

INTERLOCAL AGREEMENT/STATE CONTRACT

COPIER SPECIFICATION SHEET

5 Year Lease Agreement

Company Submitting Quotes: _____

DATE _____

All Copier Vendor submissions must meet or exceed the minimum requirements as selected below. If copier selected for award does not meet these minimum specs, the Department must revise this form and resubmit to all copier vendors for revised pricing.

Department Requesting Quotes: _____

Signature of Dept Head: _____

NEW COPIER REQUESTED:			COPIER:	
Qty. of copiers requested:			Manufacturer	
Location for this Copier:			Model	
			Pages per month	
			Finisher/Sorter/Stapler	
			2/3 Hole punching	
		Seq. 1 1-20	Duplex (2 Sided)	
		Seq. 2 21-30	Number of paper drawers	
		Seq. 3 31-40	Networked as a printer	
		Seq. 4 41-52	Networked as a Scanner	
		Seq. 5 53-65	Fax board	
Page-Per-Minute		Seq. 6 6-89	Color Copy/Print/Scan	
Included pages per month			Number of Users	
Finisher/Sorter *			Document Feeder	
Stapler *		What supplies are included:		
2/3 Hole Punching		Name & Number of Contract Used: (Please attach contract quote) _____ _____		
Post Sheet Inserter (Holes or Staples)				
Duplex (2 Sided) *				
Number of Paper Drawer-Letter *				
Number of Paper Drawer-Legal *				
High Capacity Paper Tray				
Networked as a printer (Installed RTU) *				
Networked as a scanner (Installed RTU) *				
Fax Board (Installed RTU) *				
Document Feeder *				
Black & White *				

***Court Approved Copier on XX/XX/XX -B&W (only) @ \$200.47/PR/MO, 25,000 Copier per month with 45PPM speed or lower monthly price. All requested copiers exceeding this price requires Commissioner's Court approval. Department must submit explanation for upgrade request.**

	Monthly Lease Price	_____
\$ _____	Buyout, Shipping, Termination Cost (Current Copier) Monthly Lease	_____
Total		=====
	Total Monthly Lease Price	_____
	Total Monthly Rental Price	_____

Company Rep. Signature

CAMERON COUNTY

Copiers Worksheet

THIS PAGE MUST BECOME ATTACHMENT TO AND PART OF CONTRACT

Department Name:

NO (NOT TO):	YES	NO
1. In shipping charges?		
2. Out shipping charges?		
3. Out shipping packaging/boxes charges?		
4. Third party or private label financing/leasing?		
**Cameron County will NOT accept Third Party Financing at any time throughout the term of the contract period		
**Contract Vendor will NOT resell the Contract Lease to any other firms at any time during the contract period.		
5. Property tax only charged if billed by Cameron County?		
6. Late fees?		
7. Automatic lease renewal if not cancelled by deadline?		
YES (MUST):		
1. Billed overages: Black & White: Quarterly Color: Monthly		
2. Maintenance & Supplies included		
3. Upgrade whenever		
4. Volume Growth Flexibility		
5. Includes toners-staples-oils		
6. 5 year Lease Contract		
7. Digital		
8. New Machine		
9. Auto Duplex		
10. Stapler/Finisher		
11. Purchaser Order obtained		
12. Contract reviewed by Purchasing Agent & signed by County Auditor		
13. Price - interlocal contract-comparisons obtained and must attached		
14. Replace discontinued machines on lease with new model machines at same contract price and term as it becomes available.		
15. Must include non appropriation of funds clause		
16. IF NETWORK is to be included in copier at anytime, all network related installation costs will be provided in the Contract lease price and all labor for set up and configuration will be provided by the copier company. Vendor must install printer software on designated server, install all client software on the desktops, and provide desk top network related end uset training.		
17. IF NETWORK I to included in copier at anytime, - before a purchase can be issued-the requisitions must be signed by the IT Director, Operations Manager, or Network Administrator.		
DETAIL (AS REQUIRED):		
1. Installed networked ready to Computer Dept. Server at no additional charge to County.		
2. Copies PR/Minute		
3. Copier Speeds-Price comparisons must be the same		
4. Annual Qty - must include 25% increase over current		
5. Annual volume qty's must all be equivalent		
6. Model #		
7. Overage charge PR/Copy		
8. Scan, hard drive gig, sheet capacity		
9. WRITTEN ON ALL DOCUMENTS - there will be no 3rd Party Financing Or private Label leasing/financing W/DE Lage, Wells Fargo, GE Capital or equivalents		
10. County will not be responsible for any pages we did not sign.		
OLD MACHINE CLOSE OUT:		
1. If lease was prepaid, unused portion will be refunded if not early terminating contract		
2. If maintenance on owned machine has been prepaid unused portion will be refund		
3. County will not enter or sign Contract or Agreement which requires a buy-out at the end of Contract Term. If, the County has given the Vendor adequate prior written notice as renewal on contract.		
4. Vendor will prepare buyout check and mail it to (i.e.: DeLage Landen, Wells Fargo G.E. Capital, Xerox, Ikon or relating Leasing firms no later than date required to ensure that the buyout check is received by them by their deadline.		

update 07/21/08

Company Name

Signature of Rep.

Date