/W impressions monthly @ \$0.0124 (monthly cost of \$ 37.20).

G. AI-62727 ✓ Requesting authority to advertise with approval of RFP procurement packet (ie., specifications-requirements, legal notice, draft professional service agreement etc.) as attached hereto for: Hidalgo County - "Title Company Services Pool" RFP 2018-005-02-07-YZV including the re-advertising when/if applicable.

H. AI-63074 ✓ Requesting authority to exercise the option to renew/extend the following contract as stipulated and provided in the contract under the same rates, terms, and conditions for: C-17-180a-09-19 Matt's Cash and Carry Building Materials, Inc. County Wide "Construction Building Materials & Related Supplies" - For a Six (6) month period.

I. AI-63060 ✓ Approval to amend the hours on the Laserfishe Agreement to ensure a clear itemized breakdown of the 79 hours related to the installation, as previously approved by cc on 11-28-2017. *subject to 1/15* *check w/ DA - amts. being restated only.*

J. AI-63134 ✓ Add Fuel Card/Users  
1. Hidalgo County Health and Human Services - Fuel Card/Users  
2. Hidalgo County Constable Pct No. 4 - Fuel Card/User