

July 12, 2024

The City of Tomball  
401 Market Street  
Tomball, TX 77375

RE: Purchase/Lease Canon Texas DIR Contract DIR CPO-4437

**To Whom it may concern:**  
**Canon Financial Services**  
**14904 Collections Center**  
**Chicago, IL 60693**

The City of Tomball would like to purchase/lease the Canon Equipment listed below using the State of Texas DIR Contract DIR-CPO-4437 pricing. Includes buyout for lease # 001-0820822-001. All return shipping and network setup are included under this DIR agreement.

Locations:

1. Marketing
2. Police Department
3. Public Works

Qty	Description
3	Canon imageRUNNER Advance DX C5840i - DIR
3	Cassette Feeding Unit-AQ1
3	Inner Finisher - L1
3	Inner 2/3 Hole Punching Unit – D1
3	GPR-61 TONER Black
3	GPR-61 TONER Cyan
3	GPR-61 TONER Magenta
3	GPR-61 TONER Yellow

Locations:

1. Municipal Court
2. Police Department
3. Fire Department

Qty	Description
3	Canon imageRUNNER Advance DX C3926i - DIR
3	Cassette Feeding Unit-AW1
3	Inner Finisher - L1
3	Inner 2/3 Hole Punching Unit – D1
3	GPR-66 TONER Black
3	GPR-66 TONER Cyan
3	GPR-66 TONER Magenta
3	GPR-66 TONER Yellow

Locations:

- 1. Municipal Court
- 2. Public Works

Qty	Description
3	Canon imagePRESS C265 - DIR
3	Booklet Finisher – AC2
3	2/3 Hole Punching Unit – A1
3	TONER T07 Black
3	TONER T07 Cyan
3	TONER T07 Magenta
3	TONER T07 Yellow

Locations:

- 1. (Xerox Phaser – Desktop Replacement)

Qty	Description
1	Canon imageRUNNER C568iF - DIR
1	Cassette Unit – AJ1
1	120/15amp Power Protection
1	TONER T04 Black
1	TONER T04 Cyan
1	TONER T04 Magenta
1	TONER T04 Yellow

**Lease Term 60 Monthly Payments of \$3,885.56**

**Includes 22,5000 mono copies with overages at \$0.007 per copy.**

**Includes 25,000 color copies with overages at \$0.0564 per copy.**

**Customer Acceptance:** City of Tomball

**Lessor Acceptance:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Contract Acknowledgement in lieu of Purchase Order**

I, \_\_\_\_\_, as an authorized agent of \_\_\_\_\_ am making  
*(Purchasing Agent Name)* *(Agency Name)*  
the attached ***purchase / lease / rental*** as specified in agreement \_\_\_\_\_ under the  
*(circle procurement type)* *(Purchase Agreement Number)*  
terms and conditions of State/Association Contract Number DIR-CPO-4437.  
*(State/Association Contract Number)*

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_



14701 St. Mary's Ln.  
Houston, TX 77079  
713-856-2000

## Lease Termination / Equipment Removal Form

For all equipment trade-ins, lease returns, and removals.

Sales Rep: Zac Stewart

Date: 7/12/2024

Fincial ID: 37330

Customer		Leasing Company	
City of Tomball 401 Market St Tomball, TX 77375		Lease Company:	CFS
Contact Name: Tom Wilson Phone: (281) 290-1407 E-mail: twilson@tomballtx.gov		Lease Number:	001-0820822-001
Buyout/Upgrade Check Payable To		Lease End Date:	8/31/2024
		Buyout Details	Removal Details
			Removal Date: ASAP
			Lease Copy? <input type="checkbox"/> (check)
			Letter of Intent? <input type="checkbox"/> (check)

Equipment Detail				
Make	Model	Serial	End Meter	Notes
Canon	imageRUNNER ADVANCE C5550i III	2JH06673		pick up for Return to CFS
Canon	imageRUNNER ADVANCE C3525i III	2GH14131		pick up for Return to CFS
Canon	imageRUNNER ADVANCE C3525i III	2GH14721		pick up for Return to CFS
Canon	imageRUNNER ADVANCE C7570i III	2KS03042		pick up for Return to CFS
Canon	imageRUNNER ADVANCE C7570i III	2KS02524		pick up for Return to CFS
Canon	imageRUNNER ADVANCE C5550i III	2JH06662		pick up for Return to CFS
Canon	imageRUNNER ADVANCE C5535i III	2KK04418		pick up for Return to CFS
Canon	imageRUNNER ADVANCE C5535i III	2KK04443		pick up for Return to CFS
0	0	0		
0	0			
		0		

Reason for Removal	Additional Comments
<input type="checkbox"/> 1. Customer Owned Trade In The Customer's signature below attests that the above equipment is owned by the customer and is free and clear of any liens or encumbrances. Upon completion of the associated sale, the title and ownership of this equipment is transferred to [TRANSFER TO COMPANY]. <input type="checkbox"/> 2. Lease Refinance-Buyout to be paid by Dealer to the leasing company <input checked="" type="checkbox"/> 3. Lease Return-Unit to be returned to leasing company (check A, B or C below) <input type="checkbox"/> 4. Lease Return-Unit trade in to Dealer (check A, B or C below) <input checked="" type="checkbox"/> A. Buyout to be paid by Dealer to the leasing company <input type="checkbox"/> B. Buyout to be paid by Dealer to the customer who will pay the leasing company <input type="checkbox"/> C. Buyout to be paid by the customer directly to the leasing company	

In case of option B or C, above, Dealer requires a copy of the Front and Back of the lease document. The Customer is responsible for notifying the Vendor with a "Letter of Intent" to return the equipment per the terms of the original lease and then provides Dealer with the return shipping instructions.

As an accommodation to our customer, Dealer will return the listed equipment to the leasing company. In order to do so, you must provide us with the "return authorization" (R/A) from your current leasing company. It is the customer's responsibility to request an R/A from the leasing company on a timely basis per the terms and conditions of the lease. Upon Dealer's receipt of the return authorization, we will ship the equipment, at our expense, to the location specified.

Customer Acceptance		Dealer Representative		Check Approval	
Authorized Signature	Date	Signature	Date	Signature	Date

**Certificate Of Completion**

Envelope Id: 22BD6DF8289F430A85C06D98AB1797B3	Status: Delivered
Subject: Complete with DocuSign: DIR Contract Letter -City of Tomball	
Source Envelope:	
Document Pages: 4	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Crystal Valadez
Time Zone: (UTC-07:00) Arizona	Crystal.valadez@flectg.com
	IP Address: 50.246.53.73

**Record Tracking**

Status: Original	Holder: Crystal Valadez	Location: DocuSign
7/12/2024 12:44:57 PM	Crystal.valadez@flectg.com	

**Signer Events**

Signature	Timestamp
Jessica Rogers	Sent: 7/12/2024 1:02:33 PM
jrogers@tomballtx.gov	Viewed: 7/12/2024 2:38:58 PM
Security Level: Email, Account Authentication (None)	

**Electronic Record and Signature Disclosure:**  
 Accepted: 7/12/2024 2:38:58 PM  
 ID: bab0ae27-6c6d-463e-86f0-3ee7c20feaca

**In Person Signer Events**

Signature	Timestamp
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**Editor Delivery Events**

Status	Timestamp
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**Agent Delivery Events**

Status	Timestamp
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**Intermediary Delivery Events**

Status	Timestamp
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**Certified Delivery Events**

Status	Timestamp
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**Carbon Copy Events**

Status	Timestamp
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Tom Wilson	COPIED	Sent: 7/12/2024 1:02:31 PM
twilson@tomballtx.gov		Viewed: 7/15/2024 5:47:02 AM
Security Level: Email, Account Authentication (None)		

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Zac Stewart	COPIED	Sent: 7/12/2024 1:02:32 PM
zachary.stewart@flectg.com		
Enterprise Print Specialist		
Security Level: Email, Account Authentication (None)		

**Electronic Record and Signature Disclosure:**  
 Accepted: 5/31/2024 8:15:19 AM  
 ID: ef2ee40f-cef1-48fc-8568-e85c494fa354

**Witness Events**

Signature	Timestamp
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**Notary Events**

Signature	Timestamp
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**Envelope Summary Events**

Status	Timestamps
Envelope Sent	7/12/2024 1:02:31 PM
Certified Delivered	7/12/2024 2:38:58 PM
	Security Checked

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Flex Technology Group-Sub Account:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [progers@flegtg.com](mailto:progers@flegtg.com)

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [progers@flegtg.com](mailto:progers@flegtg.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [progers@flegtg.com](mailto:progers@flegtg.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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