
INTEROFFICE MEMORANDUM

TO: KARI CREMASCOLI
TODD DRAFALL
FROM: KATIE HANNIGAN
SUBJECT: COPIER RECOMMENDATION
DATE: 5/14/19

Background Information

The district currently houses 35 multi-function machines, capable of printing, scanning, faxing, and copying. We have had our copier fleet broken up between two separate companies, consisting of three leasing contracts and two maintenance agreements. Working with multiple contracts on different cycles is inefficient; therefore one of the goals for this new contract was to consolidate our entire fleet into one renewal cycle with one company. It is also best practice to utilize operating leases, rather than purchasing the machines in the end because maintenance on older machines is far more costly than the value of the machine. The district posted a Request For Proposals on the website for a company to replace all of our machines, add one additional machine, remove and haul away all of our current devices, and provide maintenance on the new machines for the term of the lease. We received responses from six companies.

This past year, the district was paying for the leases on 17 of its copiers with a cost of \$74,301.48/year or \$6,191.79/month. The district was also paying for maintenance agreements on all 35 copiers for a total of \$64,245.68 or \$5,353.81/month.

Administrative Considerations

The district requested that each vendor submit pricing for two machines meeting specific requirements, and then also submit a recommendation for right-sizing our fleet. This allowed for a pricing comparison between similar devices, and then also allowed the district to consider some cost-saving adjustments. We have several devices that are capable of doing significantly more volume than what has been needed, so downsizing in some areas will save money without impacting functionality. Our fleet of copiers is currently made up of Canon and Sharp devices, primarily. While those machines have functioned well, we determined that there were some less expensive options available to us that several other school district have been using for many years.

The business office selected two potential vendors to present their right-sized proposals. The business and technology departments both had input on which vendor would best suit the district's needs and Proven IT was selected. Proven IT recommended replacing all of our devices with Toshiba multi-function devices. Their service will include card readers placed on each device along with software that will make our copiers more user friendly for staff, at no additional cost. They will also provide unlimited training to staff at no additional cost.

Their proposal includes five different sized devices throughout the district, allowing for faxing capabilities and one color machine in each building. Currently, the district still has fax machines in most buildings. Proven IT will assist in ensuring that staff members know how to utilize the fax capabilities of our new copiers and we will then be able to remove the separate fax machines. The total cost of the lease, including all of our selected options (ability to staple, hole punch, fax, etc...) is \$6,738.78/month. Our lease will be for the term of 36 months, totaling \$242,596.08.

Our maintenance contract will be based on usage, with a minimum monthly volume of 50,000 pages throughout the district. The cost per page for black and white copies is \$0.00285, and \$0.0285 per page in color. We are unable to estimate how many pages will be printed in color over the next year because we have not had multi-function machines with color capabilities in the past. However, based on previous annual volume and expected growth due to the removal of some printers in office areas, we are estimating a total annual number of copies to be no more than 13,000,000. At the rate for black and white copies, this would total \$37,050/year or \$3,087.50/month. For comparison, please see the following table:

		Annual Cost
Current lease	17 machines	\$74,301.48
Current Maintenance	35 machines	\$64,245.68
Total Copier costs		\$138,547.16
Proposed lease	36 machines	\$80,865.36
Proposed Maintenance	36 Machines	\$37,050.00
Total Proposed		\$117,915.36
Savings		\$20,631.80

*Based on 13 million B/W Copies

Future Considerations

The cost of printing a piece of paper from a black and white copier is \$0.00285 while the cost of printing the same document from a printer is approximately \$0.08. Given the difference in cost, it would be in the best interest of the district to convert as much printing to copiers rather than continuing to print to printers. Therefore, over the next several months we intend to evaluate the feasibility of placing additional small multifunction machines in some places that are able to remove several printers. We will work with Proven IT and building staff to determine whether or not any changes can be made, and will bring an addendum to the board in the fall if such changes are recommended.

Recommendation

Pending legal review, it is recommended that the board approve a three-year contract with Proven IT for 36 copier leases at a rate of \$6,738.78/month and a corresponding maintenance agreement for those devices.

Business Proposal

Uniquely Designed for
Downers Grove School District
58

March 19, 2019

Prepared by
Tina Chazinski

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provenIT.com

Today's Meeting | Tuesday, March 19, 2019

RFP DOWERS GROVE 58

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Executive Summary

Thank you for the opportunity to work with your team and conduct an analysis of your organizations workflow. During our interactions, we have uncovered the organization's goals and areas of focus that guided our analysis. We feel that with your help and your team that we have an understanding of your culture and the goal for our time together we can develop strategies to accomplish your goals.

Challenges Your Organization Faces:

- Multiple Vendors & Invoices
- Outsourcing expenses piling up
- Service issues and repair time
- Unable to streamline processes
- Outdated technology
- No Secure Printing
- HIPAA Compliant Technology
- Paper/Toner waste
- IT resources cannot focus on critical business matters
- No monitoring/reporting on usage
- Unnecessary print expenses

TRANSFORM
WORKPLACE
PRODUCTIVITY

Proven Process

Technical Assessment

Our initial discussions helped acquaint our organizations. Utilizing our holistic approach, we uncover the challenges facing your workflow and print environment.

TCO Analysis

After collecting the data using our on-site software, we review our findings with you and begin tailoring a solution to fit your exact needs.

Present Solution

See why Proven IT makes the most sense for your organization. Review a summary of the proposed equipment, service agreement, and financial outline

Click or tap to enter a date.

Click or tap to enter a date.

Click or tap to enter a date.

Click or tap to enter a date.

Click or tap to enter a date.

Onsite Workflow Analysis

We conduct a precise walkthrough of your organization and gather data to truly understand your environment.

Demonstration

Get hands on experience with a live demonstration to ensure that the solution is capable of handling your workflow.

Your Current Environment:

Insert client's current print environment here

- 35 UNITS IN FLEET - MULTI BRAND DEVICES
- MANY TYPES OF CONTRACTS
- MACHINES THAT ARE UNDER UTILIZED
- SEVRAL PRINTERS IN ALL LOCATIONS
- OLD TECHNOLOGY
- LACK OF UNDERSTANDING THE CURRENT CONTRACTS
- OLD SCHOOL METER READINGS
- OLD SCHOOL ORDERING TONER
- LACK OF SUPPORT FROM CURRENT VENDORS

TOSHIBA



Manufacturer	Model	Location	Current Volume	Plus 10%	Toshiba Recommendation	Additional Fax Cost if Needed	Additional Finisher Cost if Needed	Additional Punch Cost if Needed
Canon	IR6575i	1860 63rd Street	15000	16500	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Copystar	CS 5500i	1860 63rd Street	15000	16500	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Canon	IR6575i	1435 Prairie Avenue	80000	88000	e-Studio 8518A	\$13.09	Included	\$8.06
Copystar	CS3500i	3935 Belle Aire Lane	10000	11000	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Canon	IR6575i	6835 Fairmount Avenue	65000	71500	e-Studio 8518A	\$13.09	Included	\$8.06
Sharp	MX-M365N	6835 Fairmount Avenue	5000	5500	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Copystar	CS3500i	6036 Blodgett Avenue	10000	11000	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Canon	IR6575i	5036 Blodgett Avenue	50000	60500	e-Studio 6518A	\$13.09	Included	\$8.06
Canon	IR6575i	2220 Haddock Avenue	40000	44000	e-Studio 6518A	\$13.09	Included	\$8.06
Canon	IR6575i	2220 Haddock Avenue	60000	66000	e-Studio 6518A	\$13.09	Included	\$8.06
Sharp	MX-M453N	2220 Haddock Avenue	5000	5500	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Canon	IR6575i	3935 Highland Avenue	95000	104500	e-Studio 8518A	\$13.09	Included	\$8.06
Sharp	MX-M453N	3935 Highland Avenue	10000	11000	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Canon	IR6575i	1435 Jefferson Avenue	50000	55000	e-Studio 6518A	\$13.09	Included	\$8.06
Canon	IR6575i	1435 Jefferson Avenue	5000	5500	e-Studio 3515AC	\$13.09	Included	\$8.06
Sharp	MX-M503N	6235 Stonewall Avenue	15000	16500	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Canon	IR6575i	6235 Stonewall Avenue	85000	93500	e-Studio 8518A	\$13.09	Included	\$8.06
Canon	IR6575i	6509 Powell Street	75000	82500	e-Studio 8518A	\$13.09	Included	\$8.06
Sharp	MX-M503N	6509 Powell Street	20000	22000	e-Studio 6518A	\$13.09	Included	\$8.06
Sharp	MX-M453N	6509 Powell Street	5000	5500	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Copystar	CS-8000i	236 Indianapolis Avenue	45000	49500	e-Studio 6518A	\$13.09	Included	\$8.06
Canon	IR6575i	236 Indianapolis Avenue	40000	44000	e-Studio 6518A	\$13.09	Included	\$8.06
Sharp	MX-M503N	236 Indianapolis Avenue	15000	16500	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Konica	KM-2530	236 Indianapolis Avenue	0	0	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Canon	IR6575i	1436 Grant Street	45000	49500	e-Studio 6518A	\$13.09	Included	\$8.06
Canon	IR6575i	1436 Grant Street	50000	55000	e-Studio 6518A	\$13.09	Included	\$8.06
Sharp	MX-M453N	536 Hill Street	10000	11000	e-Studio 3515AC	\$13.09	\$19.82	\$8.06
Canon	IR6575i	536 Hill Street	65000	71500	e-Studio 8518A	\$13.09	Included	\$8.06
Canon	IR6575i	4435 Middaugh Avenue	70000	77000	e-Studio 6518A	\$13.09	Included	\$8.06
Canon	IR6575i	4435 Middaugh Avenue	50000	55000	e-Studio 6518A	\$13.09	Included	\$8.06
Copystar	CS6500i	4435 Middaugh Avenue	30000	33000	e-Studio 5516AC	\$13.09	\$19.82	\$8.06
Copystar	CS6500i	635 59th Street	20000	22000	e-Studio 5516AC	\$13.09	\$19.82	\$8.06
Canon	IR6575i	635 59th Street	60000	66000	e-Studio 6518A	\$13.09	Included	\$8.06
Canon	IR6575i	635 59th Street	45000	49500	e-Studio 6518A	\$13.09	Included	\$8.06
Sharp	MX-M453N	635 59th Street	5000	5500	e-Studio 3515AC	\$13.09	\$19.82	\$8.06

NOTES

- 1.) 36 Month FMV monthly equipment payment : \$6,042.96 (Add \$3,981.45/month for 1,397,000 pages/month)
- 2.) 39 Month FMV monthly equipment payment : \$5,666.10 (Add \$3,981.45/month for 1,397,000 pages/month)
- 3.) Mono Coverage Rate : \$0.00285/page ; Color Coverage Rate : \$0.0285/page
- 4.) Toshiba Follow Me Print OPTION can be added for \$152/month. Average reduction in volume is 15%, meaning if SD58 implements Follow Me Print, the reduction will be 209,550 per month. When factoring paper and service into the price per click (\$0.009/page) this allows the district to save \$1,885.95/month.
5. Please see the attached page summary that follows this pricing sheet, named "Why Toshiba"

WHY TOSHIBA:

- Toshiba's large touchscreens emulate an iPad/android touch screen in its ability to swipe to further screens, similar to the Apple and android devices in use today. This creates a very simple control panel and easy transition to the new technology. Plus all devices use the same panel.
- **Follow-Me and Find-Me Printing** is STANDARD on the devices. This allows you to send a job to a common device, then retrieve the print job at ANY device. It saves times and eliminates waste and helps to reduce usage. There are no device fees nor annual software / maintenance cost. There is a one-time implementation and set-up fee.
- Mobile print and scan access is INCLUDED. You can print from your phone or tablet direct to the device.
- Toshiba Full Size Color devices 30 ppm and above provide a unique ability to **banner print** up to 12 x 47 , and this option is included on the Toshiba. This would be useful for marketing, plant safety signs, or signage for community events. Fed Ex stores charge \$65 to \$95 for banners
- Toshiba offers it **TOTAL SATISFACTION GUARANTEE** during the term of the agreement that protects you against devices not performing to specifications and provides replacement.
- Tandem print option allows automatic allocation of large jobs to multiple devices. Imagine a rush report at end of month or a last minute change to a board or executive meeting; you can send the job to a single device and it will print simultaneously on 2 devices to reduce output time
- Flash grading Software options for our Education Clients allow for scan, review, retain and create automatic grading solution
- Toshiba devices have interchangeable toner, parts, and accessories creating an easy and simple service experience and do not require extra space to store multiple toners
- Ability to print and scan to google docs

COPIER PRICING

Copier 1 – Black/White, 75ppm A3

Machine Brand: TOSHIBA

Model Number: 7518

Price per month: \$ 194 83

Black/White Click Charge: .00285

Copier 2 – Color copier with 75ppm in black/white

Machine Brand: TOSHIBA

Model Number: 6516

Pages per minute for color: 65

Price per month: \$ 257.74

Black/White Click Charge: .00285

Color Click Charge: .0285

Maintenance

Annual Maintenance Cost: BASED ON USAGE

Average Response Time: SAME DAY

*All pricing must be locked in for 36 months, with the ability to extend an additional 12 months.



Manufacturer	Model	Location	Current Volume	Plus 10%	Canon Recommendation	Additional Fax Cost if Needed	Additional Finisher Cost if Needed	Additional Punch Cost if Needed
Canon	IR6575i	1860 63rd Street	15000	16500	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
		1860 63rd Street			Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Copystar	CS 5500i	1435 Prairie Avenue	15000	16500	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Canon	IR6575i	3935 Belle Aire Lane	80000	88000	Leave in Place	\$19.34	Included	\$16.15
Copystar	CS3500i	3935 Belle Aire Lane	10000	11000	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Canon	IR6575i	6835 Fairmount Avenue	65000	71500	Leave in Place	\$19.34	Included	\$16.15
Sharp	MX-M365N	6835 Fairmount Avenue	5000	5500	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Copystar	CS3500i	6036 Blodgett Avenue	10000	11000	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Canon	IR6575i	6036 Blodgett Avenue	55000	60500	Leave in Place	\$19.34	Included	\$16.15
Canon	IR6575i	2220 Haddow Avenue	40000	44000	Leave in Place	\$19.34	Included	\$16.15
Canon	IR6575i	2220 Haddow Avenue	60000	66000	Leave in Place	\$19.34	Included	\$16.15
Sharp	MX-M453N	2220 Haddow Avenue	5000	5500	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Canon	IR6575i	3935 Highland Avenue	95000	104500	Leave in Place	\$19.34	Included	\$16.15
Sharp	MX-M453N	3935 Highland Avenue	10000	11000	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Canon	IR6575i	1435 Jefferson Avenue	50000	55000	Leave in Place	\$19.34	Included	\$16.15
Canon	IR6575i	1435 Jefferson Avenue	5000	5500	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Sharp	MX-M503N	6235 Stonewall Avenue	15000	16500	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Canon	IR6575i	6235 Stonewall Avenue	85000	93500	Leave in Place	\$19.34	Included	\$16.15
Canon	IR6575i	6509 Powell Street	75000	82500	Leave in Place	\$19.34	Included	\$16.15
Sharp	MX-M503N	6509 Powell Street	20000	22000	Reutilize iR6575 from 1435 Jefferson	\$19.34	Included	\$16.15
Sharp	MX-M453N	6509 Powell Street	5000	5500	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Copystar	CS-8000i	236 Indianapolis Avenue	45000	49500	Reutilize iR6575 from Main Office	\$19.34	Included	\$16.15
Canon	IR6575i	236 Indianapolis Avenue	40000	44000	Leave in Place	\$19.34	Included	\$16.15
Sharp	MX-M503N	236 Indianapolis Avenue	15000	16500	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Konica	KM-2530	236 Indianapolis Avenue		0	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Canon	IR6575i	1436 Grant Street	45000	49500	Leave in Place	\$19.34	Included	\$16.15
Canon	IR6575i	1436 Grant Street	50000	55000	Canon iRc7565i III	\$19.34	Included	\$16.15
Sharp	MX-M453N	536 Hill Street	10000	11000	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Canon	IR6575i	536 Hill Street	65000	71500	Leave in Place	\$19.34	Included	\$16.15
Canon	IR6575i	4435 Middaugh Avenue	70000	77000	Leave in Place	\$19.34	Included	\$16.15
Canon	IR6575i	4435 Middaugh Avenue	50000	55000	Leave in Place	\$19.34	Included	\$16.15
Copystar	CS6500i	4435 Middaugh Avenue	30000	33000	Canon iRc5550i	\$19.34	\$27.93	\$16.15
Copystar	CS6500i	635 59th Street	20000	22000	Canon iRc5535i III	\$19.34	\$27.93	\$16.15
Canon	IR6575i	635 59th Street	60000	66000	Leave in Place	\$19.34	Included	\$16.15
Canon	IR6575i	635 59th Street	45000	49500	Leave in Place	\$19.34	Included	\$16.15
Sharp	MX-M453N	635 59th Street	5000	5500	Canon iRc5535i III	\$19.34	\$27.93	\$16.15

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NOTES

- 1.) 36 Month FMV monthly equipment payment : \$3,289.55 (Add \$3,981.45/month for 1,397,000 pages/month)
- 2.) 39 Month FMV monthly equipment payment : \$3,084.40 (Add \$3,981.45/month for 1,397,000 pages/month)
- 3.) Mono Coverage Rate : \$0.00285/page ; Color Coverage Rate : \$0.0285/page
- 4.) All existing Canon equipment that remains in place is subject to inspection; any repair costs will be added to monthly lease price



COPIER PRICING

Copier 1 – Black/White, 75ppm A3

Machine Brand: CANON

Model Number: 6575

Price per month: * 329.01

Black/White Click Charge: .00285

Copier 2 – Color copier with 75ppm in black/white

Machine Brand: CANON

Model Number: 7570 70 Model/65 color

Pages per minute for color: 65 color

Price per month: \$398.87

Black/White Click Charge: .00285

Color Click Charge: .0285

Maintenance

Annual Maintenance Cost: Based on usage

Average Response Time: Same Day

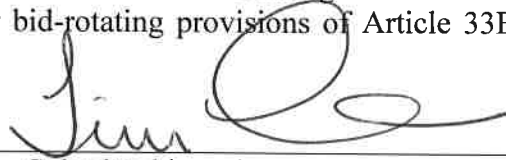
*All pricing must be locked in for 36 months, with the ability to extend an additional 12 months.

CERTIFICATIONS

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid -rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Tina Chazinski

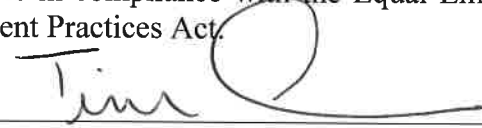
Name of Bidder (Please Print)


Submitted by (Signature)

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Tina Chazinski


Name of Bidder (Please Print)


Submitted by (Signature)

The undersigned hereby certifies that having submitted in bid proposal to School District 58 that same bidder has a written sexual harassment policy in place and is in compliance with P.A. 87-1275.

Tina Chazinski

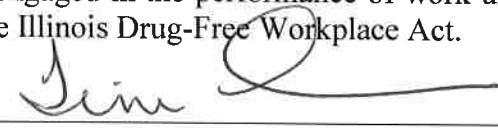
Name of Bidder (Please Print)


Submitted by (Signature)

The undersigned, which has 25 or more employees does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat. Ch. 127, par. 132.313) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act.

Tina Chazinski

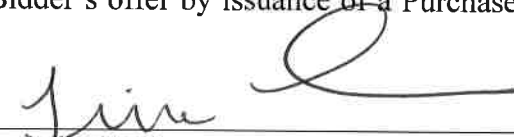
Name of Bidder (Please Print)


Submitted by (Signature)

The undersigned hereby certifies he has read, understands, and agrees that acceptance by Downers Grove Grade School District 58 of the Bidder's offer by issuance of a Purchase Order will create a binding contract.

Tina CHAZINSKI

Name of Bidder (Please Print)


Submitted by (Signature)

COVER LETTER

Prepared by (please print): Tina CHAZINSKI

Signature: _____ Date: _____

Company Name: Proven IT

Address: 18450 Crossing Drive Suite D

City/State/Zip: Tinley Park IL 60487

Phone: 708-606-9532

Email address: KCHAZINSKI@PROVENIT.COM

If there are any other individuals authorized to answer contract, price, and technical questions please include their names and email addresses below:

Name/Email: _____

Name/Email: _____

Name/Email: _____

Three references from educational institutions, within a 20 mile radius:

District: LA Grande High School Representative: Eric Callis

Title: IT Director Phone Number: 708-485-3134 Email Address: _____

District: Downer Grove 99 Representative: Mark Staehlin

Title: Controller Phone Number: 630-795-7100 Email Address: MSTAHLIN@CS99.ORG

District: Wood Dale #7 Representative: Dan Cook

IT Director Phone Number: 630-595-9510 Email Address: DCOOK@WDS#7.ORG

Title: _____ Phone Number: _____ Email Address: _____

District: Woodridge School District 68 Curt Saldon
630-985-7925 CSaldon@Woodridge68.org

We Are Proven IT

Transforming Workplace Productivity



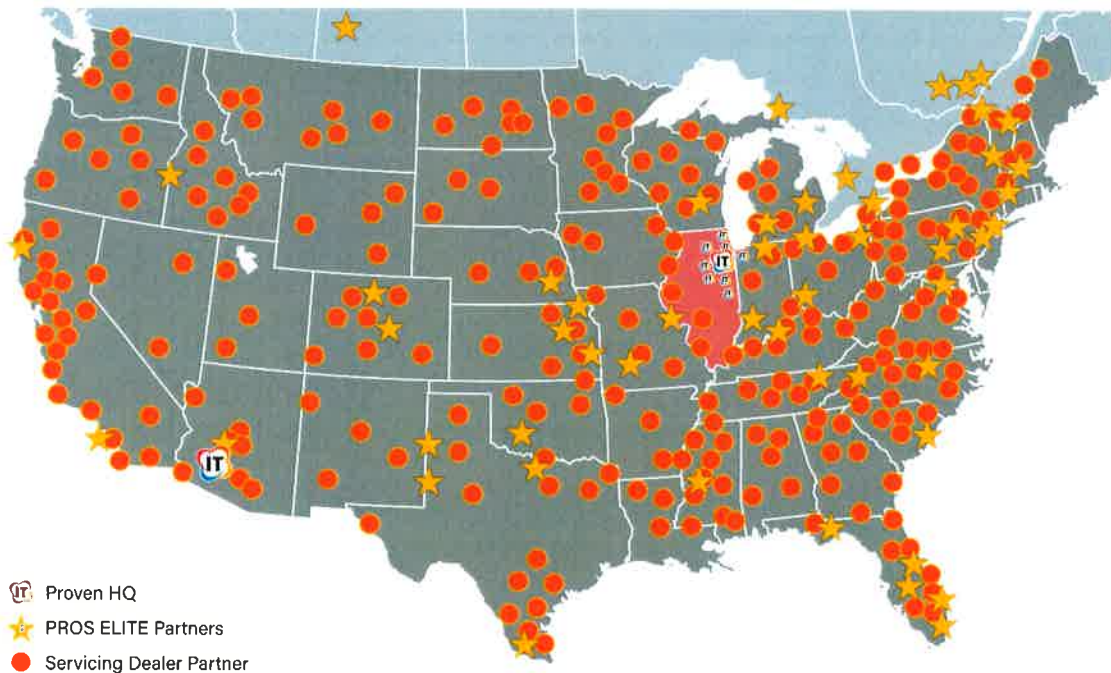
We offer a comprehensive suite of proven business solutions, from print/copy/scan equipment and IT services to telecommunications solutions. Our turnkey approach makes Proven IT your ONE source for complete solutions and services for a highly productive workplace. With our ONE solution approach, you will see money- and time-saving efficiencies through a comprehensive planned technology program.

Our Mission

Our mission is to dedicate ourselves in providing our customers, employees, and community with the highest level of service possible by focusing on the following objectives:

- *Commit to excellence and professionalism in servicing our customers and supporting our community.*
- *Help our customers succeed by understanding their unique document management needs.*

National Reach | Local Presence



Proven IT ONE solution ensures:

- Issues are resolved faster with just ONE source of accountability
- Unified goals are reached with ONE vendor instead of many
- Controlled documentation is achieved with ONE source for passwords, backups, and data storage
- Integration issues are eliminated with ONE source for history, passwords, updates, upgrades, and patches
- Service and maintenance calls can be combined with ONE source for economies of scale



Proven IT is the Chicago area's only PROS ELITE 100 Dealer. This distinction certifies that Proven IT is a Certified Print Management Expert.

PROS ELITE authored industry benchmarks and developed customer-oriented business practices. PROS ELITE continuously audits all ELITE 100 dealers against ELITE benchmarks and certification standards.

#ProvenDifference

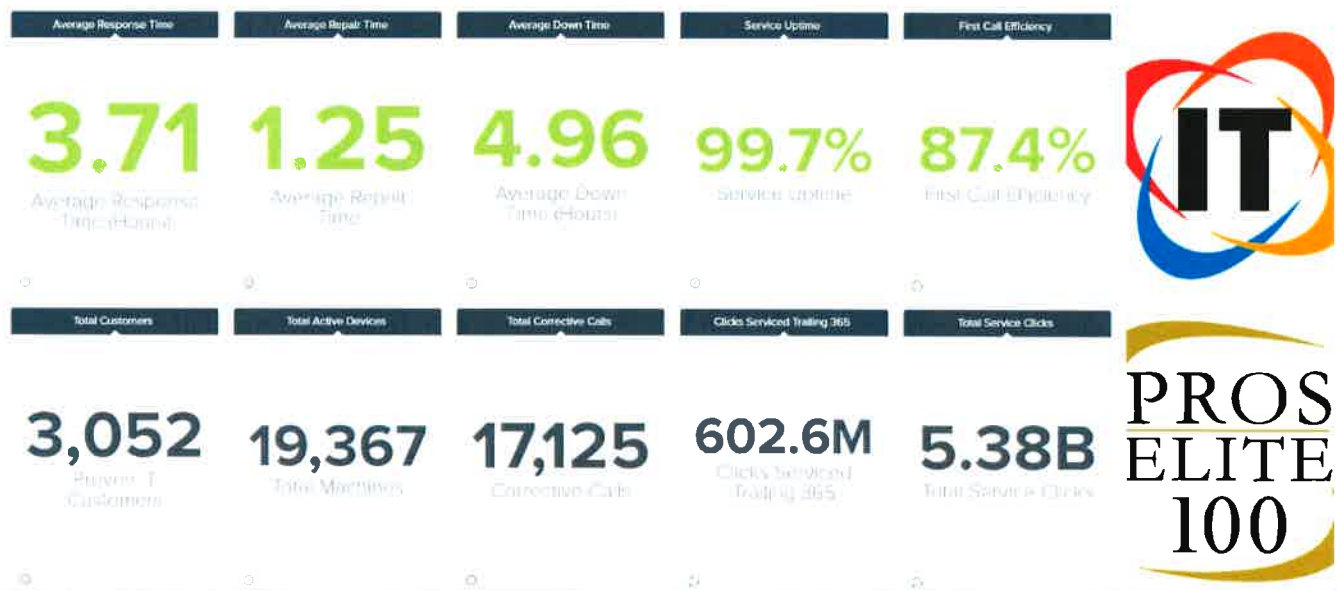
Proven IT puts customer service first. Our entire organization is built on a pro-active customer-oriented service and satisfaction platform.

Quarterly Business Reviews

Each quarter, I will provide an executive summary of your account with important usage and service performance information. It is our goal to achieve and maintain ELITE service performance and make sure that you are informed about all of your printing trends.

We guarantee an average response time better than 4 hours, and an average total down time better than 5:15. The down device will be credited for one month of service.

When any metric is below our quality standard, it will appear in red and we will investigate how we can optimize our performance with our service escalation process.



Technology Breaks

The reality is that no matter what manufacturer or servicing partner you select, the nature of technology is to break. We are prepared to make sure that this does not affect your business.

- If for some reason your machine cannot be fixed that day, Proven IT offers a same day loaner policy
- Proven IT offers a replacement guarantee if a device is unserviceable
- Proven IT will pre-configure, test, install and network all new devices and workflow systems on a scheduled timeline agreed upon by both parties to be fully functional
- Proven IT Training Personnel will travel to your locations for the installation and training of the new equipment.

Service Escalation Process

A device may be flagged for service escalation if frequent service calls occur. The following actions will occur based on the following thresholds

- 1) Daily service review of any open calls
- 2) Any open calls will be tracked to assure completion
- 3) If 2 consecutive calls within a week- Service Supervisor contact
- 4) If 3 calls for same problem- Service Manager Visit
- 5) Any issues not rectified after this – Manufacturer Technical visit

Service Commitment

We maximize the uptime and lifetime of your equipment by providing, preventative maintenance at periodic intervals. Proven IT will perform preventative maintenance on each machine based on the manufacturer's recommended interval. This will include cleaning toner and paper dust out of the inside. Checking and proactively replacing high-mortality parts (i.e. rollers) and a wipe-down of the exterior of the machine. You can expect preventative maintenance and cleanings to be carried out for the entire length of the agreement term without the need to ask. We will consistently revisit this SLA each quarterly review to ensure that both parties' needs are met.

Uncompromising Care

Your team at Proven will be here to address your every need, and the Service Level Assurances we have provided will be met without hesitation and without provocation for the entirety of the agreement.

If you have any concerns with our products, service, or are not completely satisfied, Our Vice President, Jeff Johnson, is available to reach by phone or email. If issues cannot be rectified to mutual satisfaction, Proven will replace with like system or provide the option to amend that portion of the agreement. Our commitment to the PROS ELITE platform also provides our clients with a third-party customer-advocate to help mediate any issues.



Jeff Johnson

Vice President, Owner
Proven IT

(708) 407-2904

18450 Crossing Dr, Tinley Park, Illinois 60487

Implementation Schedule

Pre-flight Equipment

All equipment will be pre-configured to remove installation day obstacles. Plug and play!

Schedule Installation

We will arrange the installation of your new fleet at a convenient time to reduce stress on your operations.

Schedule Training

Our product specialists will work train your team, personalize and configure each device to optimize specific workflows.

Quarterly Business Reviews

We will continuously monitor your usage and our service performance to help achieve your organizations goals.



Testimonials



"Students are most creative when they are engaged and unrestricted. PROVEN IT helps facilitate this level of learning with print technology solutions that enable students to thrive in the classroom environment. By standardizing the School District with PROVEN IT, we continue to experience a better ROI than offered by the competition."

Lee Ann Taylor, Director of Fiscal Services, Barrington CUSD 220



"Our Proven IT sales rep has been incredible! Proven IT has been the best to work with in terms of communication and follow-up. The print and software solutions we implemented have worked efficiently and seamlessly for all of our locations."

Debbie Ledwon, Prairie Title



"Hyatt Regency Chicago's IT experience has been greatly enhanced over the last year since we've partnered with Proven IT. What sets Proven apart from others is there customer-centric approach, which very much mirrors Hyatt's customer service focus. The technology is sound and the techs are certainly knowledgeable – but, what is most intriguing is Proven's approach in solidifying themselves as a true partner."

Matt Schalk, Hotel Manager, Hyatt Regency Chicago



"As COO for Children's Urgent Care of IL, it is essential that I have a strong IT group that is very customer service oriented. I couldn't be happier with Proven IT. Every member of their team has been wonderful to work with. They are knowledgeable, helpful, and very pleasant"

Kevin Broz, COO/Partner Children's Urgent Care



"I personally feel that Proven IT has our best interest at heart, their ability to work with us on creative licensing as our need for the product become larger than we initially had planned for was welcomed. Proven IT worked closely with us to make sure the deployment stayed on track, and that our staffs were trained and able to use the new functionality as soon as possible. Thank You Proven IT and Laserfiche we look forward to many years of valued partnership."

Rick Hoffman, CIO, Alden Management



Proven IT gives back to the community by supporting several charity fundraisers. Several of our leaders are involved as board members on local organizations. Our staff volunteers their time and donates generously through company sponsored fundraisers and events. Several students have benefitted through educational partnerships and scholarships sponsored by Proven IT.

Follow our Facebook account to see how we stay involved with our community.





Lease Agreement

APPLICATION NO.

AGREEMENT NO.

18450 Crossing Drive, Suite D • Tinley Park, IL 60487 • Phone: 708.614.1770 • Fax: 708.614.1760

The words Lessee, you and your refer to Customer. The words Lessor, we, us and our refer to Proven Business Systems, LLC.

CUSTOMER INFORMATION

Form fields for CUSTOMER INFORMATION including FULL LEGAL NAME, STREET ADDRESS, CITY, STATE, ZIP, PHONE, FAX, BILLING NAME, BILLING STREET ADDRESS, and EQUIPMENT LOCATION.

EQUIPMENT DESCRIPTION

Form fields for EQUIPMENT DESCRIPTION including MAKE/MODEL/ACCESSORIES and SERIAL NO.

See the attached Schedule A

TERM AND PAYMENT SCHEDULE

Payments* of \$ The lease contract payment ("Payment") period is monthly unless otherwise indicated. *plus applicable taxes

END OF LEASE OPTIONS

You may choose one of the following options within the area you check and initial at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing.

- 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1, 2) Renew the Agreement per paragraph 1, or 3) Return the Equipment per paragraph 3.
1) Purchase the Equipment for \$1.00, or 2) Return the Equipment per paragraph 3.

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.

LESSOR ACCEPTANCE

Form for LESSOR ACCEPTANCE with fields for Proven Business Systems, LLC, LESSOR, SIGNATURE, TITLE, and DATED.

CUSTOMER ACCEPTANCE

By signing below, you certify that you have reviewed and do agree to all terms and conditions of this Agreement on this page and on page 2 attached hereto.

Form for CUSTOMER ACCEPTANCE with fields for CUSTOMER (as referenced above), SIGNATURE, TITLE, and DATED.

FEDERAL TAX I.D. # PRINT NAME

ACCEPTANCE OF DELIVERY

You certify that all the Equipment listed above has been furnished, that delivery and installation has been fully completed and is satisfactory. Upon you signing below, your promises herein will be irrevocable and unconditional in all respects.

Form for ACCEPTANCE OF DELIVERY with fields for CUSTOMER (as referenced above), SIGNATURE, TITLE, and DATE OF DELIVERY.

1. **AGREEMENT:** For business purposes only, you agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries (the "Equipment") and/or to finance certain licensed software and services ("Financed Items", which are included in the word "Equipment" unless separately stated), all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement and any supplement, which (with the acceptance certification) is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. This Agreement becomes valid upon execution by us and will start on the date that you sign a certificate of acceptance of the Equipment. Transition Billing/due date adjustments will be in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Agreement start date and the first Payment due date, which shall be the 20th of each month. Unless otherwise stated in an addendum hereto, this Agreement will renew for 3-month term(s) unless you send us written notice between 90 and 150 days (before the end of any term) that you want to purchase or return the Equipment in accordance with this Agreement. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others.

2. **RENT, TAXES AND FEES:** You will pay the monthly Payment (as adjusted) when due, plus any applicable sales, use and property taxes. The base Payment will be adjusted proportionately upward or downward: (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the shipping charges or taxes differ from the estimate given to you; and (3) to comply with the tax laws of the state in which the Equipment is located. If we pay any taxes, insurance or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may increase the Payments to offset the loss of any tax benefits caused by your acts or omissions or a change in the applicable tax laws. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. By the date the first Payment is due, you agree to pay us an origination fee of \$125.00, as shown on our invoice or addendum, to cover us for all closing costs. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** At your expense, you agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, if you do not purchase the Equipment, you will return all but not less than all of the Equipment and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. If this Agreement is deemed to be a secured transaction, you grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1). You will not change your state of organization, headquarters or residence without providing prior written notice to us so that we may amend or file a new UCC-1. You will notify us within 30 days if your state of organization revokes or terminates your existence. We own the Equipment and you have the right to use the Equipment under the terms of this Agreement.

4. **COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk and loss, with us as lender's loss payee, in an amount not less than the original cost until this Agreement is terminated. You also agree to obtain a general public liability insurance policy with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. Your insurance policy(s) will provide for 10 days advance written notice to us of any modification or cancellation. You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, we may do as provided in either (A) or (B), as follows: (A) obtain insurance on your behalf and you will pay us for any insurance premium and related charges on which we may make a profit; or (B) we may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and, if requested, to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. You agree to promptly notify us in writing of any loss or damage. No such loss or damage shall relieve you of your payment obligations under this Agreement. If the Equipment is destroyed and we have not otherwise agreed in writing, you will pay to us the unpaid balance of this Agreement, including any future rent to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 2%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.

5. **ASSIGNMENT: YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** Without our prior written consent, you shall not reorganize or merge with any other entity or transfer all or a substantial part of your ownership interests or assets. We may sell, assign, or transfer this Agreement without notice. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that the new Lessor will not be subject to any claims, defenses, or offsets that you may have against us. You shall cooperate with us in executing any documentation reasonably required by us or our assignee to effectuate any such assignment. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

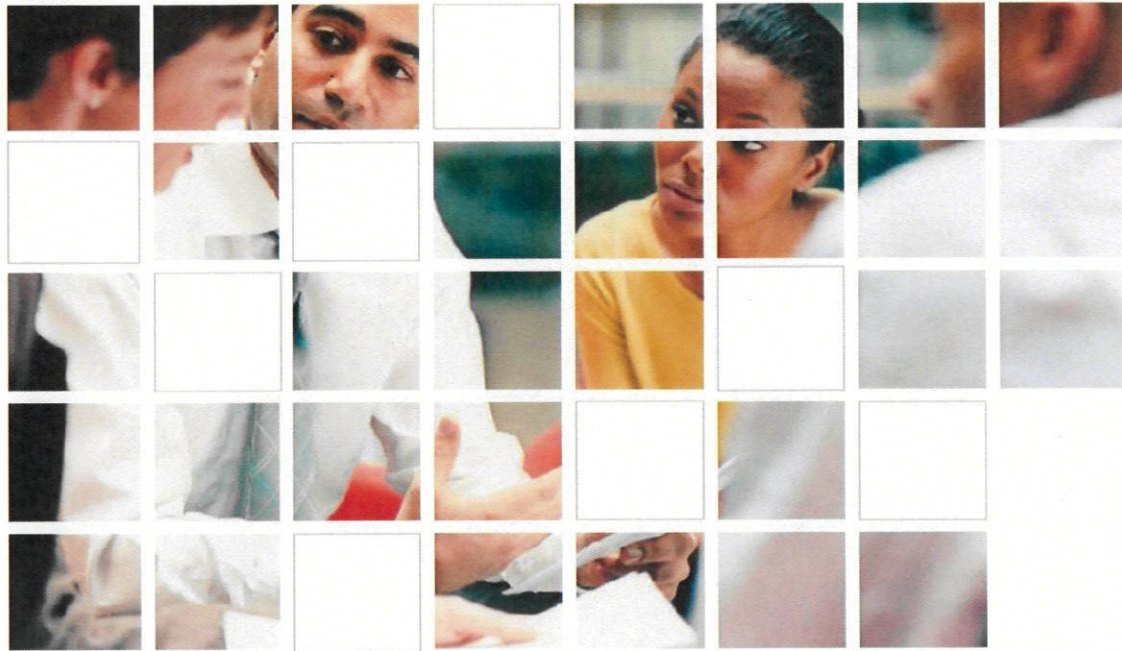
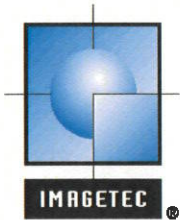
6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay any Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or if less, the maximum charge allowed by law. If you are ever in default, at our option, we can terminate this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 2%). We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) return the Equipment to us to a location we specify; and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed by us to you, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorney's fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

7. **INSPECTIONS AND REPORTS:** We will have the right, at any reasonable time, to inspect the Equipment and any documents relating to its use, maintenance and repair. Within 30 days after our request, you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement submitted to us shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains.

8. **FAXED OR SCANNED DOCUMENTS, MISC.:** You agree to submit the original duly-signed documents to us via overnight courier the same day of the facsimile or scanned transmission of the documents. Any faxed or scanned copy may be considered the original, and you waive the right to challenge in court the authenticity or binding effect of any faxed or scanned copy or signature thereon. Your executed counterpart, transmitted electronically or otherwise, which has our original signature and/or is in our possession shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing any telephone number, now or in the future, for a cell phone or other wireless device, you are expressly consenting to receiving communications, regardless of their purpose, at that number, including, but not limited to, prerecorded or artificial voice message calls, text messages, and calls made by an automatic dialing system from us and our affiliates and agents. These calls and messages may incur access fees from your provider.

9. **WARRANTY DISCLAIMERS:** YOU AGREE THAT YOU HAVE SELECTED THE SUPPLIER AND EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. THE SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF THE SUPPLIER, AND NOTHING THE SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATION UNDER THIS AGREEMENT. YOU WILL CONTINUE TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.

10. **LAW, JURY WAIVER:** Agreements, promises and commitments made by Lessor, concerning loans and other credit extensions must be in writing, express consideration and be signed by Lessor to be enforceable. This Agreement may be modified only by written agreement and not by course of performance. This Agreement will be governed by and construed in accordance with the law of the state of the principal place of business of Lessor or its assignee. You consent to jurisdiction and venue of any state or federal court in the state the Lessor or its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.



MARCH 21, 2019

Response to

**COPIERS
EQUIPMENT AND MAINTENANCE**

Presented to:

**Ms. Katie Hannigan
Manager for Business Services
Downers Grove Grade School District 58**

**Prepared by:
Andy O'Hara
Major Account Rep**

**IMAGETEC L.P.
2056 Westings Ave, Suite 180
Naperville, IL 60653
630 915 1089 Office
aohara@imagetec.com**



March 21, 2019

Ms. Katie Hannigan
Manager for Business Services
Downers Grove Grade School District 58
1860 W 63rd St
Downers Grove, IL 60516

Dear Katie:

Thank you for inviting Imagetec to respond to this RFP for new Copy Machines.

Imagetec L.P., Chicago's Print & Document Management Company, was established in 1992 by Richard Cucco and a team of partners. For the past 24+ years we have been an industry leader combining innovation with technology to provide effective, and customizable print management and digital office equipment solutions to the Chicagoland area. As one of Chicago's fastest growing independently owned print management and digital office equipment dealers we have dedicated ourselves to understanding our customer's demands, and crafting tailored solutions customized to satisfy our customers' business goals.


Since our inception we have developed our business relationships with the top digital office equipment manufacturers including **HP and Konica-Minolta**; giving us the ability to offer affordable the best value based on your requirements.

Based upon requirements listed in the RFP we are proposing three options. One: a fleet of New Konica Minolta Systems that meet or exceed requirements listed in RFP. The other two are also Konica Minolta Systems however with more of a right size to distributing the fleet.:We also have included Paper MF Solution, as an option, so that all devices will be able to offer following print features such as: follow u print,rules based,chrome and single sign on authentication.The Konica platform allows for direct scan into Google Drive from the device as of this date

We look forward to working with you in an effort to maximize your investment with what you will find to be the new standard of multifunctional technology. We welcome scheduling a visit to our Technology Showroom in Naperville, Rosemont, or the Loop.

All the best,


Andy O'Hara
Enterprise Account Executive
IMAGETEC L.P.
630.915.1089
aohara@imagetec.com


Dan Godfrey
Vice President Enterprise Sales
IMAGETEC L.P.
312.580.3500
dgodfrey@imagetec.com



COMPANY: IMAGETEC LP

STARTED IN 1992

LOCALLY OWNED. THUS TAXES PAID BY OUR FIRM TO STATE OF ILLINOIS DIRECTLY BENEFIT ILLINOIS SCHOOLS.

BASED IN MCHENRY ILLINOIS

5 LOCATIONS THROUGHOUT CHICAGOLAND

ADDING A 6TH LOCATION IN SUMMER 2019 SOUTH SUBURBS

DEBT FREE ORGANIZATION. ALLOWS US TO BE VERY FLEXIBLE AND NOT BEHELD TO ANY ONE SUPPLIER OR OTHER VENDOR

SERVICE BASE OF 6000 DEVICES IN CHICAGO AREA

Assignment of leases can be an option provided both District 58 and Imagetec LP agree and are notified in writing.

Imagetec LP would agree to District 58 providing their own source of financing. Provided we are funded within 15 days of equipment being installed



EQUIPMENT CONFIGURATION(S):

ALL UNITS QUOTED ARE BRAND NEW

ALL UNITS WILL FEED/COLLATE/PRINT&SCAN

ALL UNITS WILL PROVIDE SINGLE PASS SCANNING

ALL DOCUMENT FEED CAPACITY IS 250 SHEETS

ONE UNIT PER BUILDING WILL HAVE FAX CAPABILITY, BOTH UNITS AT DISTRICT OFFICE WILL ALSO HAVE FAX

ALL UNITS WILL STAPLE AND PUNCH

ALL UNITS WILL SCAN TO FOLDER/FILE/EMAIL

ALL UNITS WILL SCAN AT 240IPM

ALL UNITS WILL SCAN B&W AS WELL AS COLOR

ALL UNITS WILL HAVE LDAP AUTHENTICATION

ALL UNITS WILL RUN UP TO 12X18, PROVIDING FULL BLEED 11X17

ALL UNITS WILL WORK IN WINDOWS/MAC/CHROME PLATFORMS

ALL UNITS CAN BE SET FOR HOLD/LOCK PRINT VIA A PIN #



MAINTENANCE PLAN:

Service plan will include all parts, labor, on site service, toners, and S&H

Technicians will contact district within 60 minutes of a call being placed.

Response times will average 4 hours

Techs carry in excess of 90% of car stock parts with them

If part needs to be ordered it will be overnighted to customer

22 Certified Technicians, 15 of which are at Master Level

5 IT staff that are not break fix personnel

Supply ordering is automated through our FM audit system. If critical needs arise, locations can call us and we can ship items sooner than normally required.

Service calls can be made via phone or online

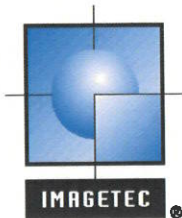
Service rates are fixed for 36 months.

All Imagetec service personnel are factory trained, and Certified

Quarterly reviews to discuss previous months service history(s), response times, survey results and look for future Best Practice Opportunities to improve overall customer satisfaction.

Net Promoter Score tracks our level of customer satisfaction as compared to very large and well know entities such as COSTCO and Ritz Carlton.

PERFORMANCE GUARENTEE IS INCLUDED IN THIS PROPOSAL



IMPLEMENTATION & TRAINING:

We estimate three days to delivery and install up to 36 units. We will keep a fourth day open if required. Existing units would be removed at either day of delivery or after all new units are installed, whatever seems better for district.

Imagetec will meet prior to delivery with district IT staff to address any particular configurations they may require. Further discussion would be required if district decides to engage with the PaperCut solution we have provided as a separate item.

Each department within locations will be trained on products per a schedule created between district and Imagetec.

Imagetec trainer(s) will do hands on inservicing at all locations. Full feature training on all applications of systems will be done at District Office level and those staff members at the schools that administration feels comfortable providing them greater insight to equipment.

Most teaching staff will be given training that allows them to approach the unit get their work picked up and move back to classroom in shortest time. Office staff and key power users receive a more in depth inservice so as to provide greater knowledge and trouble shooting tools to reduce any possible downtime.

Print drivers and assorted software/solutions can be loaded ahead of equipment arrival based on times arranged between District IT staff and Imagetec's Solution Team.

Training will occur on a schedule agreed upon between District 58 and Imagetec. We usually provide a more in depth inservice with office staff and key power users. Then move on to teachers and other users.



PAPERCUT MF SOFTWARE:

Installation and training is made part of this program should the district decide to acquire this solution. We will provide inservicing in which staff will get both hard copy instruction as well as an electronic tutorial on using this function in the most productive manner.

Imagetec is a Certified servicing and distribution agent of PaperCut products. Thereby we handle the install as well as future support of the software as to not involve a third party when an issue may arise regarding this application. We do not require third party help when addressing any Papercut issue.

Papercut will provide Follow u printing so users can go to any device to retrieve a job when convenient. If jobs are not retrieved after a time period set by district those jobs are deleted. Thus minimizing wasted jobs and prints that are never picked up at device

Rules based printing/limits for users as well as BW and color authorization is all handle through Papercut and our staff will work with District Admin and IT to implement in the most effective manner.

Our Papercut solution will control all printing whether from Windows/Macintosh or Chromebooks. District can control printing from all devices per our implementation process.

Users can either swipe or PIN when using PaperCut MF.

*Covers 36 Devices
Installation on One Server
PaperCut MF License
Three Year Support
Up to 5700 Users*

Connectivity to Google Drive from each device is available thru our Papercut implementation on Konica Minolta platform as of this date. and still provides a single sign authentication for users.



PROPOSED SYSTEMS

75 PPM COLOR SYSTEM

**KONICA MINOLTA C759
AUTO DUAL SCAN FEED 250 SHEET CAPACITY
SCANS AT 240 IPM
FINISHER/STAPLER/PUNCH
4 PAPER DRAWERS PLUS BYPASS
3700 SHEET PAPER SUPPLY
UP TO 12 X 18 OUTPUT
FAX CAPABILITY
REDUCE/ENLARGE
USER CODES
120 V 60 Hz**

80 PPM B&W SYSTEM

**KONICA MINOLTA 808
AUTO DUAL SCAN FEED 250 SHEET CAPACITY
SCANS AT 240 IPM
FINISHER/STAPLER/PUNCH
4 PAPER DRAWERS PLUS BYPASS
3700 SHEET PAPER SUPPLY
UP TO 12 X 18 OUTPUT
REDUCE/ENLARGE
USER CODES
120 V 60 Hz**



ALTERNATE SYSTEMS

65 PPM COLOR SYSTEM

**KONICA MINOLTA C658
AUTO DUAL SCAN FEED 250 SHEET CAPACITY
SCANS AT 240 IPM
FINISHER/STAPLER/PUNCH
4 PAPER DRAWERS PLUS BYPASS
3700 SHEET PAPER SUPPLY
UP TO 12 X 18 OUTPUT
FAX CAPABILITY
REDUCE/ENLARGE
USER CODES
120 V 60 Hz**

45 PPM COLOR SYSTEM

**KONICA MINOLTA C458
AUTO DUAL SCAN FEED 250 SHEET CAPACITY
SCANS AT 240 IPM
FINISHER/STAPLER/PUNCH
4 PAPER DRAWERS PLUS BYPASS
3700 SHEET PAPER SUPPLY
UP TO 12 X 18 OUTPUT
FAX CAPABILITY
REDUCE/ENLARGE
USER CODES
120 V 60 Hz**

45 PPM B&W SYSTEM

**KONICA MINOLTA 458e
AUTO DUAL SCAN FEED 250 SHEET CAPACITY
SCANS AT 240 IPM
FINISHER/STAPLER/PUNCH
2 PAPER DRAWERS PLUS BYPASS
1150 SHEET PAPER SUPPLY
UP TO 12 X 18 OUTPUT
REDUCE/ENLARGE
USER CODES
120 V 60 Hz**

DOWNERS GROVE GRADE SCHOOL DISTRICT 58
1860 63RD STREET
DOWNERS GROVE, IL 60516

REQUEST FOR PROPOSAL (RFP)

COPIERS

EQUIPMENT AND MAINTENANCE

ISSUED: FEBRUARY 28, 2019

DUE: MARCH 21, 2019

GENERAL INFORMATION

Downers Grove Grade School District 58 ("the district") is requesting proposals to provide multi-function copiers as well as the maintenance of this equipment. The district expects to replace its entire copier fleet, currently consisting of 35 devices as listed in the RFP. 33 are leased and will be returned at no additional cost to the district. Two of them are owned and will be removed at no additional cost to the district. Four of the leased devices are under lease until 12/28/2019; the awarded bidder will buy out those leases and return the equipment at no additional cost. Estimated cost of buyout will be provided in an addendum at the district's earliest opportunity.

District 58 will receive responses at the Office of the Manager of Business Services Monday through Friday, 7:30 AM to 4:00 PM at 1860 63rd Street, Downers Grove, IL 60516. Responses will be accepted via USPS, fax, or email. Responses must be received by the close of business day (4:00 PM) on Thursday, March 21, 2019.

There will be a mandatory pre-bid meeting on Wednesday, March 6, 2019 at 10:30AM. The meeting will be held in the Administrative Service Center located at 1860 63rd Street Downers Grove, IL 60516.

Questions must be submitted via email to channigan@dg58.org no later than March 19, 2019. Responses will be supplied to all participating vendors.

Proposals will be reviewed and evaluated in private, and all information regarding status will be kept confidential until a final decision is made. The district reserves the right to select a short list of vendors at its own discretion to present their RFP response.

Other inquiries regarding this RFP shall be emailed to: Katie Hannigan, Manager of Business Services at channigan@dg58.org.

Award will be made based on adherence to RFP specifications, and overall cost to the district. Pricing should be presented as a cost per page without maximums, staples will be paid for as they are used, and toner is to be included in the service agreement. District should not be charged additional handling or delivery charges; all costs should be noted in proposal.

Any vendor in doubt as to the true meaning of any part of this document may request an interpretation thereof from the district. In the event that a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested RFP specifications initiated by the district, a copy of such addendum will be emailed to all prospective vendors and posted to the website. The district will not assume responsibility for receipt of such addendum. In all cases it will be the vendors' responsibility to obtain all addenda issued.

The desired term of the equipment lease and maintenance agreement shall be for three (3) years with the option to extend for one additional year. At the end of the agreement, the vendor will remove the equipment at no additional charge to the district. Lease shall be an FMV lease and the term will begin July 1, 2019 and end June 30, 2022.

Maintenance agreement shall run concurrently. There will be no automatic renewals. District is not responsible for any taxes. All prices should be locked in for the term of the lease, with no escalation in cost for lease or maintenance.

EXAMINATION OF SPECIFICATIONS:

Each vendor shall be acquainted with the conditions, as they exist, so as to be completely familiar with the conditions pertinent to the fulfillment of the work required under this contract. Bidders shall also thoroughly examine all contract documents. The failure of any bidder to exercise his privileges of the foregoing will in no way relieve the bidder from any obligation with respect to his bid.

QUALIFICATIONS OF BIDDER:

School District #58 may take such investigations as deemed necessary to determine the ability of the bidder to perform the work.

The Board of Education of School District #58, reserves the right to reject any or all bids, and to waive any informalities, or irregularities in bidding, and to award the contract in the best interest of the district. Any such decision shall be considered final. It is the intent of the school district to award a contract to the lowest responsible, responsive bidder meeting specifications, which is in the best interest of the school district as determined by the Board of Education. While the financial responsibility of the bidder is a significant concern, the board is equally concerned with the proven ability of the bidder to satisfactorily perform its contract so that the materials or service will be provided, or project will be completed in accordance with proposed contract documents.

The contractor/vendor certifies that the contractor is not barred from bidding on the contract as a result of conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1962.

EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

During the performance of this contract, the contractor agrees to the following:

A. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act. The contractor will take affirmative action to insure the applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act. Such action will include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to

post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contractor setting for the provisions of the nondiscrimination clause.

Contractor hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended from time to time, and that the contractor and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act. The contractor shall maintain, and require that its subcontractors maintain, policies of equal employment, which shall prohibit discrimination against any employee or applicant for employment on any of the grounds set forth above. Contractors and all subcontractors shall comply with all requirements of the Act and of the rules of the Illinois Department of Human Rights with regard to posting information on employee's rights under the Act.

B. The contractor will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act.

C. The contractor will cause the foregoing provisions to be inserted in all sub-contracts for any work covered by this contract so that such provisions will be binding upon each sub-contractor, provided that the foregoing provisions shall not apply to contracts or sub-contractors for standard commercial supplies or raw materials.

D. In case of conflicting provisions, the conditions contained in this document shall prevail over the standard general conditions; special conditions, if any, shall prevail over these general conditions; and drawings and specifications shall prevail over general and special conditions.

SEXUAL HARASSMENT POLICY:

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the contractor and each subcontractor shall adopt and maintain written sexual harassment policies that shall include, at a minimum, the following information:

- (1) the illegality of sexual harassment;
- (2) the definition of sexual harassment under state law;
- (3) a description of sexual harassment, utilizing examples;
- (4) the contractor/subcontractor's internal complaint process, including penalties;
- (5) the legal recourse, investigative and complaint process available through the Department and Commission (of Human Rights);
- (6) directions on how to contact the Department and the Commission; and
- (7) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the district upon request.

EMPLOYMENT AND PREVAILING WAGE RATES

It is hereby stipulated that the Contractor shall pay, and that all laborers, workers and mechanics performing work under this Contract shall be paid, not less than the prevailing hourly rate of wages, and the generally prevailing rate of hourly wages for legal holiday and overtime work, as determined by the Illinois Department of Labor and as set forth in the schedule of prevailing wages appended to the instructions to bidders for this contract to all laborers, workers, and mechanics performing work under this Contract, and that Contractor and all subcontractors shall in all other respects comply with the Prevailing Wage Act in carrying out work under this Contract. All bonds provided by the Contractor under the terms of Section 11.4.1 of this Contract shall include such provisions as will guarantee the faithful performance of the Contractor's obligations under this clause and under the Prevailing Wage Act, 820 ILCS 130/1 et seq. Should the Department of Labor revise any prevailing rate of hourly wages, such revised rate shall be applicable to this Contract and Contractor shall have the sole responsibility and duty to insure that the revised prevailing rate of hourly wages is paid by Contractor and all subcontractors to each worker to whom a revised rate is applicable; however, in no event shall the increase in any prevailing rate of hourly wages be a basis for a change order or other claim for an increase in the Contract Sum and shall not defend, indemnify and hold the Owner harmless for any claims or demands made as a result of Contractor's or any subcontractor's failure to comply with the Prevailing Wage Act.

HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the owner, their officers, employees, servants and agents, from and against all claims, actions, suites, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including legal fees incurred by owner arising out of:

- A. Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
- B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:
 - Caused in whole or in part by any act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder
 - Arising directly or indirectly out of the presence of any person on or about any part of the project site or the streets, sidewalks and property adjacent thereto

- Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract

C. Mechanics lien claims by subcontractors hired by contractor to do work on the project contracted for between owner and contractor, where owner has made payments for the work done and said subcontractor is listed in the general contractors affidavit.

Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to the items listed for bidding will be entertained from either party.

Bidders shall not include taxes in their quotations, which school districts are not subject to; namely, Retailers Occupation Tax (both State and Local), Sales Tax of any kind, Service Use Tax, and any other such applicable tax.

Each bid must be accompanied by a Certification Regarding Sexual Harassment Policy certifying that the bidder has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a signed Certificate Regarding Sexual Harassment Policy.

Each bid must be accompanied by a Certificate of Eligibility to Bid certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of section 33E-3 (Bid Rigging) or section 33E-4 (Bid Rotating) or the Illinois Criminal Code or 1961 (720 ILCS 5/33E-3, 5/33E-4). The form for Certificate of Eligibility to Bid is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.

Each bid from a contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the bidder shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 1 et seq.). Each bid from an individual must be accompanied by the Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the contractor is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate where applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

CERTIFICATIONS

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid -rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

IMAGETEC LP

Name of Bidder (Please Print)

Daniel Godfrey Daniel Godfrey V.P. of
Submitted by (Signature) Enterprise Sales.

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

IMAGETEC LP

Name of Bidder (Please Print)

Daniel Godfrey Daniel Godfrey
Submitted by (Signature)

The undersigned hereby certifies that having submitted in bid proposal to School District 58 that same bidder has a written sexual harassment policy in place and is in compliance with P.A. 87-1275.

IMAGETEC LP

Name of Bidder (Please Print)

Daniel Godfrey Daniel Godfrey
Submitted by (Signature)

The undersigned, which has 25 or more employees does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat. Ch. 127, par. 132.313) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act.

IMAGETEC LP

Name of Bidder (Please Print)

Daniel Godfrey Daniel Godfrey
Submitted by (Signature)

The undersigned hereby certifies he has read, understands, and agrees that acceptance by Downers Grove Grade School District 58 of the Bidder's offer by issuance of a Purchase Order will create a binding contract.

IMAGETEC LP

Name of Bidder (Please Print)

Daniel Godfrey Daniel Godfrey
Submitted by (Signature)

SPECIFIC REQUIREMENTS

The district seeks proposals from vendors to provide multi-function copiers and maintenance service for each device.

All digital copiers shall meet the following specifications:

- Machines must be newly manufactured or factory produced new. No used, demo, refurbished or remanufactured products will be accepted.
- All machines must be A3 devices, with ability to do up to 11 x 17
- Color devices must be able to do 12 x 18
- 75 pages per minute – black and white, with access to color
- Copy, print, and color scan
- Scan speeds up to 120 ipm
- Automatic dual scanner
- Staple finisher
- 2-3 hole puncher
- Paper supply:
 - Dual 1,500 sheet paper drawers
 - Dual 550 sheet paper drawers
 - 100 sheet stack bypass
- Print to fax capabilities
- Scan to email, scan to file, scan to google
- Print from google, including from Chromebooks and iPads
- A minimum of 15 devices need to be color copiers, 1 at each school and both at the Administrative Services Center
- Installation shall include surge protectors for each device
- Break out separate cost for:
 - Booklet Finisher
 - 3 hole punch
 - Multi-position finisher

MAINTENANCE REQUIREMENTS

All units will be networked and will be monitored electronically for meters, repair, and toner/ink status. Pricing should include analyst support to install equipment into the district's network and set up scanning/faxing. Vendor should be able to remotely access the devices to offer support. Maintenance will include all the necessary supplies except paper and staples, for the equipment to operate. The supplies shall include unlimited toner, consumable supplies must not exceed 0.5% failure rate, and the vendor assumes all responsibility for hardware performance due to consumable supplies for all devices included in the RFP. Vendor is responsible for delivery of supplies to point of need at no additional charge to the district. The maintenance agreement will be separate from the equipment contract. The district will not commit to any minimum or maximum image counts, billing should be for actual usage.

Vendor shall guarantee the availability of replacement parts, applicable accessories and equipment within four (4) hours of such report. If equipment remains inoperable for a period of 48 hours or more, the vendor shall, upon request, provide the district with a comparable loaner unit at no charge.

The vendor shall include in its proposal the number of business days necessary for delivering and installing equipment. All pricing shall include delivery and installation. The district shall not be billed separately for delivery, installation, or documentation fees. Vendor must accept ACH payments.

Upon request, unlimited on-site training shall be provided at no cost to the district. All user manuals and operating guides shall be provided when the equipment is installed.

Vendor shall uninstall and haul away the equipment being replaced with the new equipment associated with this RFP. A listing of equipment being replaced and locations are included with this RFP.

No assignment of leases.

The district reserves the right to negotiate the final contract with the selected vendor. When in question, the RFP will prevail. The district expects that the board will award the bid during their regularly scheduled meeting on Monday, May 3, 2019. Notifications will be sent to vendors on Tuesday, May 4, 2019. The district will be targeting installation to occur during the week of June 24, 2019.

RFP RESPONSE INSTRUCTIONS

Proposals should be prepared simply and economically, providing straightforward, concise descriptions. All bidders may offer multiple proposals.

If a hardcopy submission is being offered, special bindings, colored displays, promotional materials, etc., are not desired and an electronic copy must also be provided. Proposals must include all required supporting documentation, assurances, specifications, etc.

Emphasis should be placed on completeness, simplicity, and clarity of content. All proposals shall include:

- Cover letter – shall contain the name of the proposing respondent, address, and the contact individuals authorized to answer technical, price, and contract questions. Contact information shall include phone number, email address, and mailing address. An authorized person or persons shall sign the cover letter.
- Scope of Services – clearly and succinctly describe the scope of services provided including:
 - Unit description and individualized monthly lease price per unit
 - Maintenance, servicing costs and service level details (response times, number of techs servicing the area, etc.), total copies included in maintenance contract, per copy charge for overages
 - Technical specifications for any suggested devices
- Original forms contained within this RFP and any additional contracts as necessary to execute this RFP

If there are any services offered in addition to what the district has requested that may be of interest to the district, please describe those in an additional section at the end of your response in the scope of services.

The district reserves the right to seek financing from an outside source.

COVER LETTER

Prepared by (please print): Daniel Godfrey

Signature:  Date: 3/20/19

Company Name: Imagetec LP

Daniel Godfrey Vice President of Enterprise Sales

Address: 2056 Westings Ave

City/State/Zip: Naperville IL 60563

Phone: 312 456 4915

Email address: dgodfrey@imagetec.com

If there are any other individuals authorized to answer contract, price, and technical questions please include their names and email addresses below:

Name/Email: Dan Godfrey dgodfrey@imagetec.com

Name/Email: Mike Sferra msferra@imagetec.com

Name/Email: Mark Dodge (technical questions) mdodge@imagetec.com

Three references from educational institutions, within a 20 mile radius:

District: See Attached Information Representative: _____

Title: _____ Phone Number: _____ Email Address: _____

District: _____ Representative: _____

Title: _____ Phone Number: _____ Email Address: _____

District: _____ Representative: _____

Title: _____ Phone Number: _____ Email Address: _____

COPIER PRICING

Copier 1 - Black/White, 75ppm A3

Machine Brand: _____Konica Minolta_____

Model Number: _____808_____80 PPM_____

Price per month: _____164.00_____

Black/White Click Charge: _____.0029_____

Copier 2 - Color copier with 75ppm in black/white

Machine Brand: _____Konica Minolta_____

Model Number: _____C759_____

Pages per minute for color: ____75_____

Price per month: _____229.00_____

Black/White Click Charge: _____.0029_____

Color Click Charge: _____0.024_____

Maintenance

Annual Maintenance Cost: \$ 42,500.00 based on 13 million BW pages/year and 200,000 color pages/year. This can be adjusted

Average Response Time: _____4 hours_____

*All pricing must be locked in for 36 months, with the ability to extend an additional 12 months.

COPIER PRICING

Copier 1 - Black/White, 80ppm A3

Machine Brand: _____Konica Minolta_____

Model Number: _____808_____

Price per month: _____164.00_____

Black/White Click Charge: _____.0029_____

Copier 2 - Color copier with 65ppm in black/white

Machine Brand: _____Konica Minolta_____

Model Number: _____C658_____

Pages per minute for color: ____65_____

Price per month: _____171.00_____

Black/White Click Charge: _____.0029_____

Color Click Charge: _____0.024_____

Maintenance

Annual Maintenance Cost: \$ 42,500.00 based on 13 million BW pages/year and 200,000 color pages/year. This can be adjusted

Average Response Time: _____4 hours_____

*All pricing must be locked in for 36 months, with the ability to extend an additional 12 months.

COPIER PRICING

Copier 1 - Black/White, 45ppm A3

Machine Brand: _____Konica Minolta_____

Model Number: _____458e_____

Price per month: _____98.00_____

Black/White Click Charge: _____.0029_____

Copier 2 - Color copier with 45ppm in black/white

Machine Brand: _____Konica Minolta_____

Model Number: _____C458_____

Pages per minute for color: ____45_____

Price per month: _____133.00_____

Black/White Click Charge: _____.0029_____

Color Click Charge: _____0.024_____

Maintenance

Annual Maintenance Cost: \$ 42,500.00 based on 13 million BW pages/year and 200,000 color pages/year. This can be adjusted.

Average Response Time: _____4 hours_____

*All pricing must be locked in for 36 months, with the ability to extend an additional 12 months.

ADDITIONAL OPTION(S) PRICING PER UNIT

Booklet Finisher	13.40/month
Card Readers	2.50/month
5 th Paper Deck (3000 sheets of 8.5 x11)	15.00/month
PaperCut MF Software (Based on 36 units over 3 years)	14.50/month
Staples (15,000 per box)	97.36 each

If Imagetec is awarded this contract we will provide a check in the amount of \$10,000.00 for the trade in value of current copier fleet listed in RFP. Equipment will be removed as requested in this RFP.

CURRENT EQUIPMENT TO BE REPLACED

MAKE	MODEL	LOCATION	MONTHLY VOLUME
1. CANON	IRADV6575	1860 63 rd Street, DG 60516	5,000-15,000
***Would like two devices to replace this one - desired placement indicated on map			
2. COPYSTAR	CS 5500i	1435 Prairie Ave., DG 60515	5,000-15,000
3. CANON	IRADV6575	3935 Belle Aire Lane, DG 60515	70,000-80,000
4. COPYSTAR	CS 3500i	3935 Belle Aire Lane, DG 60515	under 10,000
5. CANON	IRADV6575	6835 Fairmount Ave., DG 60516	55,000-65,000
6. SHARP	MX-M365N	6835 Fairmount Ave., DG 60516	under 5,000
7. COPYSTAR	CS 3500i	6036 Blodgett Ave., DG 60516	5,000-10,000
8. CANON	IRADV6575	6036 Blodgett Ave., DG 60516	45,000-55,000
9. CANON	IRADV6575	2220 Haddow Ave., DG 60515	30,000-40,000
10. CANON	IRADV6575	2220 Haddow Ave., DG 60515	50,000-60,000
11. SHARP	MX-M453N	2220 Haddow Ave., DG 60515	under 5,000
12. CANON	IRADV6575	3935 Highland Ave., DG 60515	85,000-95,000
13. SHARP	MX-M453N	3935 Highland Ave., DG 60515	under 10,000
14. CANON	IRADV6575	1435 Jefferson Ave., DG 60516	40,000-50,000
15. CANON	IRADV6575	1435 Jefferson Ave., DG 60516	under 5,000
16. SHARP	MX-M503N	6235 Stonewall Ave., DG 60516	5,000-15,000
17. CANON	IRADV6575	6235 Stonewall Ave., DG 60516	75,000-85,000
18. CANON	IRADV6575	6509 Powell Street, DG 60516	65,000-75,000
19. SHARP	MX-M503N	6509 Powell Street, DG 60516	10,000-20,000
20. SHARP	MX-M453N	6509 Powell Street, DG 60516	under 5,000
21. COPYSTAR	CS-8000i	236 Indianapolis Ave., DG 60515	35,000-45,000
22. CANON	IRADV6575	236 Indianapolis Ave., DG 60515	30,000-40,000
23. SHARP	MX-M503N	236 Indianapolis Ave., DG 60515	5,000-15,000
24. KONICA	KM-2530	236 Indianapolis Ave., DG 60515	unknown
25. CANON	IRADV6575	1436 Grant Street, DG 60515	35,000-45,000
26. CANON	IRADV6575	1436 Grant Street, DG 60515	40,000-50,000
27. SHARP	MX-M453N	536 Hill Street, DG 60515	under 10,000
28. CANON	IRADV6575	536 Hill Street, DG 60515	55,000-65,000
29. CANON	IRADV6575	4435 Middaugh Ave., DG 60515	60,000-70,000
30. CANON	IRADV6575	4435 Middaugh Ave., DG 60515	40,000-50,000
31. COPYSTAR	CS6500i	4435 Middaugh Ave., DG 60515	20,000-30,000
32. COPYSTAR	CS6500i	635 59 th Street, DG 60516	10,000-20,000
33. CANON	IRADV6575	635 59 th Street, DG 60516	50,000-60,000
34. CANON	IRADV6575	635 59 th Street, DG 60516	35,000-45,000
35. SHARP	MX-M453N	635 59 th Street, DG 60516	under 5,000

CURRENT EQUIPMENT TO BE REPLACED

OPTION 1

MAKE	MODEL	BUILDING	LOCATION	MONTHLY VOLUME	Monthly Lease	** As of November TOTAL VOLUME	ACCESSORIES: # of drawers	Staple, Hole Punch, Fax Board, Finisher
1. KONICA MINOLTA	C759 (2)	ASC	1860 63 rd Street, DG 60516	5,000-15,000		229 229	4 and bypass	Y, Y, Y, Stacking
2. KONICA MINOLTA	C759	Longfellow	1435 Prairie Ave., DG 60515	5,000-15,000		229	4 and bypass	Y, Y, Y, Stacking
3. KONICA MINOLTA	KM808	Belle Aire	3935 Belle Aire Lane, DG 60515	70,000-80,000		164	4 and bypass	Y, Y, Y, Stacking
4. KONICA MINOLTA	C759	Belle Aire	3935 Belle Aire Lane, DG 60515	under 10,000		229	4 and bypass	Y, Y, Y, Stacking
5. KONICA MINOLTA	KM808	El Sierra	6835 Fairmount Ave., DG 60516	55,000-65,000		164	4 and bypass	Y, Y, Y, Stacking
6. KONICA MINOLTA	C759	El Sierra	6835 Fairmount Ave., DG 60516	under 5,000		229	4 and bypass	Y, N, Y, Inner
7. KONICA MINOLTA	C759	Fairmount	6036 Blodgett Ave., DG 60516	5,000-10,000		229	4 and bypass	Y, N, N, Stacking
8. KONICA MINOLTA	KM808	Fairmount	6036 Blodgett Ave., DG 60516	45,000-55,000		164	4 and bypass	Y, Y, Y, Stacking
9. KONICA MINOLTA	KM808	Puffer	2220 Haddow Ave., DG 60515	30,000-40,000		164	4 and bypass	Y, Y, Y, Stacking
10. KONICA MINOLTA	KM808	Puffer	2220 Haddow Ave., DG 60515	50,000-60,000		164	4 and bypass	Y, Y, Y, Stacking
11. KONICA MINOLTA	C759	Puffer	2220 Haddow Ave., DG 60515	under 5,000		229	4 and bypass	Y, Y, Y, Inner
12. KONICA MINOLTA	KM808	Highland	3935 Highland Ave., DG 60515	85,000-95,000		164	4 and bypass	Y, Y, Y, Stacking
13. KONICA MINOLTA	C759	Highland	3935 Highland Ave., DG 60515	under 10,000		229	4 and bypass	Y, Y, Y, Inner
14. KONICA MINOLTA	KM808	Hillcrest	1435 Jefferson Ave., DG 60516	40,000-50,000		164	4 and bypass	Y, Y, Y, Stacking
15. KONICA MINOLTA	C759	Hillcrest	1435 Jefferson Ave., DG 60516	under 5,000		229	4 and bypass	Y, Y, Y, Stacking
16. KONICA MINOLTA	C759	Indian Trail	6235 Stonewall Ave., DG 60516	5,000-15,000		229	4 and bypass	Y, Y, Y, Stacking
17. KONICA MINOLTA	KM808	Indian Trail	6235 Stonewall Ave., DG 60516	75,000-85,000		164	4 and bypass	Y, Y, Y, Stacking
18. KONICA MINOLTA	KM808	Kingsley	6509 Powell Street, DG 60516	65,000-75,000		164	4 and bypass	Y, Y, Y, Stacking
19. KONICA MINOLTA	KM808	Kingsley	6509 Powell Street, DG 60516	10,000-20,000		164	4 and bypass	Y, Y, Y, Stacking
20. KONICA MINOLTA	C759	Kingsley	6509 Powell Street, DG 60516	under 5,000		229	4 and bypass	Y, Y, Y, Inner
21. KONICA MINOLTA	KM808	Lester	236 Indianapolis Ave., DG 60515	35,000-45,000		164	4 and bypass	Y, Y, N, Stacking
22. KONICA MINOLTA	KM808	Lester	236 Indianapolis Ave., DG 60515	30,000-40,000		164	4 and bypass	Y, Y, Y, Stacking
23. KONICA MINOLTA	C759	Lester	236 Indianapolis Ave., DG 60515	5,000-15,000		229	4 and bypass	Y, Y, Y, Stacking
24. KONICA MINOLTA	KM808	Lester	236 Indianapolis Ave., DG 60515	unknown		164	4 and bypass	Y, Y, Y, Stacking
25. KONICA MINOLTA	C759	Pierce Downer	1436 Grant Street, DG 60515	35,000-45,000		229	4 and bypass	Y, Y, Y, Stacking
26. KONICA MINOLTA	KM808	Pierce Downer	1436 Grant Street, DG 60515	40,000-50,000		164	4 and bypass	Y, Y, Y, Stacking
27. KONICA MINOLTA	C759	Whittier	536 Hill Street, DG 60515	under 10,000		229	4 and bypass	Y, Y, Y, Inner
28. KONICA MINOLTA	KM808	Whittier	536 Hill Street, DG 60515	55,000-65,000		164	4 and bypass	Y, Y, Y, Stacking
29. KONICA MINOLTA	KM808	Herrick MS	4435 Middaugh Ave., DG 60515	60,000-70,000		164	4 and bypass	Y, Y, Y, Stacking
30. KONICA MINOLTA	KM808	Herrick MS	4435 Middaugh Ave., DG 60515	40,000-50,000		164	4 and bypass	Y, Y, Y, Stacking
31. KONICA MINOLTA	C759	Herrick MS	4435 Middaugh Ave., DG 60515	20,000-30,000		229	4 and bypass	Y, Y, Y, Stacking
32. KONICA MINOLTA	C759	O'Neill MS	635 59 th Street, DG 60516	10,000-20,000		229	4 and bypass	Y, Y, Y, Stacking
33. KONICA MINOLTA	KM808	O'Neill MS	635 59 th Street, DG 60516	50,000-60,000		164	4 and bypass	Y, Y, Y, Stacking
34. KONICA MINOLTA	KM808	O'Neill MS	635 59 th Street, DG 60516	35,000-45,000		164	4 and bypass	Y, Y, Y, Stacking
35. KONICA MINOLTA	KM808	O'Neill MS	635 59 th Street, DG 60516	under 5,000		164	4 and bypass	Y, Y, Y, Inner

Option 2

CURRENT EQUIPMENT TO BE REPLACED

MAKE	MODEL	BUILDING	LOCATION	MONTHLY VOLUME	Monthly Lease	** As of November TOTAL VOLUME	ACCESSORIES: # of drawers	Staple, Hole Punch, Fax Board, Finisher Y, Y, Y, Stacking
1. KONICA MINOLTA	C759 (2)	ASC	1860 63 rd Street, DG 60516	5,000-15,000		229 229	4 and bypass	Y, Y, Y, Stacking
2. KONICA MINOLTA	C658	Longfellow	1435 Prairie Ave., DG 60515	5,000-15,000		171	4 and bypass	Y, Y, Y, Stacking
3. KONICA MINOLTA	KM808	Belle Aire	3935 Belle Aire Lane, DG 60515	70,000-80,000		164	4 and bypass	Y, Y, Y, Stacking
4. KONICA MINOLTA	C658 KM808	Belle Aire Belle Aire	3935 Belle Aire Lane, DG 60515 3935 Belle Aire Lane, DG 60515	under 10,000		171 164	4 and bypass	Y, Y, Y, Stacking
5. KONICA MINOLTA	KM808	El Sierra	6835 Fairmount Ave., DG 60516	55,000-65,000		164	4 and bypass	Y, Y, Y, Stacking
6. KONICA MINOLTA	C658	El Sierra	6835 Fairmount Ave., DG 60516	under 5,000		171	4 and bypass	Y, N, Y, Inner
7. KONICA MINOLTA	C658	Fairmount	6036 Blodgett Ave., DG 60516	5,000-10,000		171	4 and bypass	Y, N, N, Stacking
8. KONICA MINOLTA	KM808	Fairmount	6036 Blodgett Ave., DG 60516	45,000-55,000		164	4 and bypass	Y, Y, Y, Stacking
9. KONICA MINOLTA	KM808	Puffer	2220 Haddow Ave., DG 60515	30,000-40,000		164	4 and bypass	Y, Y, Y, Stacking
10. KONICA MINOLTA	KM808	Puffer	2220 Haddow Ave., DG 60515	50,000-60,000		164	4 and bypass	Y, Y, Y, Stacking
11. KONICA MINOLTA	C658	Puffer	2220 Haddow Ave., DG 60515	under 5,000		171	4 and bypass	Y, Y, Y, Inner
12. KONICA MINOLTA	KM808	Highland	3935 Highland Ave., DG 60515	85,000-95,000		164	4 and bypass	Y, Y, Y, Stacking
13. KONICA MINOLTA	C658 KM808	Highland Highland	3935 Highland Ave., DG 60515 3935 Highland Ave., DG 60515	under 10,000		171 164	4 and bypass	Y, Y, Y, Inner
14. KONICA MINOLTA	KM808	Hillcrest	1435 Jefferson Ave., DG 60516	40,000-50,000		164	4 and bypass	Y, Y, Y, Stacking
15. KONICA MINOLTA	C658	Hillcrest	1435 Jefferson Ave., DG 60516	under 5,000		171	4 and bypass	Y, Y, Y, Stacking
16. KONICA MINOLTA	C658	Indian Trail	6235 Stonewall Ave., DG 60516	5,000-15,000		171	4 and bypass	Y, Y, Y, Stacking
17. KONICA MINOLTA	KM808 KM808	Indian Trail Indian Trail	6235 Stonewall Ave., DG 60516 6235 Stonewall Ave., DG 60516	75,000-85,000		164 164	4 and bypass	Y, Y, Y, Stacking
18. KONICA MINOLTA	KM808	Kingsley	6509 Powell Street, DG 60516	65,000-75,000		164	4 and bypass	Y, Y, Y, Stacking
19. KONICA MINOLTA	KM808	Kingsley	6509 Powell Street, DG 60516	10,000-20,000		164	4 and bypass	Y, Y, Y, Stacking
20. KONICA MINOLTA	C658	Kingsley	6509 Powell Street, DG 60516	under 5,000		171	4 and bypass	Y, Y, Y, Inner
21. KONICA MINOLTA	KM808	Lester	236 Indianapolis Ave., DG 60515	35,000-45,000		164	4 and bypass	Y, Y, N, Stacking
22. KONICA MINOLTA	KM808	Lester	236 Indianapolis Ave., DG 60515	30,000-40,000		164	4 and bypass	Y, Y, Y, Stacking
23. KONICA MINOLTA	C658	Lester	236 Indianapolis Ave., DG 60515	5,000-15,000		171	4 and bypass	Y, Y, Y, Stacking
24. KONICA MINOLTA	DNR	Lester	236 Indianapolis Ave., DG 60515	unknown		141,025	4 and bypass	Y, Y, Y, Stacking
25. KONICA MINOLTA	C658	Pierce Downer	1436 Grant Street, DG 60515	35,000-45,000		171	4 and bypass	Y, Y, Y, Stacking
26. KONICA MINOLTA	KM808	Pierce Downer	1436 Grant Street, DG 60515	40,000-50,000		164	4 and bypass	Y, Y, Y, Stacking
27. KONICA MINOLTA	C658	Whittier	536 Hill Street, DG 60515	under 10,000		171	4 and bypass	Y, Y, Y, Inner
28. KONICA MINOLTA	KM808	Whittier	536 Hill Street, DG 60515	55,000-65,000		164	4 and bypass	Y, Y, Y, Stacking
29. KONICA MINOLTA	KM808	Herrick MS	4435 Middaugh Ave., DG 60515	60,000-70,000		164	4 and bypass	Y, Y, Y, Stacking
30. KONICA MINOLTA	KM808	Herrick MS	4435 Middaugh Ave., DG 60515	40,000-50,000		164	4 and bypass	Y, Y, Y, Stacking
31. KONICA MINOLTA	C658	Herrick MS	4435 Middaugh Ave., DG 60515	20,000-30,000		171	4 and bypass	Y, Y, Y, Stacking
32. KONICA MINOLTA	C658	O'Neill MS	635 59 th Street, DG 60516	10,000-20,000		171	4 and bypass	Y, Y, Y, Stacking
33. KONICA MINOLTA	KM808	O'Neill MS	635 59 th Street, DG 60516	50,000-60,000		164	4 and bypass	Y, Y, Y, Stacking
34. KONICA MINOLTA	KM808	O'Neill MS	635 59 th Street, DG 60516	35,000-45,000		164	4 and bypass	Y, Y, Y, Stacking
35. KONICA MINOLTA	KM458e	O'Neill MS	635 59 th Street, DG 60516	under 5,000		98	4 and bypass	Y, Y, Y, Inner

COPIER RFP ADDENDUM

- The district has requested pricing on two specific models, but is also interested in right-sized solutions. It has been agreed that vendors will apply a 5% increase to the top of the range listed for average monthly volume at each of the schools and Longfellow. Vendors will apply a 25% increase to the top of the range listed for average monthly volume at the Administrative Services Center located at 1860 63rd Street.
- Please provide maintenance costs for black/ white machines in terms of price per page as well as an annual estimate based on the same terms as listed above. Please provide maintenance costs for color machines in terms of price per page.
- The district is unable to provide volume on printers
- Copier volume totals and install dates are in an attached spreadsheet
- Network/Infrastructure - The district will host the copiers on our own network, VMware
- Please provide the cost for installation of a card/fob reader on a separate line
- Current hard drives will be left with the district upon removal of equipment, vendor will scrub the hard drives of incoming equipment at the end of the leasing period
- Please provide copies of proposed contracts
- Please provide electrical requirements for all proposed devices
- The district is unable to provide volume broken out by black/white versus color as we do not currently have color copiers
- Vendors are welcome to submit multiple proposals - therefore as long as the proposal is responsive to breaking out the price for staples, the district will also accept an option in which they are included in the maintenance agreement
- Approximate number of users:
 - Admin/Secretaries - 70
 - Teachers - 350
 - Students - 5,200

Additional Questions

- The current 35 devices, what are the current lease obligations? Are there 35 on the lease or fewer? Any other equipment or software tied to this lease? How many payments remain? Will there be payments remaining at point of transition in July? What leasing company do you have these through? \$1 out or FMV? Has letter of intent been drafted and sent? Where will the machines need to be shipped back to?

All 35 devices have been completely paid off with a \$1 buy out. There will be no costs associated with closing out the maintenance leases, as they had been paid annually. They were leased through Sharp and Canon Financial Services, and a letter of intent has been sent regarding renewal of maintenance contracts. There are no requirements on what happens to the equipment once it's been removed.

- Please confirm that all current copiers are or will be owned by district with implementation of new plan over the summer. Thus equipment will not need to be returned to any leasing or particular vendor.

That is correct, all current copiers are owned by the district at this time. The only requirement is that the hard drives be removed and given to the district. The awarded vendor has no other requirements with the current equipment.

List of meeting participants:

NAME	EMAIL ADDRESS	COMPANY
Christy Torrese	ctorrese@genesistechnologies.com	Genesis Technologies
Dan Schindler	dschindler@kmbs.konicaminolta.us	Konica Minolta Business Solutions
Kristina Chazinski	kchazinski@provenit.com	Proven IT
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Andy O'Hara	aohara@imagetec.com	IMAGETEC
JASON ROLLOFF	JROLLOFF@ISBSCORP.COM	IMAGE SYSTEMS & BUSINESS SOLUTIONS

COPIER RFP ADDENDUM

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Andy O'Hara	aohara@imagetec.com	IMAGETEC
JASON ROLLOFF	JROLLOFF@ISBSCORP.COM	IMAGE SYSTEMS & BUSINESS SOLUTIONS

General Terms and Conditions

1. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, proposals, and communications, oral or written, concerning the subject matter of the Agreement. Customer acknowledges and agrees that no promise, representation or warranty of any kind has been made by Imagetec L.P. except as specifically set forth in this Agreement. No amendment or waiver of any provision of this Agreement shall be binding on Imagetec L.P. unless such amendment or waiver is in writing and signed by the general partner of Imagetec L.P.
 2. Delivery to the place of shipment specified herein shall constitute delivery to the Customer. Imagetec L.P. reserves the right to make delivery in installments. All such installments shall be separately invoiced and paid for when due, without regard to subsequent deliveries. Imagetec L.P. shall not be liable for failure or delays in delivery occasioned by causes beyond Imagetec L.P.'s control. Delay in delivery of any installment shall not relieve Customer of its obligation to accept remaining installments.
 3. It is mutually understood and agreed that the sole warranty on the Equipment and Accessories which are the subject of this Agreement is the warranty of the respective manufacturer(s), and that Imagetec L.P. makes no warranty, either express or implied, with respect to any of the Equipment or Accessories. IMAGETEC L.P. HEREBY SPECIFICALLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE. IMAGETEC L.P. SHALL NOT BE RESPONSIBLE FOR DIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES.
 4. Imagetec L.P. will provide technical support for thirty (30) calendar days from the date of installation. After this initial 30-day period, all requested technical support will be billed to Customer at Imagetec L.P.'s then-current labor rates, in 15-minute increments for phone support, with a one-hour minimum charge for on-site service calls.
- Terms and Conditions of Equipment Maintenance Agreement (if applicable)**
5. If this Agreement includes an equipment maintenance agreement ("EMA"), the EMA will be governed by the Terms and Conditions set forth in paragraphs 5 through 27 and the applicable provisions on the front side of this document. The EMA covers the labor and material necessary for lubrication, cleaning, adjustment and repair of the Equipment and the replacement of parts necessitated by normal use of the Equipment as listed on the front of this document including the controller, memory, printing systems, drivers, harnesses, wiring, hard drives, CD ROM drives, floppy disk drives, CD read/writers, mouse, monitors, keyboard, network harnesses that are directly attached to and purchased/leased as part of the initially installed basic copier system, except as hereinafter provided and subject to the Exclusions and Additional Exclusions set forth in paragraphs 6 and 7 below. The serviceability of parts will solely be determined by Imagetec L.P. Replaced parts will be disposed of by Imagetec L.P.
 6. Exclusions: This EMA will not apply to and does not cover:
 - A. Any Equipment lost or damaged for any reason, including accident, abuse, misuse or other-than-normal use, theft, neglect, acts of third parties, fire, water, casualty, or any other force or circumstances.
 - B. Replacement or repair of any network devices not directly attached to and purchased/leased as part of the initially installed basic copier system, including print controllers (internal or external), memory, printing systems, storage devices, (internal or external), drivers, harnesses, wiring, hard drives, mouse, monitors, keyboards, network harnessing or cards.
 - C. Service required after the initial installation, and/or after the Customer installs software, software updates or any changes to the operating systems, or related to network problems, that is not specifically for the adjustment, repair or replacement of items covered in paragraph 5 of this EMA.
 - D. Replacement of doors, covers, hinges, operation panels, stands, wheels, casters, work tables, exit trays, document lids, ADF covers, paper cassettes, sheet by-pass or instruction manuals.
 - E. Circuit board failure, unless an Imagetec L.P.-approved surge protection device was installed and continuously in use from and after the initial installation of the affected Equipment.
 - F. Color calibration from Customer computers for color devices. Excluded items will be repaired, serviced, calibrated or replaced, as applicable, by Imagetec L.P. at Customer's request at Imagetec L.P.'s then-current labor and material rates.
 7. Additional Exclusions: Additional excluded services include but are not limited to: (a) optional retrofits; (b) service associated with relocation of equipment; (c) installation of accessories, attachments or devices not included in the original installation; (d) performance of normal operator functions as described in the manufacturer's operator manual; (e) increase in required service time resulting from Customer's neglect, unique application or use beyond manufacturer's specifications of machine capability; (f) computer hardware/software conditions including, but not limited to a software virus resulting in Imagetec L.P. equipment malfunctioning. Services excluded under this paragraph 7 will be charged to Customer in accordance with Imagetec L.P.'s then-current labor and material rates.
 8. This EMA is only available for equipment having a valid manufacturer's serial number, UL certification and an Imagetec L.P. identification tag.
 9. Equipment purchased from Imagetec L.P. for which an Imagetec L.P. EMA expired within the prior twelve-month period is eligible for coverage under this EMA, subject to a chargeable inspection at Imagetec L.P.'s then-current labor and material rates and acceptance of the equipment condition by Imagetec L.P. Equipment purchased from Imagetec L.P. that has not been covered by an Imagetec L.P. EMA in the previous twelve (12) month period is eligible for coverage under this EMA subject to inspection and chargeable refurbishing of the Equipment (if deemed necessary by Imagetec) at Imagetec L.P.'s then-current labor and material rates. In the event any equipment is added to this EMA under this paragraph 9, the Maintenance Base/Overage Charge shown on the front side of this document will be amended accordingly.
 10. Imagetec L.P. may terminate this EMA in the event the Equipment is modified, damaged, altered or serviced by personnel other than Imagetec L.P. employees, or if parts, accessories or components not authorized by Imagetec L.P. are fitted to the Equipment.
 11. Customer agrees to furnish a key contact who will assume all duties covered and described in the manufacturer's operator manual. If training has been purchased, Imagetec L.P. will train the initial key contact at the time of initial installation and thereafter Customer shall ensure that a trained key contact is available. If additional training is required after the installation, Imagetec L.P. is available upon request to train additional key contacts at Imagetec L.P.'s then-current labor rates.
 12. Imagetec L.P. shall not be liable for failure or delays in delivery of replacement parts or supplies or delays in service calls occasioned by causes beyond the control of Imagetec L.P. or its suppliers. Service calls under this EMA will be made under normal business hours of 8:00 A.M. to 5:00 P.M. CST Monday through Friday, excluding Imagetec L.P. observed holidays, at the installation address shown on the front side of this document. Travel and labor time for service calls after normal hours, on weekends and on holidays, if and when available, will be charged at overtime rates in effect at the time the service call is made. Imagetec L.P. shall have free access to Equipment during the business hours stated above to perform service thereon. Imagetec L.P. reserves the right to cancel this EMA or have Equipment brought to an Imagetec L.P. facility for service when service access is so restrictive as to diminish overall efficiency of Imagetec L.P.'s service staff.
 13. In the event Imagetec L.P. is unable to obtain, repair or replacement parts due to the discontinuation of such parts by the manufacturer and is unable to effect repairs to the Equipment, Imagetec L.P. will credit the unused portion of EMA charges to Customer's account. Any such credit must be used toward future charges by Imagetec L.P.
 14. Customer is required to submit monthly meter readings to Imagetec L.P. Customer may submit Customer's meter readings through the web at www.imagetec.com or by fax at (815) 759-6005. For networked devices, Imagetec L.P. will provide software to automatically report meter readings for a fee of \$1.00 per machine per month. If Customer fails to provide meter readings in a timely fashion, Imagetec L.P., at its discretion, will estimate all necessary meter readings. If Customer disputes invoices generated from Imagetec L.P.'s estimated meter reading and rebilling is required, Customer will be assessed an administrative fee of \$10.00 for each invoice affected. Customer authorizes Imagetec L.P. to use remote access for meters and diagnostics throughout the term of this EMA.
 15. Customer acknowledges that it is Customer's responsibility to maintain a current backup of Customer's program and data files to restore any loss of data. Under no circumstances shall Imagetec L.P. be held responsible for any loss of data.
 16. For EMAs which are supply-inclusive, Imagetec L.P. agrees to provide sufficient toner quantity for Customer's usage according to the manufacturer's published expected usage which is based on 6% coverage black & white and 28% coverage full color. In addition to the charges set forth on the front of this document, Customer shall pay shipping and handling charges for all toner provided by Imagetec L.P. at the rate of .0005 per copy for black and white toner and .002 per copy for color toner. In the event that Customer's actual toner usage exceeds the manufacturer's published expected usage, Imagetec L.P. reserves the right to remedy this variance, at its option, by either adjusting the charges payable under this EMA to cover Customer's excess toner usage or by invoicing Customer for Customer's excess toner usage from time to time.
 17. If this EMA includes the copy drum, Imagetec L.P. will determine when drum replacement is necessary due to normal wear and tear. Drums will not be replaced at Customer's request, or for scratches, marks, or other notable defects caused by Customer neglect, abuse, or misuse. If drum replacement is required due to Customer neglect, abuse or misuse, Customer will pay a prorated charge based on the published drum yield and the then current drum retail price, plus labor charges for replacement at Imagetec L.P.'s then-current labor and material rates. If this EMA does not include the copy drum, the drum will be replaced as requested by Customer at Imagetec L.P.'s then-current labor and material rates.
 18. Expenses Incurred for supplies damaged or misused by Customer or consumed in the course of service performed on the Equipment by Customer are non-recoverable and replenishment of such supplies shall be at Customer's expense.
 19. If Imagetec L.P. determines that any Equipment covered by this EMA is not supplied with a "clean" power source (without spikes, sags, noise, etc.), then Customer must provide, at its expense, all changes and installations needed to correct the problem with the incoming power source. This could include items such as dedicated power lines, U.L. approved power (line) suppressors, line regulators, etc. Imagetec L.P. disclaims all responsibility for costs incurred to repair or replace any Equipment or components, including circuit boards, when damage to such was caused by an insufficient or faulty power source.
 20. When in its sole discretion Imagetec L.P. determines that a shop reconditioning is necessary to keep any of the Equipment in working condition, Imagetec L.P. will submit to Customer an estimate of needed repairs and the cost thereof, which will be in addition to charges payable under this EMA. If Customer does not authorize such reconditioning, Imagetec L.P. may discontinue service of such Equipment under this EMA, refunding the unused portion of the maintenance charge, or may refuse to renew this EMA upon the expiration of the then-current term. In any such event, Imagetec L.P. service will be available on a "Per Call" basis at Imagetec L.P.'s then-current labor and material rates.
 21. Customer will pay for all costs associated with any Equipment relocation requested by Customer at Imagetec L.P.'s then-current labor and material rates. These costs will include applicable installation and removal charges and special rigging charges. Imagetec L.P. shall be under no obligation to provide service for any Equipment that is relocated outside its geographical service area, and on request Imagetec L.P. will assist Customer in obtaining service from other qualified service providers outside Imagetec L.P.'s geographical service area.
 22. This EMA shall be considered in force upon receipt by Imagetec L.P. of the initial EMA charge (per billing period) set forth on the reverse side hereof and shall continue for the term of this EMA from the EMA effective date shown on the reverse side of this document. The term of this EMA will automatically renew for successive additional one-year terms unless either party gives notice of non-renewal at least 30 days prior to the scheduled expiration of the then-current term. Each renewal term shall be subject to a price adjustment in accordance with Imagetec L.P.'s then-current rates. In addition, Imagetec L.P. may elect to change the base charge and/or number of copies / prints included in the base charge at the time of EMA renewal to more accurately reflect Customer's average copy volume for the billing period specified. In addition, if Imagetec L.P. determines at any time that Customer's copy usage has increased materially, either in application or volume, above the quantities set forth on the reverse side of this document, Imagetec L.P. shall have the right to notify Customer of early termination of this EMA, in which event Imagetec L.P. shall re-quote pricing, terms and conditions of a new EMA, which Customer may reject, and in the case of such rejection the term of this EMA shall end on the early termination date selected by Imagetec L.P. Imagetec L.P. has no obligation to provide supplies, on a supply-inclusive EMA, beyond the manufacturer's expected usage or beyond the term of this EMA. In the event of non-renewal of this EMA, all supplies delivered to Customer in excess of the manufacturer's expected usage projected to the date of EMA expiration are the property of Imagetec L.P. In the event Customer has received supplies in excess of the foregoing, Customer shall either return the excess supplies to Imagetec L.P. or pay the then current published price to purchase the excess supplies from Imagetec L.P.
 23. The initial monthly/quarterly/semi-annual/annual charge for maintenance under this EMA shall be the amount set forth on the reverse side hereof. The monthly/quarterly/semi-annual/annual maintenance charge with respect to any renewal term will be the charge in effect at the time of renewal. Customer agrees to pay the total of all charges for maintenance during the initial term and any renewal term upon receipt of each Imagetec L.P. invoice for such charges. Customer agrees that alterations, attachments or specification changes may require an increase in maintenance charges at any time during the term of this EMA and agrees to pay such charges promptly when due. The billing period for the base charge noted on the reverse of this document determines the invoicing cycle Customer will receive. There is a \$10.00 per month billing processing fee for a monthly base billing period. The billing period for the base charges and copy/print allowances represents the invoicing for all copies/prints made in excess of the allowance. At the conclusion of each copy/print allowance billing period, Customer's meter reading(s) will be taken and excess copies/prints will be invoiced for the applicable billing cycle. The charge for excess copies/prints will be calculated using the excess copy/print charge set forth on the reverse of this document. If Customer does not exceed the copies/prints allowed in the billing period, the meter reading(s) taken as of the end of such billing period will become the beginning meter reading(s) for the new copy/print allowance billing period. No credits will be given when the copy/print count is below the copy/print allowance for any billing period.
 24. If Customer does not pay all charges for maintenance or parts as provided hereunder when due, or if Customer's account becomes delinquent, Imagetec L.P. may (a) refuse to service the Equipment or (b) elect to furnish service on a C.O.D. "Per Call" basis at Imagetec L.P.'s then-current labor and material rates. Customer agrees to pay all costs incurred by Imagetec L.P. to collect delinquent amounts from Customer, including reasonable attorneys' fees and expense incurred by Imagetec L.P.
 25. Products sold by Imagetec L.P. are designed to give excellent performance with Imagetec L.P. authorized supplies, including paper, developer, toner, ink and masters. Although it is not a condition of this EMA that Customer use only Imagetec L.P. supplies, if Customer uses supplies other than supplies approved by Imagetec L.P., and if such supplies are defective or not acceptable for use on Imagetec L.P.-serviced machines, and cause abnormally frequent service calls or service problems, then Imagetec L.P. may, at its option, terminate this EMA. In such event, Customer will be offered service on a "Per Call" basis at Imagetec L.P.'s then-current labor and material rates.
 26. This EMA shall be governed by and construed to the laws of the State of Illinois applicable to agreements wholly negotiated, executed and performed in such State. It constitutes the entire agreement between the parties and may not be modified except in writing signed by duly authorized Partner of Imagetec L.P. and the customer.
 27. This EMA is non-transferable by Customer and non-refundable.



Equipment Lease Agreement # _____

EQUIPMENT		
Equipment MFG Model & Description	Serial Number	Accessories
_____	_____	_____
_____	_____	_____
<input type="checkbox"/> See attached schedule for additional Equipment / Accessories		

Billing Address: _____
 Equipment Location: _____

SUPPLIER	TRANSACTION TERMS
Imagetec, L.P. 4509 Prime Parkway McHenry, IL 60050 Phone: 815 759-6000 Fax: 815 759-6005	Purchase Option: Fair Market Value Lease Payment: \$ _____ (plus applicable taxes) Term: _____ (months) Billing Period: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly (Monthly if not checked) The following additional payments are due on the date this Lease is signed by you: Advance Payment: \$ _____ (plus applicable taxes) Applied to: <input type="checkbox"/> First <input type="checkbox"/> Last Document Fee: \$75.00 (included on first invoice)

YOU HAVE SELECTED THE EQUIPMENT. THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT AGENTS OF ANY ASSIGNEE OF LESSOR AND ARE NOT AUTHORIZED TO MODIFY THE TERMS OF THIS LEASE. YOU ARE AWARE OF THE NAME OF THE MANUFACTURER OF EACH ITEM OF EQUIPMENT AND YOU WILL CONTACT EACH MANUFACTURER FOR A DESCRIPTION OF YOUR WARRANTY RIGHTS. WE MAKE NO WARRANTIES TO YOU, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR OTHERWISE. WE PROVIDE THE EQUIPMENT TO YOU AS-IS. YOU AGREE TO USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR BUSINESS, AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES. WE SHALL NOT BE LIABLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES. WE MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LEGAL, TAX OR ACCOUNTING TREATMENT OF THIS LEASE AND YOU ACKNOWLEDGE THAT WE ARE AN INDEPENDENT CONTRACTOR AND NOT A FIDUCIARY OF LESSEE. YOU WILL OBTAIN YOUR OWN LEGAL, TAX AND ACCOUNTING ADVICE RELATED TO THIS LEASE AND WILL MAKE YOUR OWN DETERMINATION OF THE PROPER LEASE TERM FOR ACCOUNTING PURPOSES.

EXCEPT AS PROVIDED IN SECTION 2, YOUR PAYMENT OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION OR SETOFF FOR ANY REASON WHATSOEVER. BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THIS LEASE SHALL BE DEEMED FULLY EXECUTED AND PERFORMED IN THE STATE OF LESSEE'S PRINCIPAL PLACE OF BUSINESS AND SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH SUCH LAWS.

TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS.

BY SIGNING THIS LEASE, YOU ACKNOWLEDGE RECEIPT OF PAGES 1 AND 2 OF THIS LEASE, AND AGREE TO THE TERMS ON PAGES 1 AND 2. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU AND US FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

TERMS AND CONDITIONS

1. **COMMENCEMENT OF LEASE.** Commencement of this Lease and acceptance of the Equipment shall occur upon delivery of the Equipment to you ("Commencement Date"). To the extent that the Equipment includes intangible property or associated services such as periodic software licenses and prepaid database subscription rights, such intangible property shall be referred to as "Software". You understand and agree that we have no right, title or interest in the Software and you will comply throughout the Term of this Lease with any license and/or other agreement ("Software License") entered into with the supplier of the Software ("Software Supplier"). You are responsible for entering into any Software License with the Software Supplier no later than the Commencement Date of this Lease. You agree to inspect the Equipment upon delivery and verify by telephone or in writing such information as we may require. If you signed a purchase order or similar agreement for the purchase of the Equipment, by signing this Lease you assign to us all of your rights, but none of your obligations under it. All attachments, accessories, replacements, replacement parts, substitutions, additions and repairs to the Equipment shall form part of the Equipment under this Lease.

2. **LEASE PAYMENTS.** You agree to remit to us the Lease Payment and all other sums when due and payable each Billing Period at the address we provide to you from time to time. You agree that you will remit payments to us in the form of company checks (or personal checks in the case of sole proprietorships), direct debit or wires only. You also agree cash and cash equivalents are not acceptable forms of payment for this Lease and that you will not remit such forms of payment to us. Payment in any other form may delay processing or be returned to you. Furthermore, only you or your authorized agent as approved by us will remit payments to us. Lease Payments will include any freight, delivery, installation and other expenses we finance on your behalf at your request. Lease Payments are due whether or not you receive an invoice. You authorize us to adjust the Lease Payments by not more than 15% to reflect any reconfiguration of the Equipment or adjustments to reflect applicable sales taxes or the cost of the Equipment by the manufacturer and/or Supplier.

NON-APPROPRIATION OF FUNDS. You intend to remit to us all Lease Payments and other payments for the full Term if funds are legally available. In the event you are not granted an appropriation of funds at any time during the Term for the Equipment or for equipment which is functionally similar to the Equipment and operating funds are not otherwise available to you to pay Lease Payments and other payments due and to become due under this Lease, and there is no other legal procedure or available funds by or with which payment can be made to us, and the non-appropriation did not result from an act or omission by you, you shall have the right to return the Equipment in accordance with Section 11 of this Lease and terminate this Lease on the last day of the fiscal period for which appropriations were received without penalty or expense to you, except as to the portion of the Lease Payments for which funds shall have been appropriated and budgeted. At least thirty (30) days prior to the end of your fiscal period, your chief executive officer (or legal counsel) shall certify in writing that: (a) funds have not been appropriated for the fiscal period; (b) such non-appropriation did not result from any act or failure to act by you; and (c) you have exhausted all funds legally available to pay Lease Payments. If you terminate this Lease because of a non-appropriation of funds, you may not purchase, lease or rent, during the subsequent fiscal period, equipment performing the same functions as, or functions taking the place of, those performed by the Equipment provided, however, that these restrictions shall not be applicable if or to the extent that the application of these restrictions would affect the validity of this Lease. This Section 2 shall not permit you to terminate this Lease in order to acquire any other Equipment or to allocate funds directly or indirectly to perform essentially the application for which the Equipment is intended.

3. **LEASE CHARGES.** You agree to: (a) pay all costs and expenses associated with the use, maintenance, servicing, repair or replacement of the Equipment; (b) pay all fees, assessments, taxes and charges governmentally imposed upon Lessor's purchase, ownership, possession, leasing, renting, operation, control or use of the Equipment and pay all premiums and other costs of insuring the Equipment; (c) reimburse us for all costs and expenses incurred in enforcing this Lease; and (d) pay all other costs and expenses for which you are obligated under this Lease ((a) through (d) collectively referred to as "Lease Charges"). NOTWITHSTANDING THE FACT THAT YOU MAY BE EXEMPT FROM THE PAYMENT OF PERSONAL PROPERTY TAXES, you acknowledge that as the owner of the Equipment, we may be required to pay personal property taxes, and you agree, at our discretion, to either: (1) reimburse us for all personal property and other similar taxes and governmental charges associated with the ownership, possession or use of the Equipment when billed by the jurisdictions; or (2) remit to us each Billing Period our estimate of the pro-rated equivalent of such taxes and governmental charges. In the event that the Billing Period sums includes a separately

Continued on Page 2

LESSOR ("We", "Us")	LESSEE ("You")
Imagetec, L.P. By: X _____ Name: _____ Title: _____ Date: _____	_____ (Lessee Full Legal Name) By: X _____ Name: _____ Title: _____ Date: _____ Federal Tax ID: _____

stated estimate of personal property and other similar taxes, you acknowledge and agree that such amount represents our estimate of such taxes that will be payable with respect to the Equipment during the Term. As compensation for our internal and external costs in the administration of taxes related to each unit of Equipment, you agree to pay us a "Tax Administrative Fee" equal to \$12 per unit of Equipment per year during the Term, not to exceed the maximum permitted by applicable law. The Tax Administrative Fee, at our sole discretion, may be increased by an amount not exceeding 10% thereof for each subsequent year of the Term to reflect our increased cost of administration and we will notify you of any such increase by indicating such increased amount in the relevant invoice or in such other manner as we may deem appropriate. We may take on your behalf any action required under this Lease which you fail to take, and upon receipt of our invoice you will promptly pay our costs (including insurance premiums and other payments to affiliates), plus reasonable processing fees. Restrictive endorsements on checks you send to us will not reduce your obligations to us. We may charge you a return check or non-sufficient funds charge of \$25 for any check which is returned by the bank for any reason (not to exceed the maximum amount permitted by law).

4. LATE CHARGES. For any payment which is not received within three (3) days of its due date, you agree to pay a late charge not to exceed the higher of 10% of the amount due or \$35 (not to exceed the maximum amount permitted by law) as reasonable collection costs.

5. OWNERSHIP, USE, MAINTENANCE AND REPAIR. We own the Equipment and you have the right to use the Equipment under the terms of this Lease. If this Lease is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under this Lease. We hereby assign to you all our rights under any manufacturer and/or supplier warranties, so long as you are not in default hereunder. You must keep the Equipment free of liens. You may not remove the Equipment from the address indicated on page 1 of this Lease without first obtaining our approval. You agree to: (a) keep the Equipment in your exclusive control and possession; (b) use the Equipment in conformity with all insurance requirements, manufacturer's instructions and manuals; (c) keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty, certification and standard full service maintenance contract; and (d) give us reasonable access to inspect the Equipment and its maintenance and other records.

6. INDEMNITY. You are responsible for all losses, damages, claims, infringement claims, injuries and attorneys' fees and costs, including, without limitation, those incurred in connection with responding to subpoenas, third party or otherwise ("Claims"), incurred or asserted by any person, in any manner relating to the Equipment, including its use, condition or possession. You agree to defend and indemnify us against all Claims, although we reserve the right to control the defense and to select or approve defense counsel. This indemnity continues beyond the termination of this Lease for acts or omissions which occurred during the Term of this Lease. You also agree that this Lease has been entered into on the assumption that we are the owner of the Equipment for U.S. federal income tax purposes and will be entitled to certain U.S. federal income tax benefits available to the owner of the Equipment. You agree to indemnify us for the loss of any U.S. federal income tax benefits resulting from the failure of any assumptions in this Lease to be correct or caused by your acts or omissions inconsistent with such assumption or this Lease. In the event of any such loss, we may increase the Lease Payments and other amounts due to offset any such adverse effect.

7. LOSS OR DAMAGE. If any item of Equipment is lost, stolen or damaged you will, at our option and your cost, either: (a) repair the item or replace the item with a comparable item reasonably acceptable to us; or (b) pay us the sum of: (i) all past due and current Lease Payments and Lease Charges; (ii) the present value of all remaining Lease Payments and Lease Charges for the effected item(s) of Equipment, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the effected item(s) of Equipment. We will then transfer to you all our right, title and interest in the effected item(s) of Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE. Insurance proceeds shall be applied toward repair, replacement or payment hereunder, as applicable. In this Lease, "Fair Market Value" of the Equipment means its fair market value at the end of the Term, assuming good order and condition (except for ordinary wear and tear from normal use), as estimated by us. No such loss or damage shall relieve you of your payment obligations hereunder.

8. INSURANCE. You agree, at your cost, to: (a) keep the Equipment insured against all risks of physical loss or damage for its full replacement value, naming us as loss payee; and (b) maintain public liability insurance, covering personal injury and Equipment damage for not less than \$300,000 per occurrence, naming us as additional insured. The policy must be issued by an insurance carrier acceptable to us, must provide us with not less than 15 days' prior written notice of cancellation, non-renewal or amendment, and must provide deductible amounts acceptable to us. If you do not provide acceptable insurance, we have the right but no obligation to obtain insurance covering our interest (and only our interest) in the Equipment for the Lease Term and any renewals. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled at any time. In the event that we elect to obtain such insurance, you will be required to pay us an additional amount each Billing Period for the cost of such insurance and an administrative fee, the cost of which insurance and administrative fee may be more than the cost to obtain your own insurance and on which we may make a profit.

9. DEFAULT. You will be in default under this Lease if: (a) you fail to remit to us any payment within ten (10) days of the due date or breach any other obligation under this Lease; (b) a petition is filed by or against you or any guarantor under any bankruptcy or insolvency law; (c) any representation made by you is false or misleading in any material respect; (d) you become insolvent, are liquidated or dissolved, merge, transfer a material portion of your ownership interest or assets, stop doing business, or assign rights or property for the benefit of creditors; or (e) you default under any other agreement with us or our assignees.

10. REMEDIES. If you default, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all past due and current Lease Payments and Lease Charges; (ii) the present value of all remaining Lease Payments and Lease Charges, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined in Section 11, or take possession of the Equipment, and to lease or sell the Equipment or any portion thereof, and to apply the proceeds, less reasonable selling and administrative expenses, to the amounts due hereunder; (d) charge you interest on all amounts due us from the due date until paid at the rate of 1-1/2% per month, but in no event more than the lawful maximum rate; and (e) charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

11. END OF TERM OPTIONS: RETURN OF EQUIPMENT. At the end of the Term and upon 30 days prior written notice to us, you shall either: (a) return all, but not less than all, of the Equipment; or (b) purchase all, but not less than all, of the Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE, for the Fair Market Value, plus applicable sales and other taxes. If you do not provide us with such written notice and either return all of the Equipment or purchase all of the Equipment at the end of the Term, then this Lease will automatically renew on a month-to-month basis and all of the provisions of this Lease shall continue to apply, including, without limitation, your obligations to remit Lease Payments, Lease Charges and other charges, until all of the Equipment is either returned to us (either because we demand return of the Equipment or you decide to return the Equipment) or purchased by you for the applicable Fair Market Value, plus applicable sales and other taxes, in accordance with the terms hereof. If you are in default (or a non-appropriation of funds occurs), or you do not purchase the Equipment at the end of the Term (or the Renewal Term), you shall: (1) return all of the Equipment, freight and insurance prepaid at your cost and risk, to wherever we indicate in the continental United States, with all manuals and logs, in good order and condition (except for ordinary wear and tear from normal use), packed per the shipping company's specifications; and (2) securely remove all data from any and all disk drives or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from the failure to maintain the Equipment in accordance with this Lease or for damages incurred in shipping and handling.

12. ASSIGNMENT. You may not assign or dispose of any rights or obligations under this Lease or sublease the Equipment without our prior written consent. We may, without notifying you: (a) assign all or any portion of this Lease or our interest in the Equipment; and (b) release information we have about you and this Lease to the manufacturer, Supplier or any prospective investor, participant or purchaser of this Lease. If we do make an assignment under subsection 12(a) above, our assignee will have all of our rights under this Lease, but none of our obligations. You agree not to assert against our assignee claims, offsets or defenses you may have against us.

13. MISCELLANEOUS. Notices must be in writing and will be deemed given five (5) days after mailing to your (or our) business address. You represent that: (a) you are the entity indicated in this Lease; (b) any documents required to be delivered in connection with this Lease (collectively, the "Documents") have been duly authorized by you in accordance with all applicable laws, rules, ordinances and regulations; (c) the Documents are valid, legal, binding agreements, enforceable with their terms and the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body, and hold the offices indicated below their signatures; (d) the Equipment is essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and shall be used during the Term only by you to perform such function; (e) you intend to use the Equipment for the entire Term and shall take all necessary action to include in your annual budget any funds required to fulfill your obligations each fiscal period during the Term; (f) you have complied fully with all applicable law governing open meetings, public bidding and appropriations, required in connection with this Lease and the debt under applicable state law; (g) your obligations to remit Lease Payments constitutes a current expense and not a debt under applicable state law; (h) this Lease is binding on you and your successors and assigns; and (i) all financial information you have provided is true and a reasonable representation of your financial condition. This Lease: (i) constitutes the entire agreement of the parties with respect to the subject matter thereof; (ii) supersedes all other writings, communications, understandings, agreements, purchase orders, solicitation documents (including, without limitation, any request for proposal and responses thereto and other related documents (together, the "Bid Documents")) and other representations, express or implied ("Prior Understandings"), and may not be contradicted or amended by Prior Understandings; and (iii) may be amended or modified only by written documents duly authorized, executed and delivered by the parties. This Lease is binding on you and your successors and assigns. You authorize us, our agent, or our assignee to: (a) obtain credit reports and make credit inquiries; (b) furnish your information, including credit application, payment history and account information, to credit reporting agencies and our assignees, potential purchasers or investors and parties having an economic interest in this Lease or the Equipment, including, without limitation, the seller, Supplier or any manufacturer of the Equipment; and (c) you irrevocably grant us the power to prepare, sign on your behalf (if applicable), and file, electronically or otherwise Uniform Commercial Code ("UCC") financing statements and any amendments thereto or continuation thereof relating to the Equipment, and containing any other information required by the applicable UCC. Any claim you have against us must be made within two (2) years after the event which caused it. If a court finds any provision of this Lease to be unenforceable, all other terms shall remain in effect and enforceable. You authorize us to insert or correct missing information on this Lease, including your proper legal name, serial numbers and any other information describing the Equipment. If you so request, and we permit the early termination of this Lease, you agree to pay a fee for such privilege. **THE PARTIES INTEND THIS TO BE A "FINANCE LEASE" UNDER ARTICLE 2A OF THE UCC. YOU WAIVE ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A OF THE UCC. YOU FURTHER HEREBY ACKNOWLEDGE AND AGREE THAT WE AND/OR SUPPLIER MAY MAKE A PROFIT ON ANY AND ALL FEES REFERENCED HEREIN AND, IN SO DOING WAIVE ANY AND ALL CLAIM WHICH YOU MAY HAVE FOR UNJUST ENRICHMENT.** We may receive compensation from the manufacturer and/or Supplier of the Equipment in order to enable us to reduce the cost of this Lease below what we otherwise would charge. If we received such compensation, the reduction in the cost of this Lease is reflected in the Lease Payment.

14. ELECTRONIC TRANSMISSION OF DOCUMENTATION. This Lease and other related documents (each a "Document") may be executed in counterparts. The executed counterpart which has our original signature (manual or electronic) and/or is in our possession or control shall constitute chattel paper as that term is defined in the UCC. Each Document manually or electronically signed and transmitted to us shall constitute the original agreement for all purposes, including, without limitation: (i) any hearing, trial or proceeding with respect to such Document; and (ii) any determination as to which version of such Document constitutes the single true original item of chattel paper under the UCC. If you sign (manually or electronically) and transmit a Document to us by facsimile or other electronic transmission, such Document, upon execution by us (manually or electronically) shall be binding upon the parties and shall constitute the original agreement for all purposes. You acknowledge and agree that we may rely on any electronic signature that we reasonably believe to be the signature of your representative. Upon our request, you shall provide the counterpart of any Document containing your original manual signature to us. You agree not to contest the admissibility, validity or enforceability of any Document containing an electronic signature or any electronic Document under either the business records exception to the hearsay rule or the best evidence rule or any other legal theory or on the basis that the Document was not originated or maintained in original or documentary form.



Measuring Customer Satisfaction

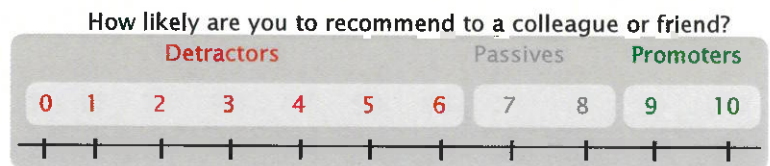
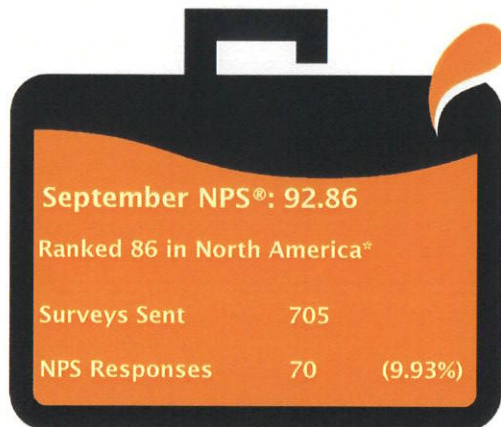
Many companies claim that they have the "Best service in the business" but few even have a way to measure how happy customers are. Here at Imagetec L.P. we have a system that allows us to capture feedback after every service call. We use the Net Promoter Score system www.netpromoter.com

The average N. American company has a Net Promoter Score® of 30.

Some well-loved companies reach scores into the 70s and 80s

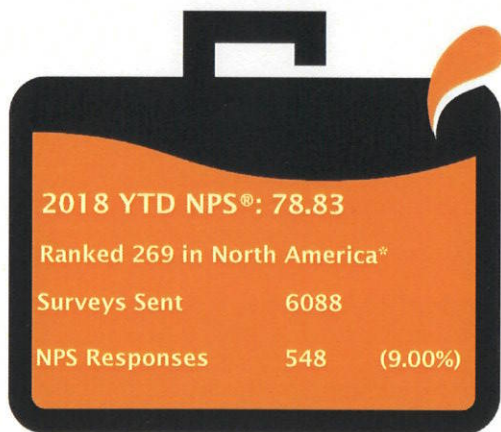
NPS® Leaders - N. America 2017		
Company		NPS
Costco		79
Ritz Carlton		78
USAA		75
Amazon		73
Netflix		62
Virgin America		62

NPS scores published by Satmetrix Systems



$$\text{NPS}^{\circledR} = \text{\% of PROMOTERS (9s and 10s)} - \text{\% of DETRACTORS (0 through 6)}$$

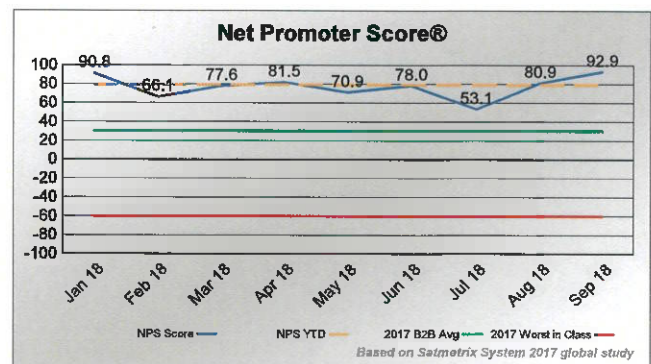
92.86 = 65 (92.86%) - 0 (0.00%)



$$\text{NPS}^{\circledR} = \text{\% of PROMOTERS (9s and 10s)} - \text{\% of DETRACTORS (0 through 6)}$$

78.83 = 465 (84.85%) - 33 (-6.02%)

The Net Promoter Score (NPS)®, is a straightforward loyalty metric that holds companies and employees accountable for how they treat customers. It is both a loyalty metric and a discipline for using customer feedback to fuel profitable growth in your business. Employees at all levels of the organization understand it, opening doors to customer centric change and improved performance.



Data Collection and NPS® Verification powered by CEO Juice Inc.

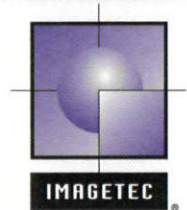
Imagetec L.P. | 4509 Prime Parkway, McHenry, IL 60050 | 800-870-0225

* Ranking among US and Canada copier dealers using the NPS® system provided by CEO Juice.

** Net Promoter, NPS, and Net Promoter Score are trademarks of Satmetrix Systems, Inc., Bain & Company, and Fred Reichheld

Total Satisfaction Guarantee

Total Satisfaction GUARANTEE



100%
SATISFACTION
GUARANTEE

IMAGETEC L.P. is dedicated to ensuring that the investment you made in your office technology continuously meets or exceeds your expectations.

Your complete satisfaction is important to us. If you have continuously maintained the equipment under a full service maintenance agreement, IMAGETEC will replace the affected unit like for like if we cannot repair the unit and bring it back to 100% of the manufacturer's specifications. The term of this guarantee is 60 months or the length of your lease, which ever occurs first.

We understand it is critical that this process has minimal disruption to your operation. This is why we guarantee that the evaluation, repair, and replacement process functions at the highest level of our organization with the greatest sense of urgency.

Thank you again for trusting IMAGETEC to be your office technology equipment and service provider.

Richard Cucco

Managing Partner

IMAGETEC LP.

McHenry | Chicago | Rosemont | Lincolnshire | Naperville





PaperCut for Education

Cut the Costs of Student Printing

Designed for schools and universities of all sizes, PaperCut is simple to install and starts tracking users immediately.

Take the frustration out of everyday printing.

Give staff and students the answers to everyday problems.

Wasteful printing and large documents tie up our printers

You can set an upper document size to stop unusually large print jobs. Other filters include a maximum number of copies, color and duplex printing. There is even a filter to stop "double submitted" jobs caused by accidentally clicking the print icon twice.

Users don't like change

PaperCut is designed to be phased into production. You can implement silent monitoring as a first phase, then add quotas and printer rules, and introduce user pays printing when the processes are well established. Our Implementation Guide will show you how to roll out PaperCut without disrupting the workflow of your staff and students.

"Guest" account users and wireless users are anonymous on the network

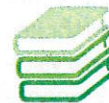
Anonymous users can be authenticated for printing using the PaperCut client software, a hold/release queue or PaperCut's user web tools.



Set Per Page Costs for Users



Pays for Itself



Designed for Education



Self Maintaining

Staff and students can bring any mobile device, there's no standardization

No matter what device your students and staff have—iPads, Chromebooks or leased laptops, you can apply your network policies while delivering easy access to print.

Print management systems are too expensive

Our special educational pricing won't break your budget because you won't pay extra for the number of servers, workstations, printers or operating systems on your network. Your savings, from reduced consumption or from offsetting printing costs with user pays printing, means that PaperCut is software that truly pays for itself!

You want a system that integrates with your current internet sites and policies

You can tailor the end-user web interface to look like part of your internet. If you want to further extend PaperCut or provide additional integration with your systems, you can use the full set of APIs included as standard with PaperCut, fully documented with example source code.

Deploying software on workstations is difficult and time consuming

PaperCut does not require software on each workstation. There is optional client software, but if you decide to use it, you can run it using the "zero-install" method that launches the software from the PaperCut server.

You don't have a large staff to install and administer a print management system

PaperCut is self-maintaining with features like automatic synchronization with users, groups and printers, automatic configuration of new user accounts and automatic periodic quotas. Users can add value to their own accounts with "top up cards" or by using the optional payment gateway for credit card payments using online systems like PayPal. Browser-based one-click reports and scheduled automatic email reports make it easy to monitor and report activity.

The IT department appears "reactive" to problems rather than "proactive"

PaperCut automatically tracks printer errors and can be configured to send email or SMS messages to admin or helpdesk staff when a printer requires attention.

PaperCut:
cut waste
track printing
save money

"The initial investment has already been recouped in our first year of use."

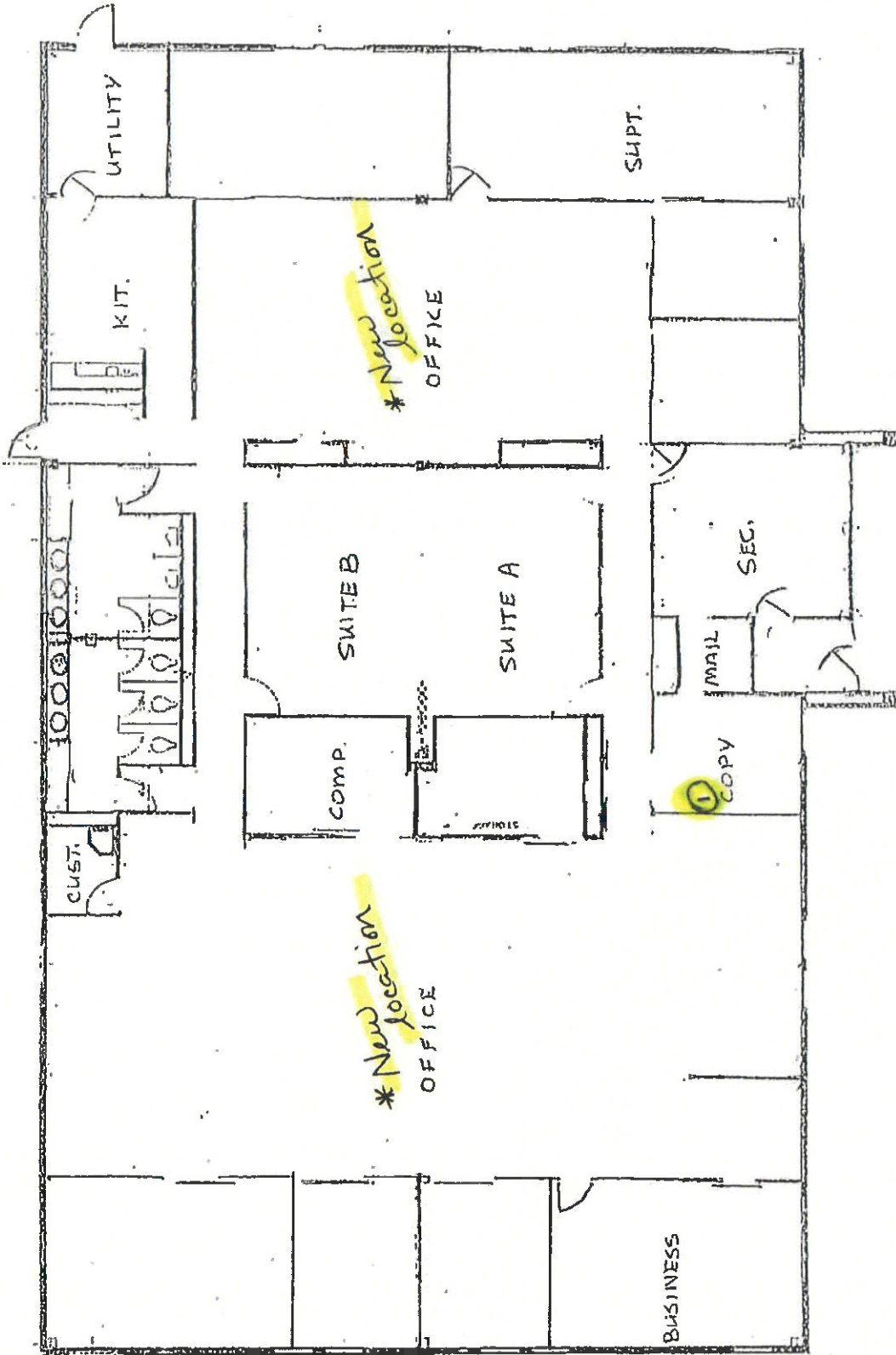


"Without quotas, our students were printing around 2 million pages per year. After quotas, that number dropped in half."

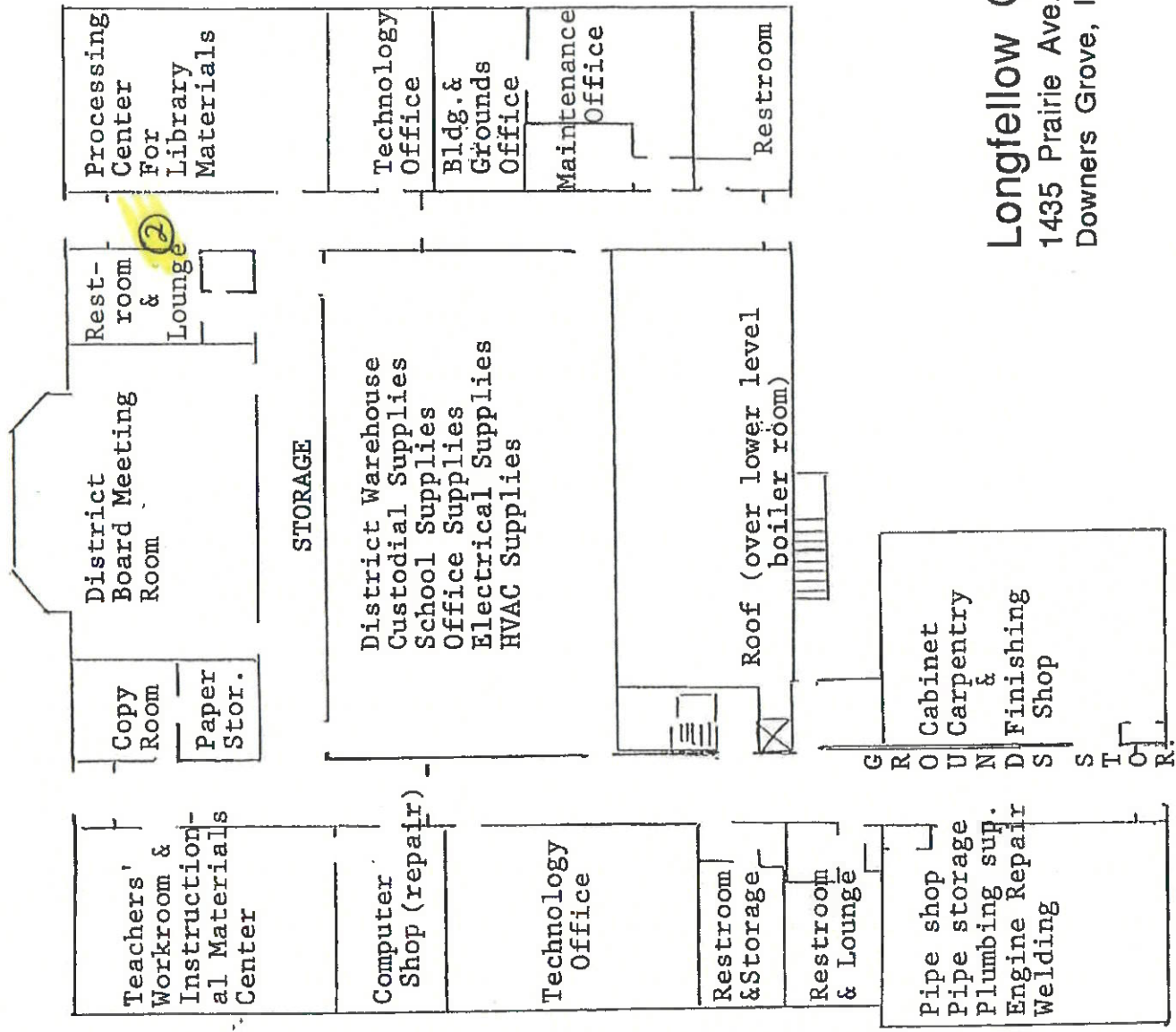


sales@papercut.com

www.papercut.com



Admin. Service Center
 1860 63rd. St.
 Downers Grove, Ill.

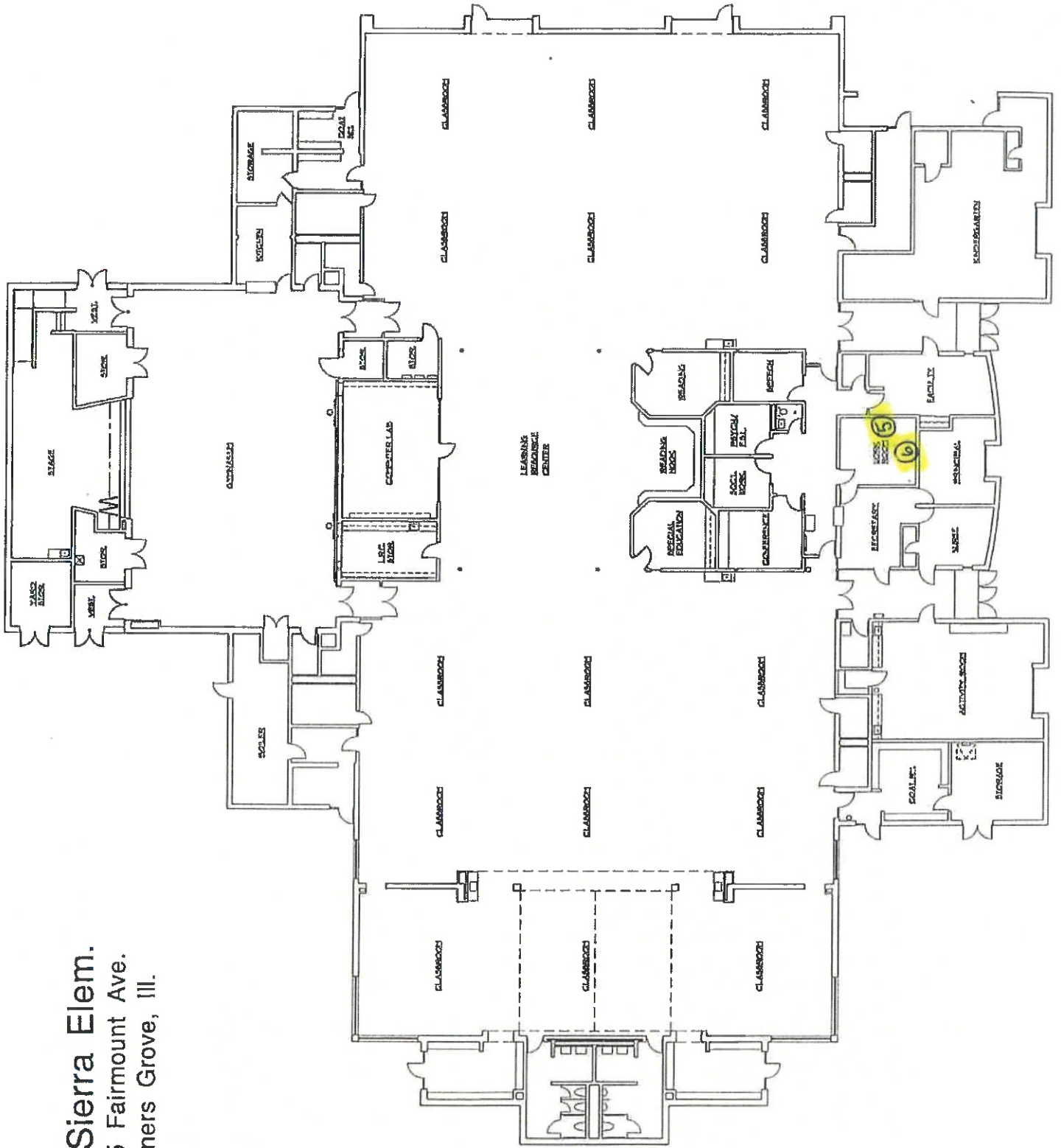


Longfellow Office
 1435 Prairie Ave.
 Downers Grove, Ill.

Belle Aire Elem.
3935 Belle Aire Ln.
Downers Grove, Ill.



El Sierra Elem.
6835 Fairmount Ave.
Downers Grove, Ill.



Fairmount Elem.
6036 Blodgett Ave.
Downers Grove, Ill.



Emergency Routes Room # 306

- Red = Primary Route
- Blue = Secondary Route
- Green = Bad Weather Route
- ⊗ = Fire Alarm Pulls

Pre - K

6th Grade

5th Grade

4th Grade

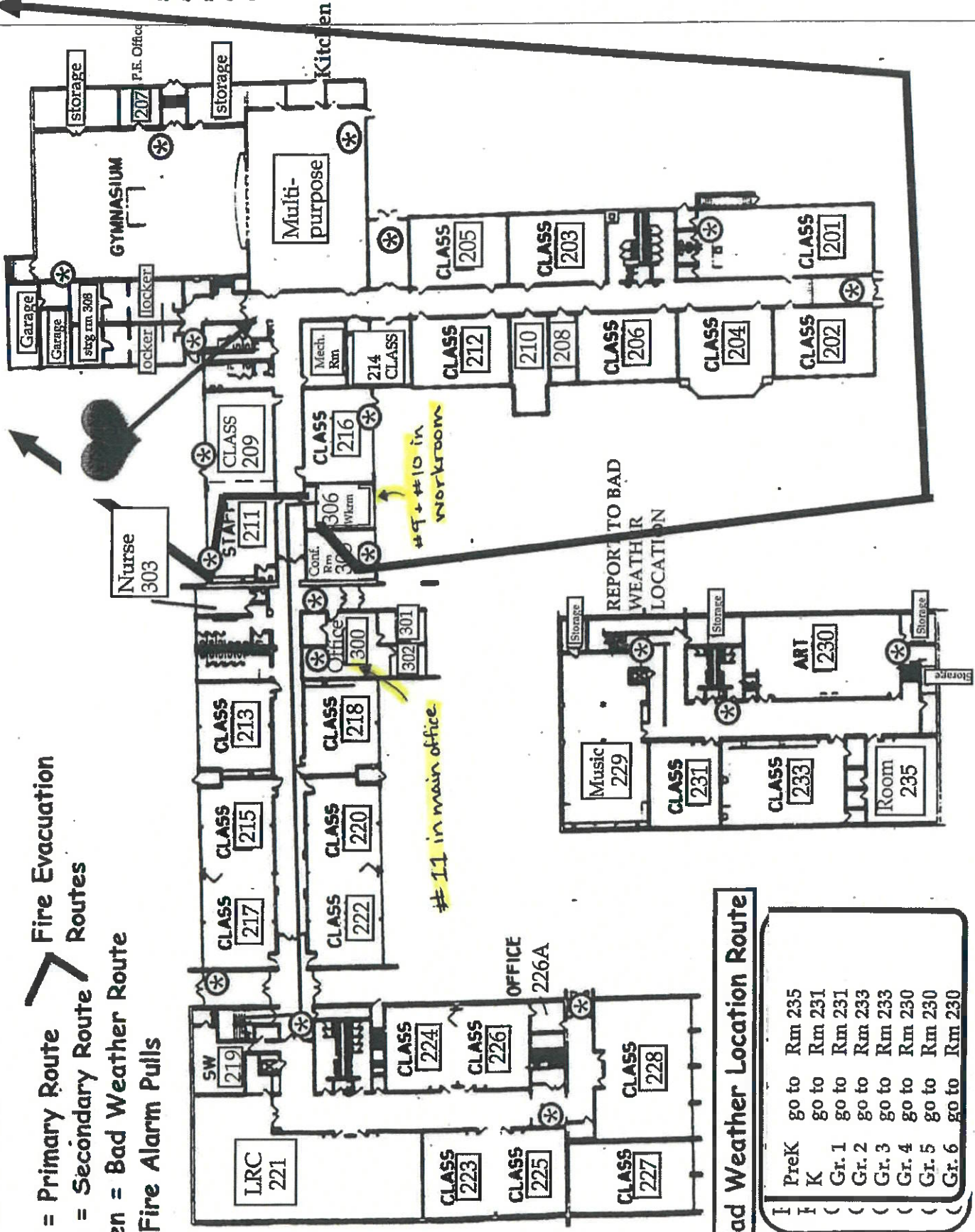
3rd Grade

2nd Grade

1st Grade

Kdg

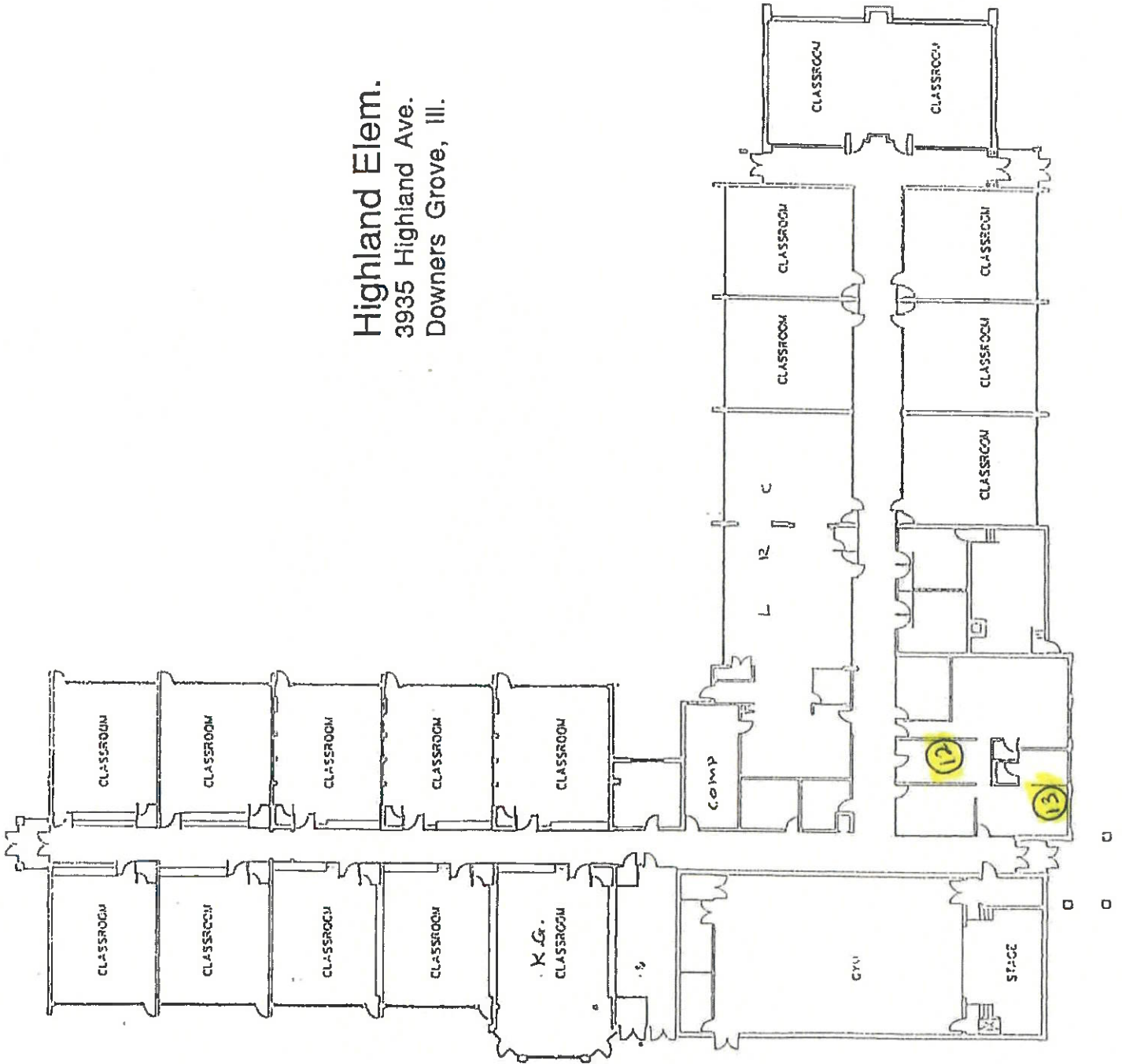
S a s e d

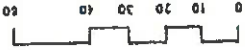


Bad Weather Location Route

PreK	go to	Rm 235
K	go to	Rm 231
Gr. 1	go to	Rm 231
Gr. 2	go to	Rm 233
Gr. 3	go to	Rm 233
Gr. 4	go to	Rm 230
Gr. 5	go to	Rm 230
Gr. 6	go to	Rm 230

Highland Elem.
3935 Highland Ave.
Downers Grove, Ill.

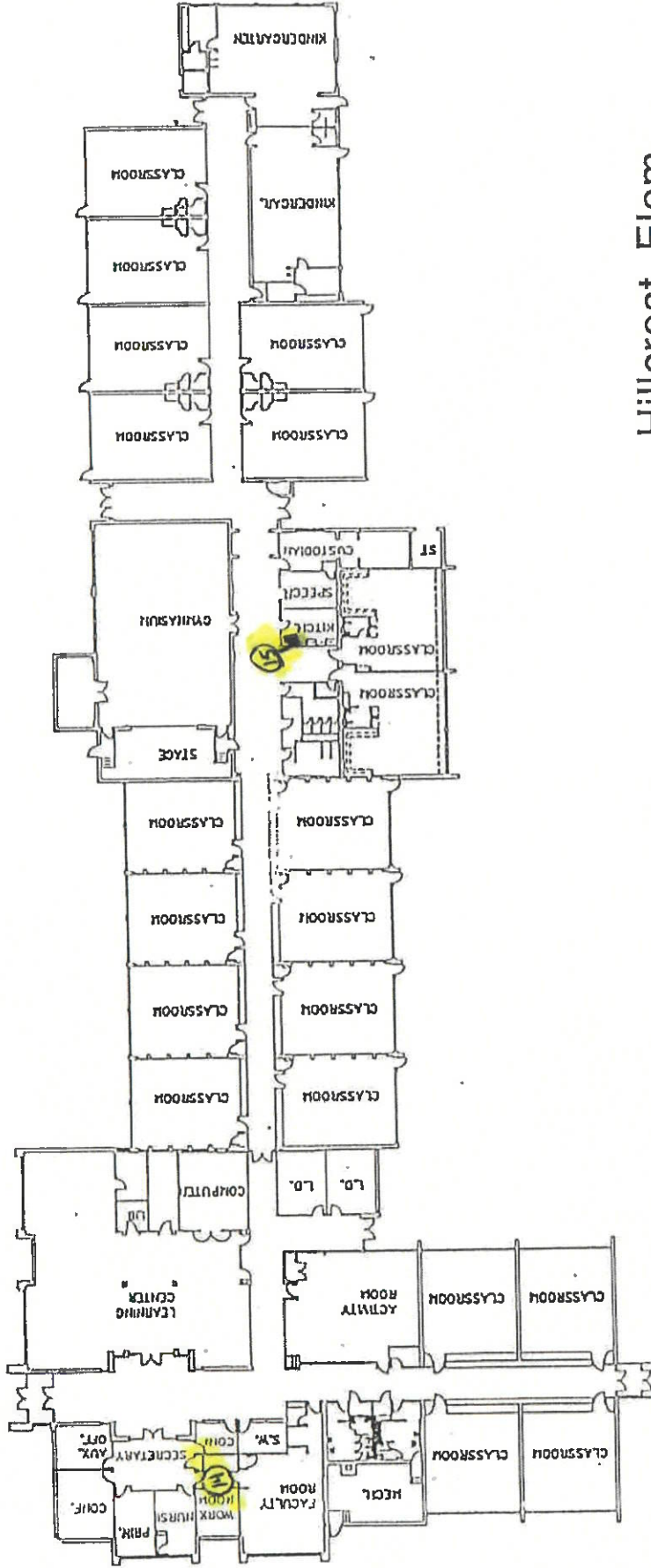


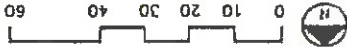


FEBRUARY, 1993

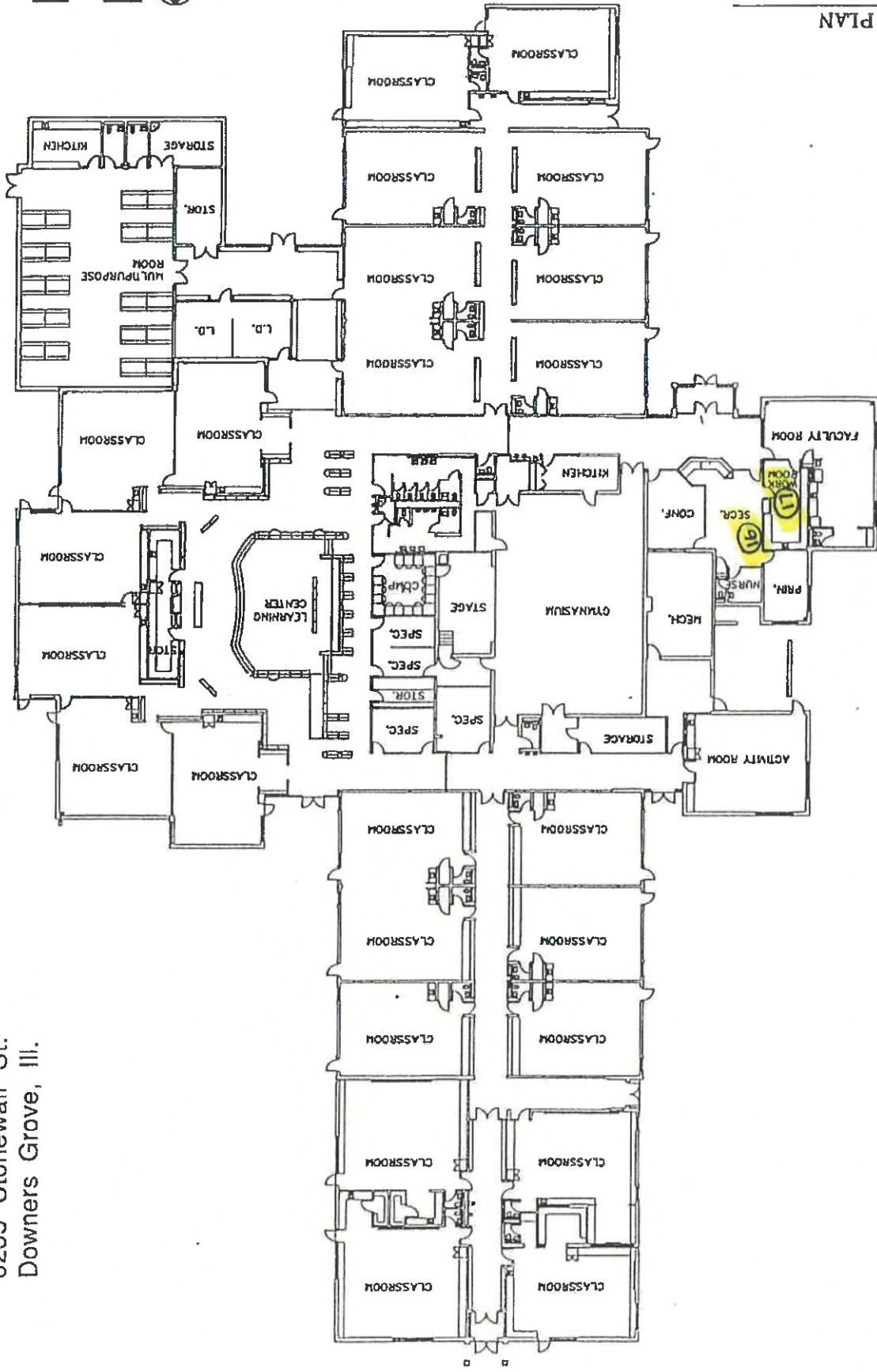
FLOOR PLAN

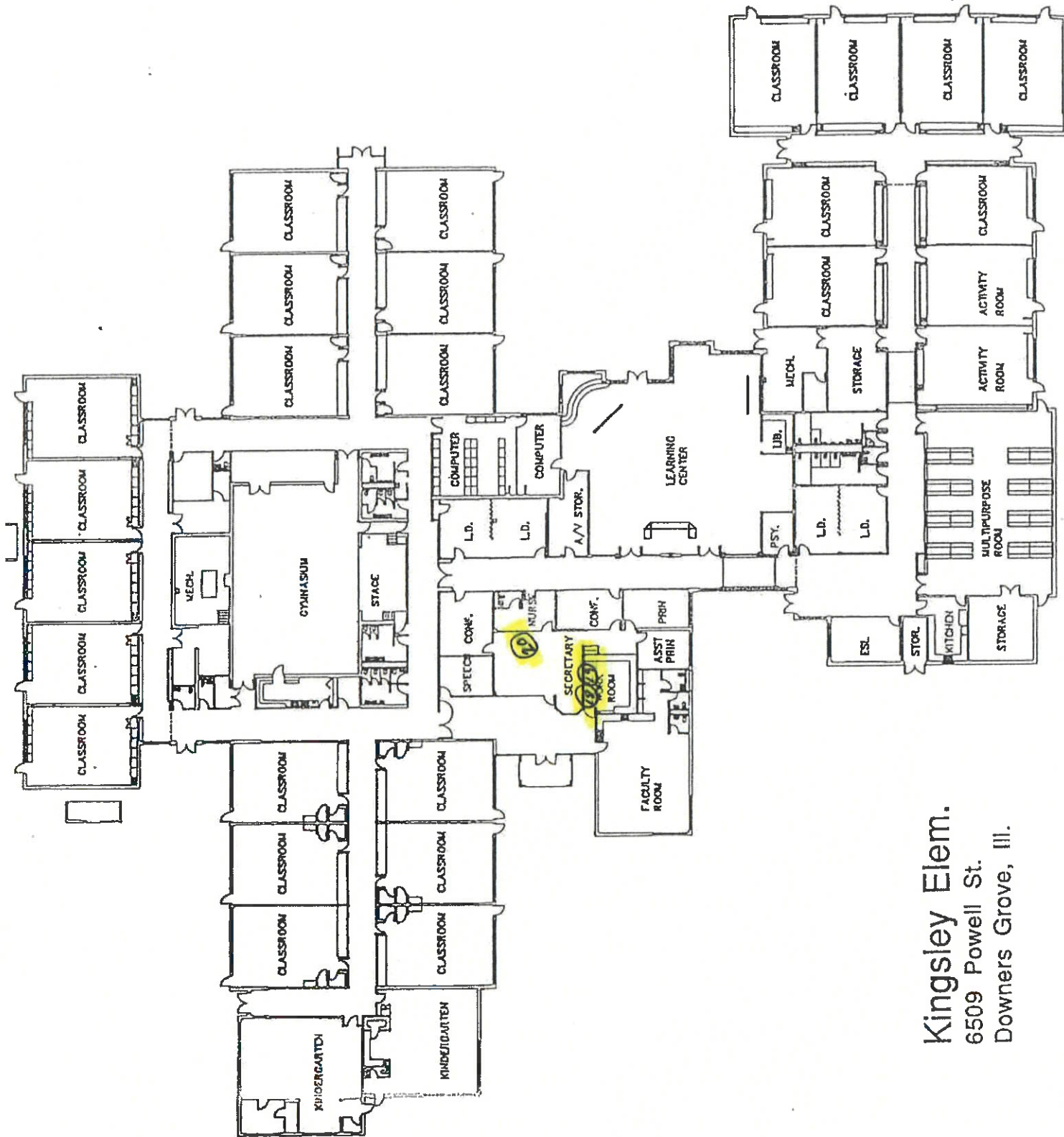
Hillcrest Elem.
 1435 Jefferson St.
 Downers Grove, Ill.



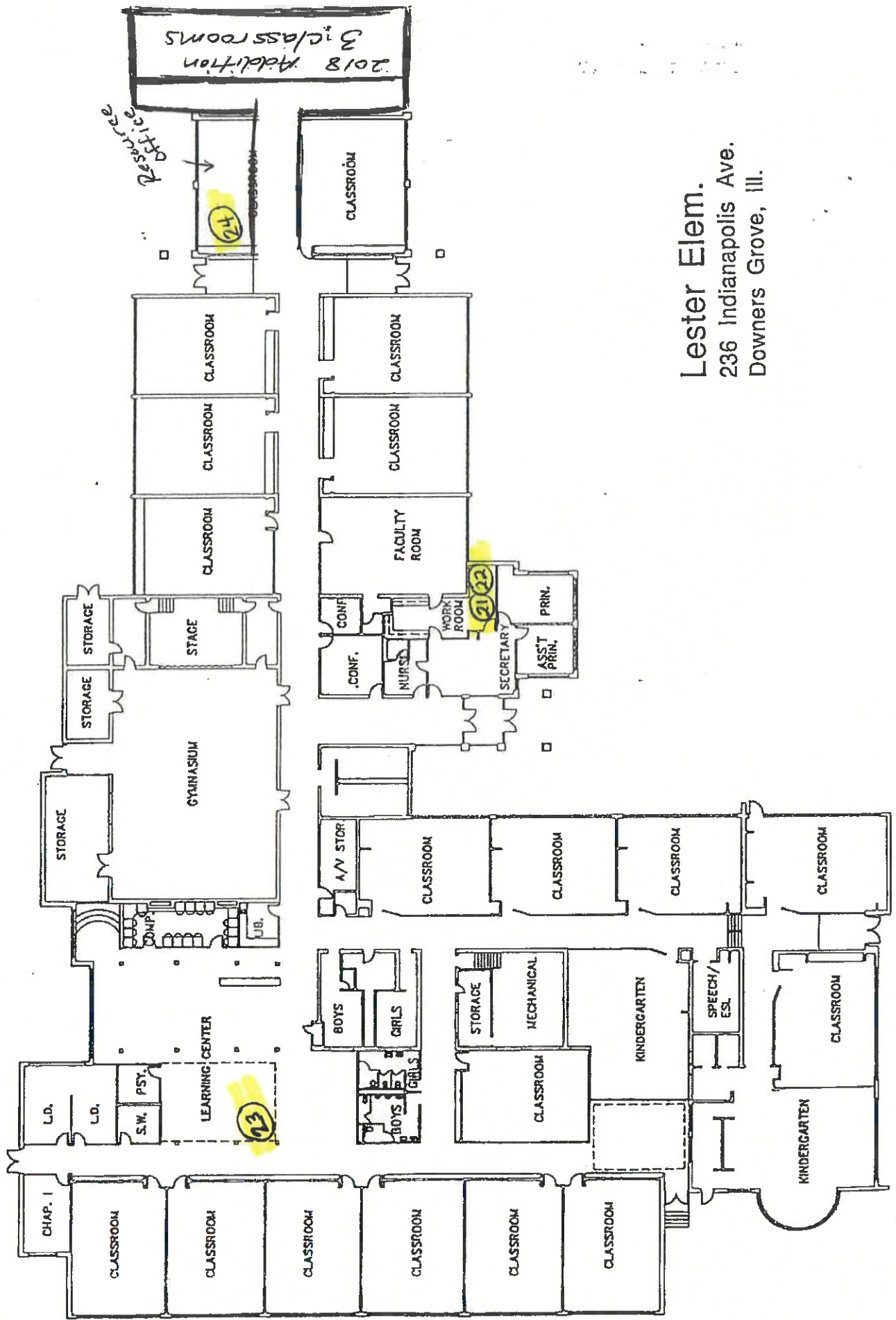


Indian Trail Elem.
6235 Stonewall St.
Downers Grove, Ill.



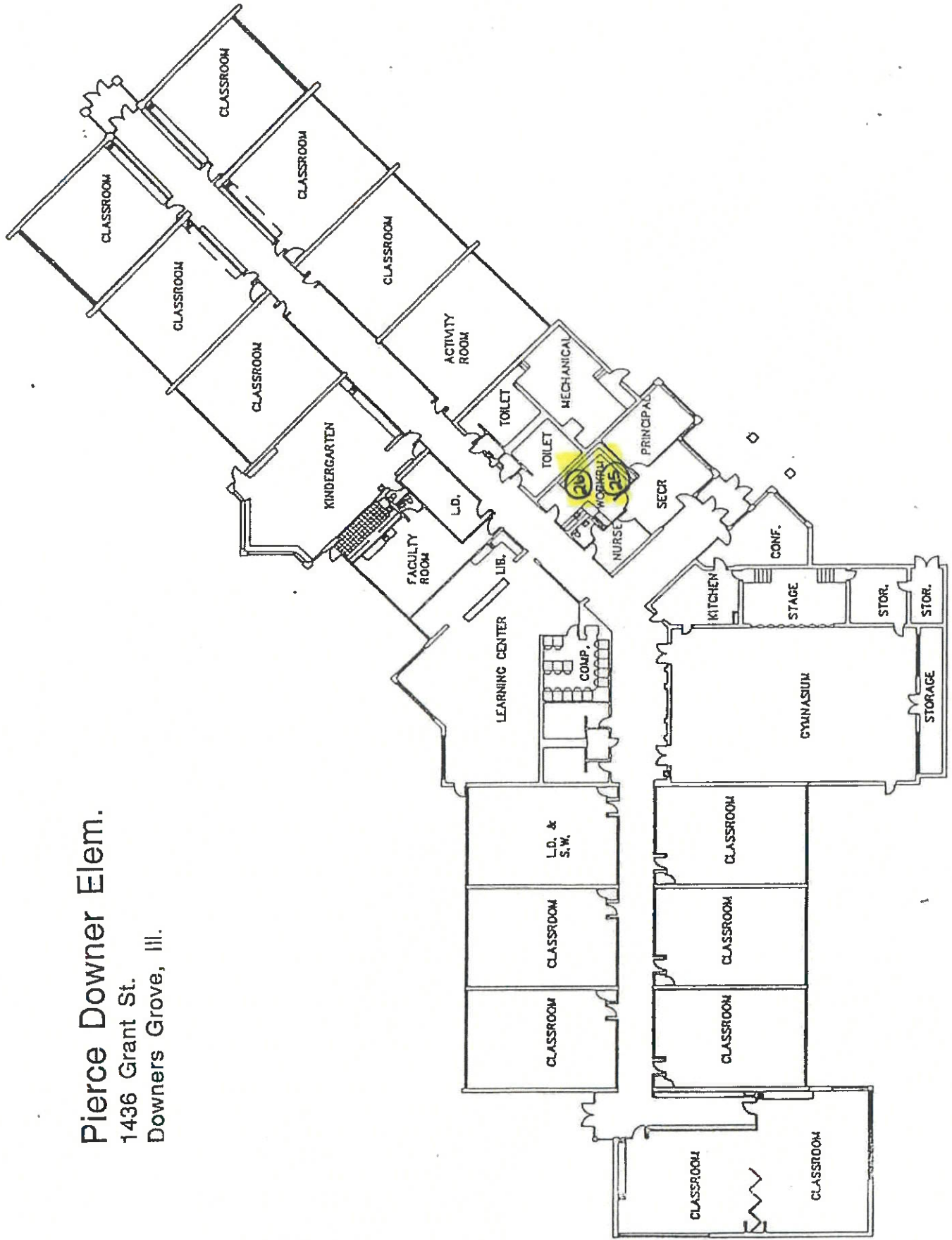


Kingsley Elem.
 6509 Powell St.
 Downers Grove, Ill.



Lester Elem.
 236 Indianapolis Ave.
 Downers Grove, Ill.

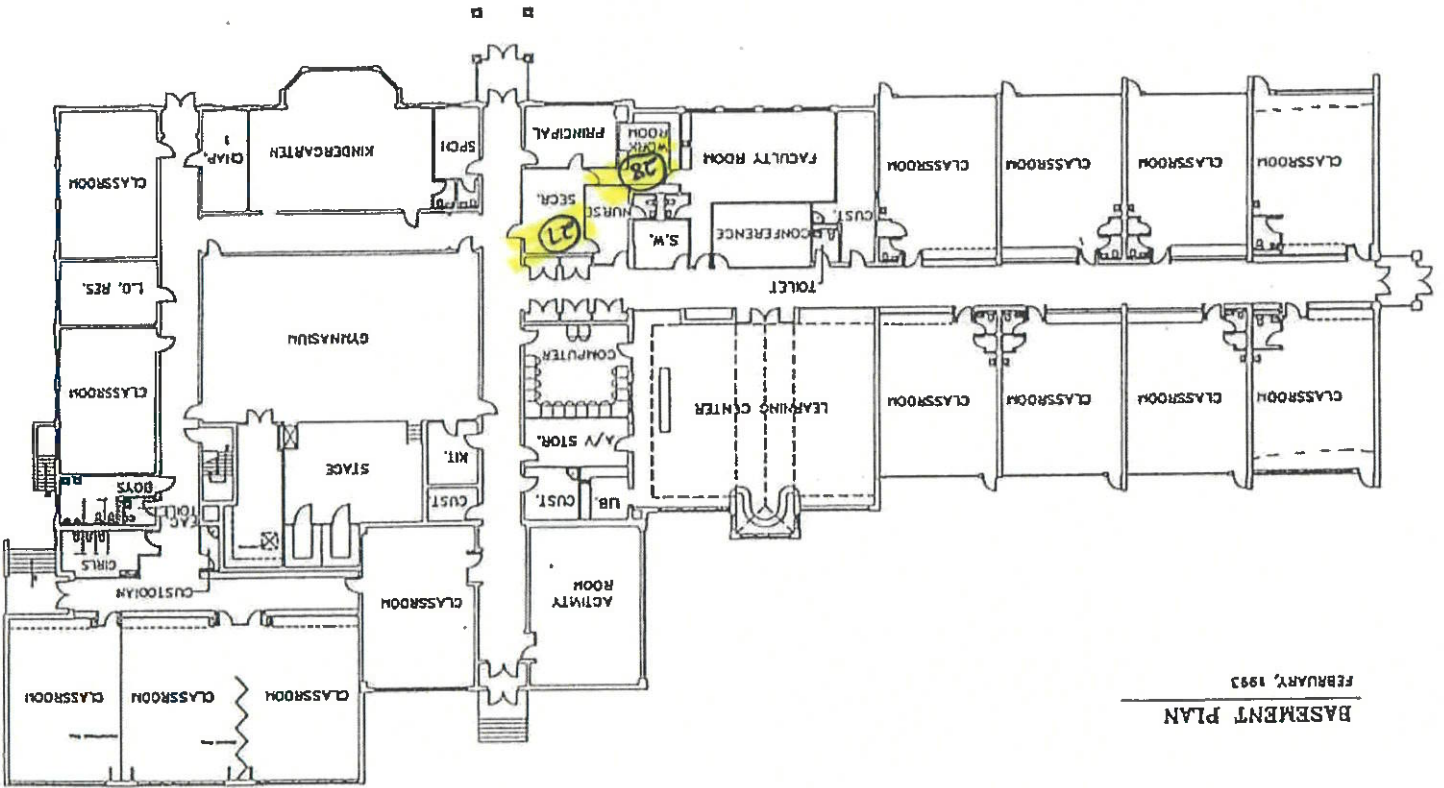
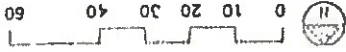
Pierce Downner Elem.
1436 Grant St.
Downers Grove, Ill.



FEBRUARY, 1993

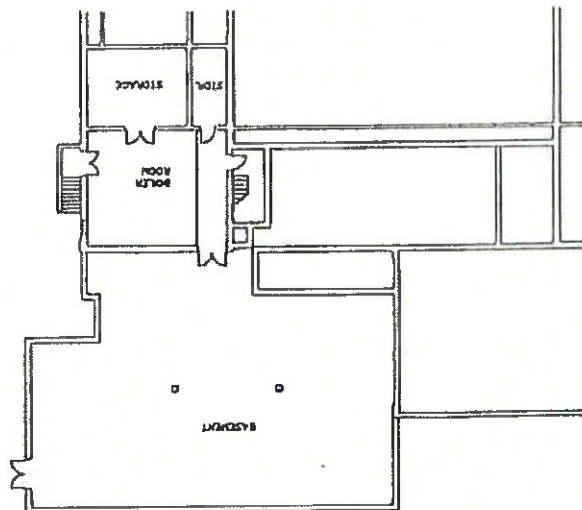
FIRST FLOOR PLAN

Whittier Elem.
536 Hill St.
Downers Grove, Ill.

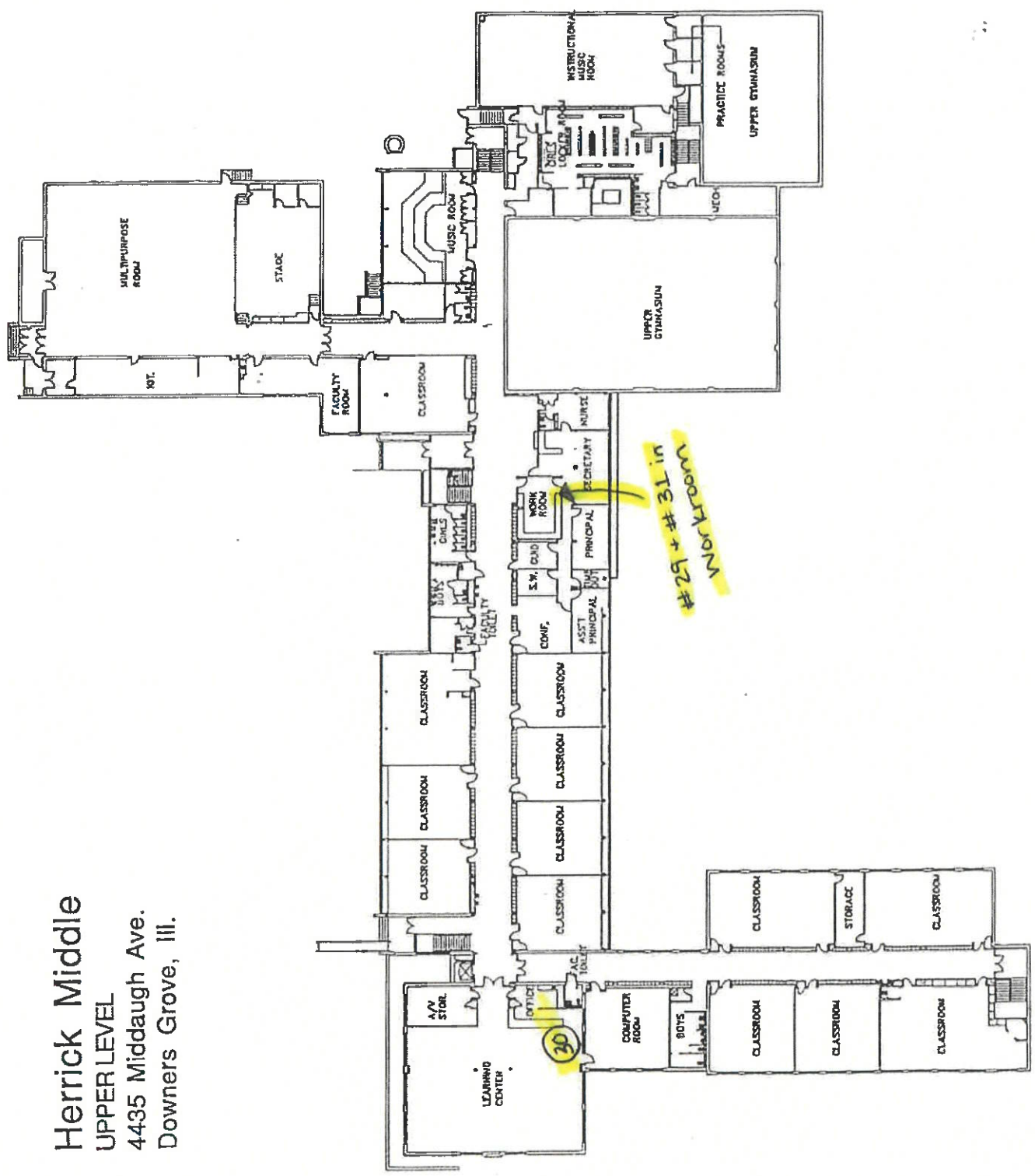


FEBRUARY, 1993

BASEMENT PLAN

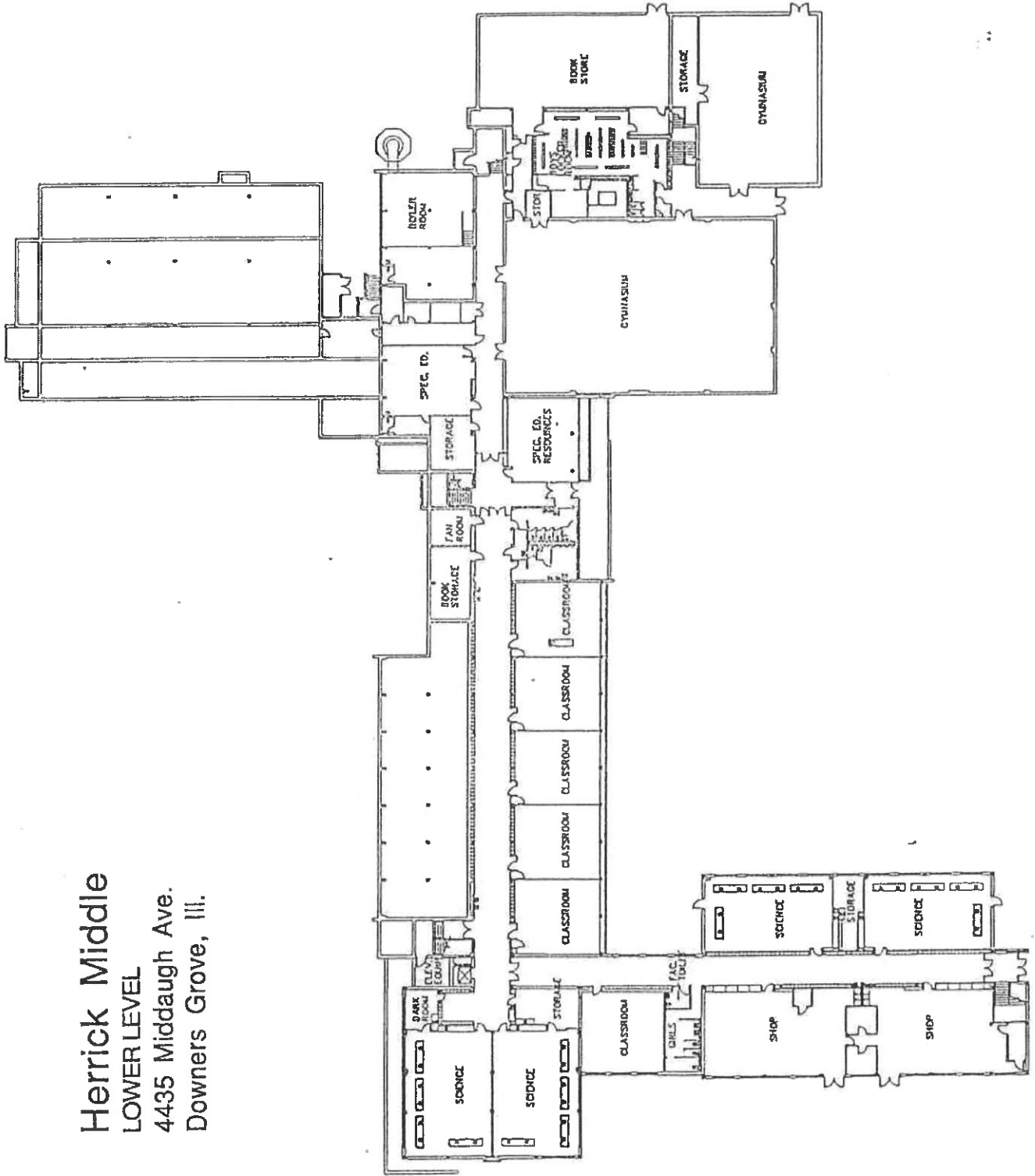


Herrick Middle
 UPPER LEVEL
 4435 Middaugh Ave.
 Downers Grove, Ill.



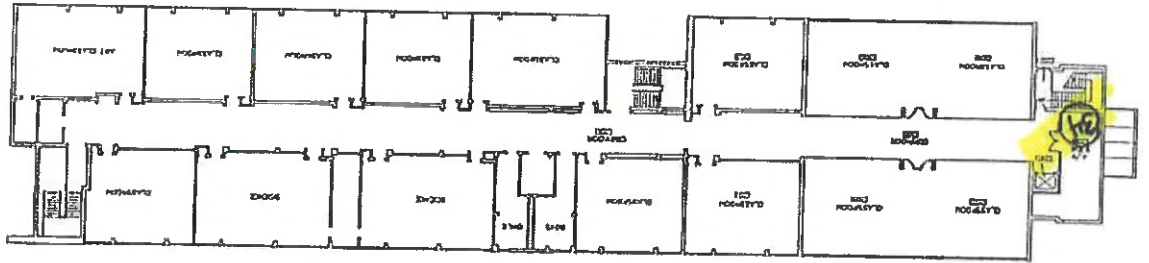
#29 + #31 in work room

Herrick Middle
LOWER LEVEL
4435 Middaugh Ave.
Downers Grove, Ill.

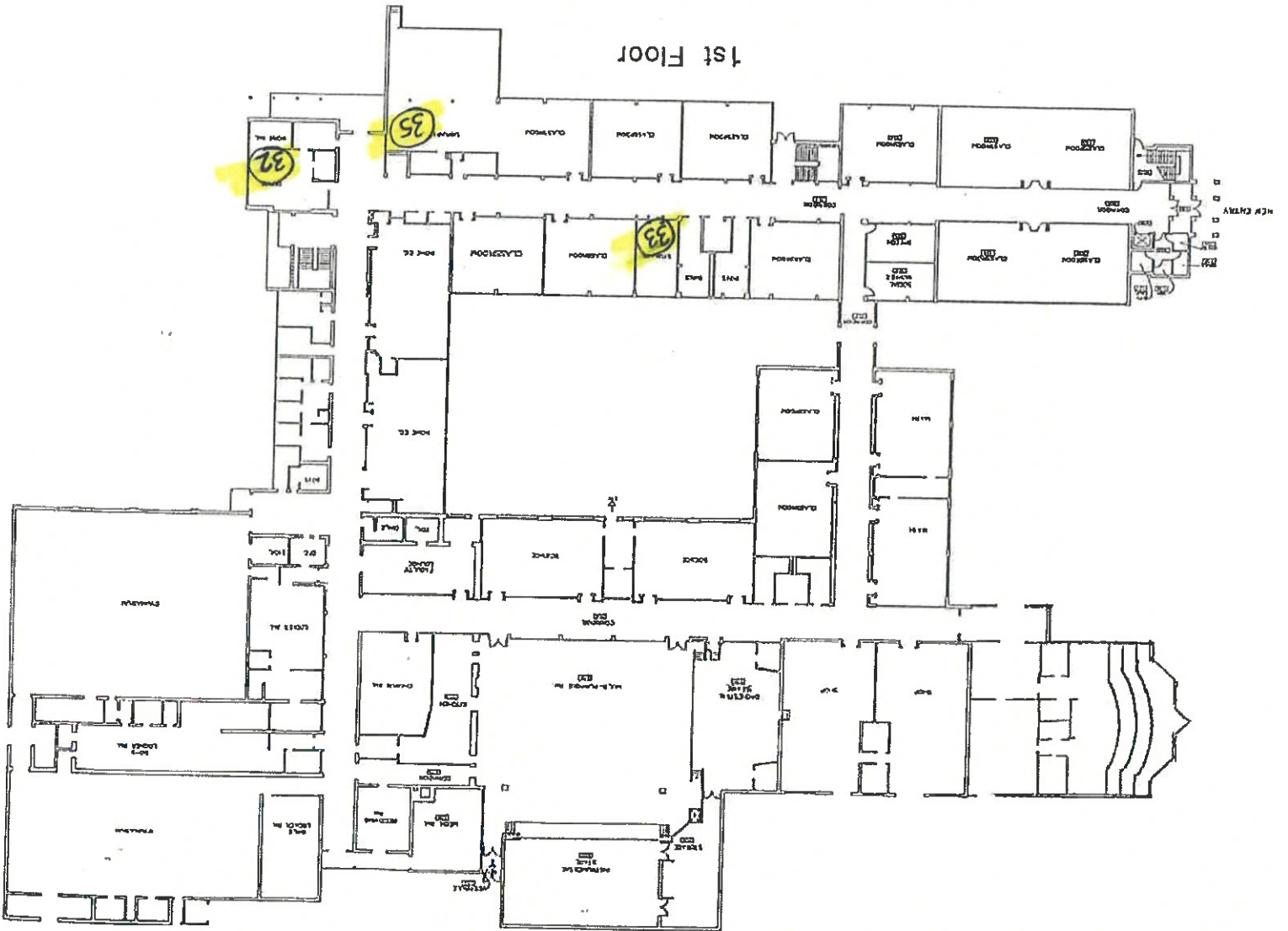


O'Neill Middle
635 59th St.
Downers Grove, Ill.

2nd Floor



1st Floor





DOWNERS GROVE GRADE
SCHOOL DISTRICT 58 RFP:
COPIERS – EQUIPMENT
AND MAINTENANCE

Full Genesis Proposal Due March 21, 2019

Christy Torrese

Account Strategy Manager

P: 800.436.1994

D: 847.897.7232

E: ctorrese@genestechtechnologies.com



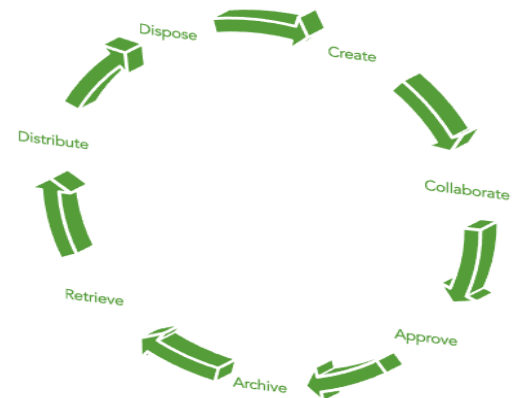
EXECUTIVE SUMMARY

These days, budgets are analyzed, squeezed, and slashed – office printers and copiers are no exception. Now more than ever, organizations – especially public sector – are continuously looking for new ways of reducing those costs. Genesis Technologies understands this new landscape of accessing information anywhere, any time, and the conversion from hardcopy to softcopy and back to hardcopy.

Genesis has been providing Managed Print Services for over 27 years to the private and public sectors throughout the Chicagoland area.

Genesis is manufacturer agnostic, meaning we are able to provide the best fitting product to meet your needs – not pushing whatever equipment we have out of our warehouse.

Some key differentiators that Genesis provides as a vendor are:



- Genesis technicians are **cross-trained** on different models and manufacturers. So, in the event that, say, both a Canon production unit and a HP single-function printer have services issues – the same technician is able to resolve both.
- Genesis is service authorized on approximately **10 manufacturers**, making it easier for Downers Grove Grade School District 58 to consolidate to one provider, regardless of current fleet.
- Genesis is **NOT owned by a manufacturer**, so our vast service authorizations will not change.
- We have a short **escalation path**, meaning any issues/concerns, exceptions, or special requests can be addressed quickly with the proper attention they require.

The School District is seeking a partner that has the experience and resources to provide an all-encompassing solution that will satisfy production needs. **We believe that Genesis is that partner, as we have served the School District for over 3 years now and would like to continue to do so for many more to come.**

Genesis has chosen to recommend multifunction copiers from Canon's imageRUNNER ADVANCE III product line, as we feel that these devices are best suited to meet the School District's needs.

Canon has been ranked Number 1 in our industry almost every year for the past 35 years – that is an impressive benchmark. This explains why Canon owns a third of the market share in the MFP space. In fact, Canon's imageRUNNER ADVANCE III Series is considered the best in class, winning BLI Buyers Lab's Copier MFP Line of the Year Award.

Canon's imageRUNNER ADVANCE III Series devices not only ensure excellent print, copy, and scan quality, but also come preprogrammed with a wide variety of features that the School District can utilize to streamline any task.

Since all imageRUNNER ADVANCE III Series devices come with the same touchscreen display, the School District as a whole will only need to be trained on one user-friendly interface. During training, one of our Solutions Architects will not only show the users how to perform tasks such as making copies and changing toner, but will also demonstrate how to access and customize the various workflow solutions that come with the device. Our Solutions Architect can even make shortcuts on the fly as requested by users to further simplify their day-to-day processes. Additional training can also be done remotely via Canon's Remote Operator's Kit.

Thank you for your consideration. We appreciate the opportunity to provide a proposal and hope to keep your business.

Regards,

Christy Torrese

Christy Torrese

Account Strategy Manager

(847) 897-7232

ctorrese@genesistechnologies.com

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SECTION I – INFORMATION ON GENESIS TECHNOLOGIES

HISTORY

Genesis Technologies Inc. is a Managed Print and Document Management company. We sell printers, copiers, MFPs, software solutions, service, and supplies to most industries nationwide. Our goal is to bring forward-looking, high value solutions to our customers. We are interested in long-term relationships and doing what is in the best interest of our clients. Therefore, we are focused on balancing equipment to end-user needs and are flexible on billing if usage falls below estimated minimums. We have been in business for 27 years and have had the same ownership since our founding. The consistency is a foundation for our excellent service and values.

We are an independent dealer and we offer many different brands. We are manufacturer agnostic and can match your needs to the strengths of the manufacturer that best fits those needs. We are fully sales and service authorized on the entire product lines of Canon, HP, Xerox, Kyocera, and Brother. In addition, we have partnerships with many other hardware and software providers.



Genesis is a strategic partner with HP, Canon, Xerox, Kyocera, and Brother product offerings. From small, print-only devices to 100+ page-per-minute multifunction products (MFPs), Genesis provides an unbiased, manufacturer-neutral solution design matching the ideal devices required for the School District's unique needs and applications.

Furthermore, Genesis is partnered with some of the best software providers in our industry, such as FileBound, Pharos Systems, uniFLOW, PaperCut, and more. Most organizations today benefit tremendously from one or more device management, document management, and rule-based workflow management software solutions. Our offerings are deployable through either a cloud-based program or an on-premise infrastructure.



SECTION II - EQUIPMENT

HARDWARE PLATFORM

Canon's ability to provide customized solutions can help organizations of every size operate more competitively and cost-effectively.



WORKFLOW EFFICIENCY

Saving time and conserving resources are big priorities for most companies. They want simple, intuitive operations customized for their specific needs so they can print quickly and economically. The imageRUNNER ADVANCE III Series adapts to meet the workflow goals of each unique environment. With a range of customizable, simple-to-use, streamlined features, individuals and workgroups can achieve powerful productivity.



COST MANAGEMENT

Print operations can carry hidden costs that can affect the bottom line and reduce operational efficiencies. Maximize your resources with advanced tools that let you track, manage, and influence user behavior. From analyzing color output by employee to enforcing double-sided printing, you can ensure that resources are employed cost-effectively.



SECURITY

Keeping data safe in an environment where information travels constantly from desktop to mobile device to printer is crucial. From installation to retirement, the imageRUNNER ADVANCE III Series offers easy-to-implement, multilayered solutions that are designed to help control and manage access to confidential information. Users can authenticate with a normal door proximity card, smart card, magnetic swipe card, username/password, or PIN number.



DEVICE AND FLEET MANAGEMENT EFFICIENCY

Managing printing tasks requires striking a balance among the needs of users, the need to manage costs, and the need to streamline IT support. Whether you manage a fleet of devices or a single unit, Canon's advanced management tools let you easily configure a system, monitor activity, and maximize resources, easing the burden on your IT staff and giving you back time to focus on your business goals.



QUALITY AND RELIABILITY

When equipment is down, so is productivity—and revenue. Canon incorporates its signature reliability into every imageRUNNER ADVANCE III model. Canon's impressive durability, outstanding uptime, and easy maintenance will help you enjoy consistent productivity.



SUSTAINABILITY

Environmental responsibility is a key initiative for companies. The imageRUNNER ADVANCE III Series incorporates eco-conscious solutions that can help reduce your environmental footprint without sacrificing performance. Canon's sustainability initiatives include pollution prevention, resource conservation, and energy efficiency. These initiatives have earned Canon the ENERGY STAR Partner of the Year Award.

The Genesis solution adheres to all of the above value pillars.

CANON'S USER INTERFACE / SOFTWARE

Organizations face challenges that can affect their productivity. Canon has a range of easy-to-implement solutions that can help save time, expedite work efforts, and make administrative tasks easier.



DOCUMENT CAPTURE AND DISTRIBUTION

Incorporating information from paper and digital formats and repeating similar tasks from department to department can result in workflow problems and lost time.

Document Capture and Distribution Solutions from Canon can help employees to efficiently digitize their documents and data, share it with co-workers, and integrate it into many existing systems and workflows. This can help minimize the amount of paper handling required to process information and can help establish customized, secure, and automated document routing.



MOBILE SOLUTIONS

Employees need to have information at their fingertips when they're on the go, and the ability to securely access and print documents from smartphones and tablets is key.

Convenience and control are enhanced when users employ Canon's Mobile Solutions, which offer simple ways to print from, and scan to, compatible mobile devices. Mobile Solutions from Canon provide various levels of convenience and control. Depending on the needs of the customer, Canon has various solutions that range from simply enabling access to devices from mobile users to fully supporting various platforms as well as allowing the document security and tracking controls to be implemented for mobile users.



INFORMATION MANAGEMENT AND WORKFLOW

It can be time-consuming for employees to search for, access, edit, and combine documents and data to share with co-workers.

Employees need to be able to quickly and accurately access, retrieve, and share information. Information Management and Workflow Solutions from Canon offer powerful, end-to-end solutions that help not only to retrieve information quickly, but also to organize and streamline the content management process.



DEVICE MANAGEMENT

IT departments spend valuable time controlling print assets and troubleshooting print issues. Managing and maintaining a large printing fleet is much simpler when you reduce IT time and costs. With ease, you can remotely manage and configure networked devices, support operational requirements, and maximize device functionality.


Device Management Solutions from Canon can provide an organization with the ability to remotely manage and configure networked devices in order to help comply with your organization's corporate policies, support operational requirements, and maximize device functionality.

The Genesis solution includes everything above.

REQUESTED HARDWARE – 75PPM A3 DEVICES

CANON IMAGERUNNER ADVANCE 6575i III

Device Specifications:

- A3 B&W Multifunction Copier
- Print, Copy, Scan, Send, Store, and Fax
- 75ppm print speed
- 240ipm scan speed (double-sided)
- Up to 11" x 17" paper size capable
- Plug image: 



Standard Configuration:

- Duplex Automatic Document Feeder – 300-sheet capacity
- Dual 1,500-sheet paper drawers
- Dual 550-sheet paper drawers
- 100-sheet stack bypass
- Surge Protector
- **Monthly Lease Payment for Standard Configuration: \$222.01**

Additional Accessories:

- Staple Finisher-V2 **OR** Booklet Finisher-V2
 - **Additional Cost to Monthly Lease Payment: \$53.71 OR \$100.71**
- 2/3 Hole Puncher Unit-A1
 - **Additional Cost to Monthly Lease Payment: \$15.80**
- Super G3 Fax Board-AS2
 - **Additional Cost to Monthly Lease Payment: \$15.60**
- MiCard PLUS Proximity Card Reader
 - **Additional Cost to Monthly Lease Payment: \$4.83**


Total Unit Lease Payment:

- **Configured with Stapler Finisher-V2: \$311.95**
- OR
- **Configured with Booklet Finisher-V2: \$358.95**

Please see Attachment 1 for more information on the imageRUNNER ADVANCE 6575i III.

CANON IMAGERUNNER ADVANCE C7580i III

Device Specifications:

- A3 Color Multifunction Copier
- Print, Copy, Scan, Send, Store, and Fax
- 80ppm print speed (*Canon does not make a 75ppm color multifunction copier*)
- 240ipm scan speed (double-sided)
- Up to 13" x 19" paper size capable
- Plug image: 



Standard Configuration:

- Duplex Automatic Document Feeder – 300-sheet capacity
- Dual 1,100-sheet paper drawers
- Dual 550-sheet paper drawers
- 250-sheet stack bypass
- Surge Protector
- **Monthly Lease Payment for Standard Configuration: \$359.02**

Additional Accessories:

- Staple Finisher-V2 **OR** Booklet Finisher-V2
 - **Additional Cost to Monthly Lease Payment: \$53.71 OR \$100.71**
- 2/3 Hole Puncher Unit-A1
 - **Additional Cost to Monthly Lease Payment: \$15.80**
- Super G3 Fax Board-AS2
 - **Additional Cost to Monthly Lease Payment: \$15.60**
- MiCard PLUS Proximity Card Reader
 - **Additional Cost to Monthly Lease Payment: \$4.83**

Total Unit Lease Payment:


- **Configured with Stapler Finisher-V2: \$448.96**
- **OR**
- **Configured with Booklet Finisher-V2: \$495.96**

Please see Attachment 2 for more information on the imageRUNNER ADVANCE C7580i III.

RECOMMENDED HARDWARE – BASED ON VOLUME

CANON IMAGERUNNER ADVANCE 6565i III

Device Specifications:

- A3 B&W Multifunction Copier
- Print, Copy, Scan, Send, Store, and Fax
- 65ppm print speed*
- 240ipm scan speed (double-sided)
- Up to 11" x 17" paper size capable
- Plug image: 



Standard Configuration:

- Duplex Automatic Document Feeder – 300-sheet capacity
- Dual 1,500-sheet paper drawers
- Dual 550-sheet paper drawers
- 100-sheet stack bypass
- Surge Protector
- **Monthly Lease Payment for Standard Configuration: \$198.84**

Additional Accessories:

- Staple Finisher-V2 **OR** Booklet Finisher-V2
 - **Additional Cost to Monthly Lease Payment: \$53.71 OR \$100.71**
- 2/3 Hole Puncher Unit-A1
 - **Additional Cost to Monthly Lease Payment: \$15.80**
- Super G3 Fax Board-AS2
 - **Additional Cost to Monthly Lease Payment: \$15.60**
- MiCard PLUS Proximity Card Reader
 - **Additional Cost to Monthly Lease Payment: \$4.83**

Total Unit Lease Payment:


- **Configured with Stapler Finisher-V2: \$288.78**
- OR
- **Configured with Booklet Finisher-V2: \$335.78**

***Based on the School District's volume, this reduction in speed will likely go unnoticed.**

Please see Attachment 1 for more information on the imageRUNNER ADVANCE 6565i III.

CANON IMAGERUNNER ADVANCE C5560i III

Device Specifications:

- A3 Color Multifunction Copier
- Print, Copy, Scan, Send, Store, and Fax
- 60ppm print speed*
- 160ipm scan speed (double-sided)
- Up to 12" x 18" paper size capable
- Plug image: 



Standard Configuration:

- Duplex Automatic Document Feeder – 150-sheet capacity
- Four 550-sheet paper drawers
- 100-sheet stack bypass
- Surge Protector
- **Monthly Lease Payment for Standard Configuration: \$158.99**

Additional Accessories:

- Staple Finisher-Y1 **OR** Booklet Finisher-Y1
 - **Additional Cost to Monthly Lease Payment: \$45.19 OR \$68.17**
- 2/3 Hole Puncher Unit-A1
 - **Additional Cost to Monthly Lease Payment: \$15.80**
- Super G3 Fax Board-AS2
 - **Additional Cost to Monthly Lease Payment: \$15.60**
- MiCard PLUS Proximity Card Reader (+ IC Card Reader Box-C1)
 - **Additional Cost to Monthly Lease Payment: \$7.70**

Total Unit Lease Payment:

- **Configured with Stapler Finisher-Y1: \$243.28**
- OR
- **Configured with Booklet Finisher-Y1: \$266.26**

***Based on the School District's volume, this reduction in speed will likely go unnoticed.**

Please see Attachment 3 for more information on the imageRUNNER ADVANCE C5560i III.

CANON'S UNIVERSAL LOGIN MANAGER (ULM) AND UNIFLOW ONLINE EXPRESS

All Canon imageRUNNER ADVANCE III devices come standard with Universal Login Manager (ULM), a server-less solution offering login and user tracking functionality, as well as the new uniFLOW Online Express, a central cloud-based solution that highlights expenditures per users/departments and pinpoints where costs can be scaled down, thus providing the School District with further control over spend. ULM and uniFLOW Online Express allow for convenient user authentication through image logins, PIN codes, or proximity cards, giving the School District the ability to manage security and costs by controlling users' access and usage. **This solution would allow the School District to adopt a "follow me" printing environment if/when desired. ULM and uniFLOW Online Express's usage tracking functionality would also allow Downers Grove Grade School District 58 to create a customizable accounting solution for monitoring printing/copying across the entire School District.**

Both the "Required Hardware" proposal and the "Recommended Hardware" proposal provide solutions that would not only supply the School District with user quota management software but would also allow for full and secure integration with G Suite by Google Cloud, thus providing students and teachers alike with the ability to print from Google via their Chromebooks, iPads, etc., as well as scan to email, scan to file, and scan to Google, as requested.

SECTION III – SERVICE

AUTOMATED METER COLLECTIONS, SUPPLY REPLENISHMENT, AND SERVICE REQUESTS

IMAGWARE REMOTE

Canon devices have the ability to "phone home" via imagWARE Remote (iWR), which comes standard with each device. Therefore, no data collection agent (DCA) is required in order to obtain page counts, register proactive alerts, etc. As the School District does not use a print server but rather has each site print locally, a data collection agent would need to be installed separately on designated computers at each of the 15 sites, with these computers running continuously at all times. While this can be done, it would be very difficult to manage and would likely end up burdening the School District's IT Department.

With Canon's imageWARE Remote, meter reads are automatically collected and reported in a timely manner from the device itself – **no DCA required!** This reduces the administrative burden and ensures greater meter submission accuracy. In addition, imageWARE Remote is also capable of delivering a notice when a cartridge is low on toner. Upon receiving the notice, Genesis ships additional toner to the School District before the cartridge is completely depleted. Similarly, imageWARE Remote allows the device to “call out for help” whenever service is required to keep it up and running. **Since Canon devices “phone home” with key metrics, usage, and trouble signals, the risk of unscheduled downtime is greatly reduced.** Genesis receives these alerts directly from the device as soon as an issue arises and then dispatches a technician with all the appropriate parts to bring the device back to optimal performance – **often before the device even goes down!** Canon's imageWARE Remote **does NOT require a server** on the School District's end in order to run, which is ideal for Downers Grove Grade School District 58 since the School District does not use a print server. **For more information on imageWARE Remote, please see Attachment 4.**

SUBMISSION OF SUPPLY AND SERVICE REQUESTS

THE GENESIS APPROACH TO SERVICE

Genesis has a fully staffed National Call Center available 8:00AM – 5:30PM CST, Monday through Friday. **This allows Genesis to ensure a response to all maintenance requests within 1 hour, regardless of the method in which the request was placed.** The Call Center then dispatches a technician who receives a text message alert while in the field. Service requests and supply orders may be placed via phone, fax, email, or via the Genesis User Portal.

	Supply Orders	Service Requests
Phone:	800.436.1994 <i>Option 2</i>	800.436.1994 <i>Option 3</i>
Fax:	847.498.0766	847.498.0766
Email:	orders@gentechol.com	service@gentechol.com
Website:	www.corporatelasercare.com	www.corporatelasercare.com

SERVICE LEVEL AGREEMENT

SERVICE DONE THE GENESIS WAY

Genesis has **no triage process** for service calls. When a service call is placed, a technician is immediately dispatched, regardless of the issue. In the event that the resolution is easily guided over the phone, the Genesis Call Center Representative will offer the user the option of being walked through the process – but it is NEVER a requirement.

While Genesis technicians are split by territory, **all 15 of them are eligible to service the School District's devices – therefore, whoever can arrive onsite the quickest will respond to the service call.** This allows Genesis to guarantee a **2 to 4 hour onsite response time (with the School District's current onsite response time averaging only 2.60 hours!).**

Each technician has a truck fully stocked with the most commonly needed parts to ensure a quick response. **Genesis guarantees the availability of replacement parts, applicable accessories, and equipment within 4 hours of such report, as requested by the School District.** Additionally, our technicians hold an average tenure of 8 years with Genesis and carry over 500 certifications, ensuring that they can diagnose and resolve the issue correctly and quickly, *the first time*. **Genesis maintains an 80% first call completion rating, meaning that 80% of the time Genesis is able to diagnose and resolve the issue on the first call. In the event that Genesis is unable to repair a device within 48 hours, Genesis will provide the School District with a comparable loaner unit at no charge.**

Genesis technicians come equipped with laptops and update them with real-time information. These laptops have the following capabilities:

Add/change equipment of the call	Reassign calls
Update equipment location	Transfer parts to another technician
Map of customer's location	Service manuals
Look up equipment history	Online support from manufacturers
Create new calls	Firmware upgrades

Our technicians log into the call when they arrive and input the results of the call when they leave. This system is integrated into our Corporate LaserCare® website and can be viewed at any time. This is especially helpful for the School District if the IT staff is not on-site. The IT member can view the status and results of a service call being placed without going on-site or contacting additional personnel.

DEVICE DELIVERY, IMPLEMENTATION, AND ONSITE TRAINING

Genesis understands that Downers Grove Grade School District 58 needs all devices to be delivered, installed, and operating at full functionality by July 1, 2019. Genesis is able to accommodate this need and ensures that all primary staff training will be completed immediately following delivery and installation. In addition, Genesis agrees to remove and recycle all existing equipment, as well as return the new units to the leasing company at the end of their lease term.

Genesis will bring all new equipment into our warehouse for preflighting, which is done before implementation. Preflighting will consist of testing the equipment to ensure functionality and configuring network settings and customization as provided by the School District. Once completed, Genesis will have the entire fleet delivered and installed within 5 business days.

Training will take place after the installation of each device. Training will be 30 minutes to 1 hour long and performed by one of our Solutions Architects. Training consists of, but is not limited to, the following:

Part 1 – Device Components: During this section, our Solutions Architect will go over the basic components of the device, which consists of the following:

- Changing toner/staples/waste toner cartridges
- Loading paper
- Configuring paper trays
- Clearing paper jams
- Canceling print/copy jobs
- Checking on the print status

Part 2 – Device Functionality: This section will consist of our Solutions Architect going over basic device functionalities, such as:

- Showing how to make basic copies from the ADF and flatbed scanner
- Showing some basic copy functions, such as reduce/enlarge, color/black and white, job building, etc.
- Showing finishing options on the copier, such as hole punching, stapling, and booklet-making features (if applicable)
- Showing how to change scan settings, such as reduce/enlarge, changing the file format, adding a subject or file name, etc.
- Showing how to scan to email or network folder, search the address book for an email/network folder, add a new email address to send to, etc.

Part 3 – Questions and Answers: The remainder of the time will be used to address any additional questions or specific jobs that the School District’s employees would like to see.

All user manuals and operating guides shall be provided when the devices are installed. If the School District is ever in need of additional training/support, Genesis will be happy to send over supplemental training manuals, video links, etc. to help answer end user questions/concerns. In addition, complimentary and unlimited in-person training will always be available to the School District anytime throughout the duration of our partnership.

SECTION IV – ADDITIONAL SERVICES AND SUPPORT

MANAGED PRINT SERVICES (MPS)

Since our founding, Genesis has provided managed print services that can reduce printing and document output costs by as much as 30% while improving document production capabilities. We are focused on adding real value to our customers. While many traditional managed print services providers only focus on a few key initiatives, we look at the big picture and find all the ways we can optimize your printing infrastructure.



MPS Financial Benefits

- Reduce overhead expenses
- Leverage your existing payment
- Consolidate vendors
- Free up capital
- Go green
- Provide affordable color output



MPS User Benefits

- Streamline business processes
- Increase employee productivity
- Enhance communication
- Scan files to your network
- Standardize on one platform
- Provide affordable color output



MPS IT Benefits

- Enhance security
- Reduce helpdesk calls
- Reduce desktop management burden
- Create technology roadmap

Genesis offers a variety of customizable programs to meet our customer's unique needs. The chart below summarizes the features of each plan.

	Gold	Platinum	Platinum Plus
Onsite Service	✓	✓	✓
Supplies	✓	✓	✓
Web Portal	✓	✓	✓
Service Helpdesk	✓	✓	✓
Automatic Restock Programs	✓	✓	✓
Parts		✓	✓
Cost Per Page Billing			✓

Downers Grove Grade School District 58 would be placed on a new Platinum Plus Contract, meaning that all supplies (i.e. OEM toner, parts, etc.) and labor would be included in this cost per page billing, just as they are now.

ASSESSMENT SERVICES

Genesis provides services from simple fleet mapping to complete fleet and workflow optimization recommendations to help you increase productivity and reduce all costs associated with printing, storing, managing, and retrieving information.

When performing an on-site walk through assessment, Genesis maps all print, copy, fax, scan, and wide-format devices. Combined with additional information such as number of end-users, job functions, volume by device, etc., Genesis make helpful recommendations for improvement.



SERVICE REPORTS

Genesis tracks each service call, noting the location, model, issue, response time, total repair hours, total hours down, technician, and if the call was closed on the first visit.

ORDER HISTORY REPORTS

Genesis can provide order history reports for the School District upon request. These reports include location, part number, item description, date, quantity, and amount.

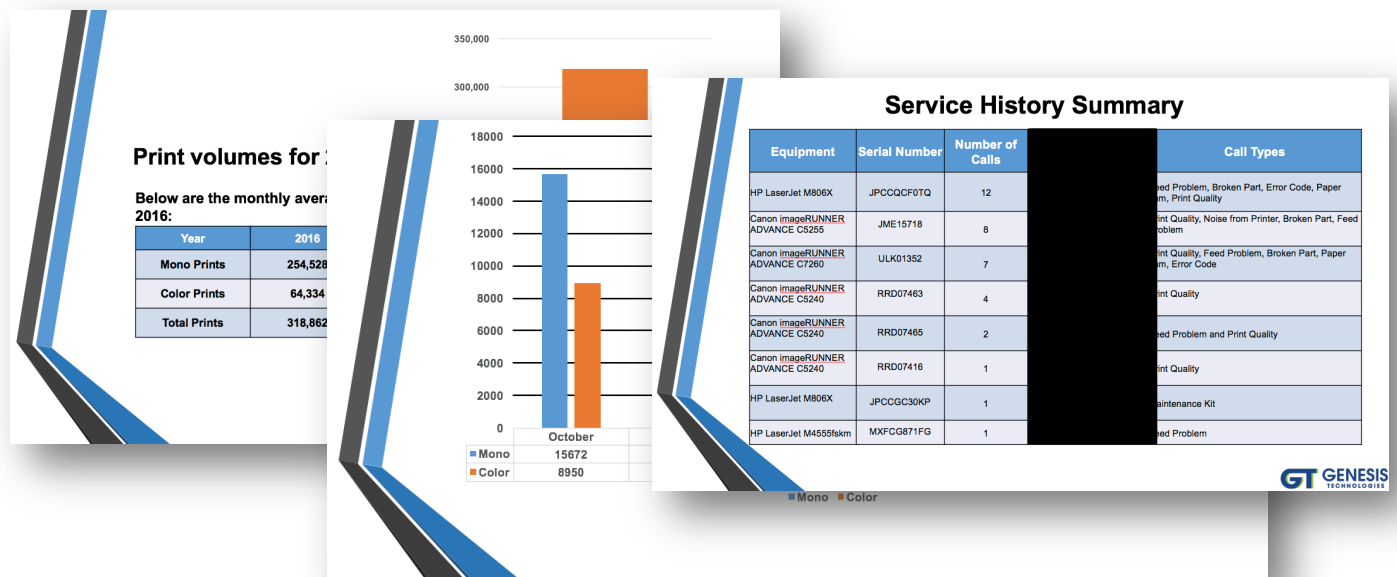
QUARTERLY BUSINESS REVIEWS

Genesis will continue to provide Downers Grove Grade School District 58 with an Account Manager who will work with the School District to achieve its goals. The Account Manager will conduct quarterly business reviews with the School District, continuing to customize them to fit Downers Grove Grade School District 58's needs.

The School District's Account Manager will provide cost reduction ideas through process improvement strategies, new technology, and/or new programs that become available. The Account Manager will also provide a roadmap of new technology and equipment as it is released. This will keep the School District informed on new opportunities.

If awarded this RFP, Downers Grove Grade School District 58 will continue to have Christy Torrese, Account Strategy Manager, as the School District's Account Manager.

By continuously reviewing the data on a regular basis, the School District can be sure that Genesis is meeting/exceeding all goals and initiatives. The School District will also stay informed on industry trends, best practices, etc.



SECTION V – INDUSTRY EXPERIENCE

GENESIS EXPERIENCE

Genesis has been in business for over 27 years, providing Managed Print Services to clients in both the private and public sector. About 17 years ago, Genesis expanded from a printer management company to a full document management company – from printers, copiers, scanners, fax machines, and plotters to cost recovery and routing solutions, document management solutions, and workflow solutions.

Genesis provides services to approximately 100 public sector clients in the Chicagoland area. We understand and are able to accommodate the needs and processes of Downers Grove Grade School District 58.

Genesis tailors every solution to meet the specific needs of each one of our clients. From recommending new equipment to taking over service on existing devices, to integrating into backend systems – Genesis is able to meet the growing and ever-changing demands of our clients.

All Genesis Technologies customers are provided with a dedicated account manager who quarterbacks all communication, projects, and proposals. Customers are also assigned to an inside account representative who is available for all orders, service calls, dispatching of technicians, follow up on the closing of the call to confirm satisfaction, and other day-to-day needs.

Our solutions architects serve as the project manager for the implementation of any new equipment and/or software. They will coordinate with the School District to create an implementation timeline, gather device pre-configuration information, device settings, and network information, and be on-site for delivery, installation, and training.

As a result of our strong commitment to not only our clients but also our employees, Genesis has been recognized as one of the 2018 winners of “Chicago’s Best and Brightest Companies to Work For®” for the 6th time in a row!



Pricing Summary Prepared for Downers Grove Grade School

Proposal 1 (Requested Hardware - 75ppm A3 Devices)

Black/White Device	36-Month Lease Payment
Canon imageRUNNER ADVANCE 6575i III	\$222.01
Duplex Automatic Document Feeder	<i>Included</i>
Dual 1,500-sheet Paper Drawers	<i>Included</i>
Dual 550-sheet Paper Drawers	<i>Included</i>
100-sheet Stack Bypass	<i>Included</i>
Surge Protector	<i>Included</i>
Staple Finisher-V2	\$53.71
Booklet Finisher-V2	\$100.71
2/3 Hole Puncher Unit-A1	\$15.80
Super G3 Fax Board-AS2	\$15.60
MiCard PLUS Proximity Card Reader	\$4.83
Color Device	36-Month Lease Payment
Canon imageRUNNER ADVANCE C7580i III	\$359.02
Duplex Automatic Document Feeder	<i>Included</i>
Dual 1,100-sheet Paper Drawers	<i>Included</i>
Dual 550-sheet Paper Drawers	<i>Included</i>
250-sheet Stack Bypass	<i>Included</i>
Surge Protector	<i>Included</i>
Staple Finisher-V2	\$53.71
Booklet Finisher-V2	\$100.71
2/3 Hole Puncher Unit-A1	\$15.80
Super G3 Fax Board-AS2	\$15.60
MiCard PLUS Proximity Card Reader	\$4.83

District 58 Copier RFP by Genesis Technologies - March 21, 2019

Proposal 2 (Recommended Hardware - Based on Volume)	
Black/White Device	36-Month Lease Payment
Canon imageRUNNER ADVANCE 6565i III	\$198.84
Duplex Automatic Document Feeder	<i>Included</i>
Dual 1,500-sheet Paper Drawers	<i>Included</i>
Dual 550-sheet Paper Drawers	<i>Included</i>
100-sheet Stack Bypass	<i>Included</i>
Surge Protector	<i>Included</i>
Staple Finisher-V2	\$53.71
Booklet Finisher-V2	\$100.71
2/3 Hole Puncher Unit-A1	\$15.80
Super G3 Fax Board-AS2	\$15.60
MiCard PLUS Proximity Card Reader	\$4.83
Color Device	36-Month Lease Payment
Canon imageRUNNER ADVANCE C5560i III	\$158.99
Duplex Automatic Document Feeder	<i>Included</i>
Four 550-sheet Paper Drawers	<i>Included</i>
100-sheet Stack Bypass	<i>Included</i>
Surge Protector	<i>Included</i>
Staple Finisher-Y1	\$45.19
Booklet Finisher-Y1	\$68.17
2/3 Hole Puncher Unit-A1	\$15.80
Super G3 Fax Board-AS2	\$15.60
MiCard PLUS Proximity Card Reader (+ IC Card Reader Box-C1, which is required to add the Card Reader to this model)	\$7.70

Prepared by (please print): Jarvie Hensel

Signature: JH Date: 3/21/19

Company Name: Sharp Business Systems

Address: 1815 South Meyers Rd., Ste 100

City/State/Zip: OakBrook Terrace, IL 60181

Phone: (630) 620-6024

Email address: andy.mazur@sharpusa.com

If there are any other individuals authorized to answer contract, price, and technical questions please include their names and email addresses below:

Name/Email: _____

Name/Email: _____

Name/Email: _____

Three references from educational institutions, within a 20 mile radius:

District: 89 Representative: David Delgado

Title: Tech Manager

Phone Number: (708) 450-2460

Email Address: ddelgado@maywood89.com

District: 159 Representative: Eddie Short

Title: Tech Manager

Phone Number: (708) 720-9799

Email Address: eshort@dist159.com

District: 58 Representative: Katie Hannigan

Title: Business Services Manager

Phone Number:

Email Address:

COPIER PRICING

Copier 1 - Black/White, 75ppm A3

CERTIFICATIONS

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid -rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Sharp Business Systems

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies that having submitted in bid proposal to School District 58 that same bidder has a written sexual harassment policy in place and is in compliance with P.A. 87-1275.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned, which has 25 or more employees does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat. Ch. 127, par. 132.313) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act.

Name of Bidder (Please Print)

Submitted by (Signature)

The undersigned hereby certifies he has read, understands, and agrees that acceptance by Downers Grove Grade School District 58 of the Bidder's offer by issuance of a Purchase Order will create a binding contract.

Name of Bidder (Please Print)

Submitted by (Signature)

COVER LETTER

COPIER PRICING

Copier 1 – Black/White, 75ppm A3

Machine Brand: Sharp

Model Number: MX-M7570

Price per month: \$198.91/device X 21 total

Black/White Click Charge: .0047

Copier 2 – Color copier with 75ppm in black/white

Machine Brand: Sharp

Model Number: MX-7580N

Pages per minute for color: 75

Price per month: \$232.05

Black/White Click Charge: .0047

Color Click Charge: .038

Maintenance

Annual Maintenance Cost: **Mono - Based on 1,331,250 per month = \$75,082.56/year**
Color – No estimated volume to work with.

Average Response Time: 4 hours

*All pricing must be locked in for 36 months, with the ability to extend an additional 12 months

LEASE
Right Size Bid response

MAINTENANCE

Device	Count	Description	Power	Each machine has	Monthly lease/device	Total Monthly	rate
MX-4071	11	Color 40PPM	120VAC/60hz/15amp		148.86	1,637.46	0.0057
MX-3071	1	Color 30PPM	120VAC/60hz/15amp	Fax Expansion Kit	122.03	122.03	0.04
MX-6070	4	Color 60PPM	120VAC/60hz/20amp	Paper Pass Unit	180.41	721.64	
MXM7570	8	BW 75PPM	120VAC/60hz/20amp	Punch Unit	198.91	1,591.28	
MX-M6070	5	BW 60PPM	120VAC/60hz/20amp	Finisher	147.28	736.40	
MX-M3070	2	BW 30PPM	120VAC/60hz/15amp	Digital Power Filter	105.86	211.72	
MX-M4070	1	BW 40PPM	120VAC/60hz/15amp	Tandem Paper Trays	118.48	118.48	
MX-M5070	4	BW 50PPM	120VAC/60hz/20amp		125.98	503.92	
	36	Services				1,000.00	
						\$ 6,642.93 /Month	

Required 75 Page Per Minute Bid response

Device	Count	Description	Power	Each machine has	Monthly lease/device	Total Monthly	rate
MX-M7570	21	BW 75PPM	120VAC/60hz/20amp		198.91	4,177.11	0.0047
MX-7580N	15	CLR 75PPM	208VAC/60hz/20amp	Fax Expansion Kit	232.05	3,480.75	0.038
		Services		Paper Pass Unit		1,000.00	
				Punch Unit			
				Finisher			
				Digital Power Filter			
				Tandem Paper Trays			
	36					\$ 8,657.86 /Month	

Break out costs as requested

Booklet Finisher	\$	905.00
3 hole punch	\$	230.00
Multi-position stapler	\$	735.00

Questions and Answers

Questions

Response time
Number of techs
Copies Included
BW Overages
CLR Overages
Technical Specs
Days to install
Card reader plus install
Gauranteed Availability of Parts
Loaner policy
Power Requirments
Delivery

Auto meter, repair,toner
Install to print server and scanning
Follow me print
ACH

Answers

Please see attached service gaurantee sheet (Premier Program)
Four
0 - All service charges will be based on meter readings
See chart above for click charge
See chart above for click charge
Please see attached brochures
??????
\$250/device
Gauranteed
Please see attached service gaurantee sheet (Premier Program)
See above table
Estimated delivery days would be 10-15 business day.
Equipment is typically ready to install four week after the agreement is signed. We would scale up or down based on your needs installation requirments. Delivery days would be based on school availability and staging areas.
Accomplished through Micas software
Yes
Copiers include follow me print (setup restrictions can be discussed)
Yes

SERVICE EXCELLENCE PROGRAMS

Over the years Sharp Business Systems has been a leader of change in the marketplace. We solicit feedback from our current clients looking for ways to grow and change our support offerings while engaging prospective clients to provide solutions to their everyday business challenges. It is from that spirit of continuous improvement that many progressive areas of our business have flourished and the result has been a client retention rate of over 90% and tremendous market share growth.

We understand that most clients simply want their office technology to be extremely reliable, provide high quality output and be cost effective. We have been providing all of these items plus a very personalized level of support with great response times for over 13 years. With these objectives in mind we are expanding our service and support offerings to include a Premier Program and a Standard Program.

Both programs include an exceptional level of field engineer expertise and the highest quality customer service experience but offer different characteristics to fit our client's needs and budget requirements.

THE PREMIER PROGRAM offers guaranteed service response times (1,4,1), financial accountability, 95% uptime guarantee, our color quality guarantee, use of our Sharp Print Center at a reduced rate, onsite IT technical support and helpdesk support for the term of our lease.

THE STANDARD PROGRAM offers a four hour average service response time, factory trained technical expertise, loaner guarantee if needed, and help desk support for the term of our lease.

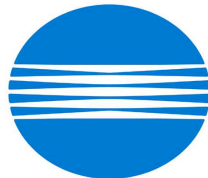
	Premier	Standard
Service Response	Guaranteed 1 hour Call Back 4 Hour Onsite 1 Day Fix It	Average 4 Hour Onsite
Performance Guarantee	Fail to Meet Service Response =1 Month Free	Does Not Apply
Color Quality Commitment	Credits Issued for Unacceptable Color Impressions	Does Not Apply
IT Support	Onsite and Helpdesk Included for Term of Lease	Helpdesk Support Only Onsite Billable
Sharp Print Center	Up to a 20% discount	Does Not Apply
Uptime Guarantee	95% Uptime Guaranteed	Does Not Apply
Loaner Policy	Loaner Provided within 24 hours	48-72 Hour Loaner

We hope that these options provide you with the flexibility to customize your Sharp Business Systems solution to meet all of your requirements while not settling for a less than exceptional service and support experience.

**RFP Response to Optimize Copier Equipment and Maintenance
For:**



Konica Minolta Business Solutions



KONICA MINOLTA

*Prepared by:
Dan Schindler
Konica Minolta Business Solutions – Downers Grove
March 21, 2019*

Table of Contents

1. Executive Summary
2. Proposal Elements
3. Fleet Solution Summary: Options 1 & 2
4. Service & Supplies; CPC & OneRate
5. PapercutMF / Print Governance

Confidentiality Notice

Restrictions on Use and Disclosure of Proposal and Quotation Information Data

The information contained in this Statement of Work (SOW) constitutes Confidential Information. It is furnished to Downers Grove Grade School District 58 with the understanding that it will not, without the prior written permission of Konica Minolta Business Solutions, be used or disclosed for other than evaluation purposes.

Executive Summary

Konica Minolta Business Solutions is pleased to provide The Downers Grove Grade School District with our proposal to execute and retain an optimization strategy within your enterprise. Our recommended strategy is based on the customer experience, fostered by a structure of continuous process improvement, to deliver results of cost savings to our clients.

This document is based on our previous needs assessment, RFP documentation, and pre-bid meeting:

- Cost Savings
- Uniform Device Fleet
- Robust & Reliable Print/Copy/Scan/Fax Equipment
- Value-Adds; Native, Offered & Future
-

Our recommended solution includes the following components:

- A continued, complete optimization of your MFP Fleet
- Secure, Follow-You-Print and Mobile printing capability, extending Licensing over new term

MFP Optimization (Schools)	Papercut Print Governance (Option)
<ul style="list-style-type: none">• Improved Asset Utilization• Leverage the capability of the current technology platform• Cost reduction from device rationalization• Expansion of customer experience – Ease of use	<ul style="list-style-type: none">• Information security• Authentication• Security Card/FOB release• Rules based routing• Efficiency controls• Mobilization (chromebooks/BYOD)• Cost recovery opportunity• Waste management• Accountability/centralized reporting

Proposal Elements

The KMBS approach encompasses the above objectives. Using our standard processes KMBS specialists will develop a comprehensive Statement of Work (SOW) and deployment plan providing Downers Grove Grade School District with a complete solution encompassing your Office, and IT Infrastructure. Our proposed offering will address all of your objectives.

MFP Fleet Optimization

Konica Minolta Business Solutions is proposing to optimize Downers Grove Grade School District's workgroup MFP fleet across 15 locations, implementing 36 new devices composed of a standardized grouping of either 2 standardized models (Option 1) or 8 right-sized standardized models (Option 2). Furthermore, the proposal includes retaining high use color and bw networked printer and offering an ultra competitive, low cost, flat monthly rate per device to manage. This optimized fleet will deliver a standardized platform of reliable print output, scanning, fax and copy to address Downers Grove Grade School District 58's needs.

Current State	Optimized State
<ul style="list-style-type: none"> ▪ 35 – MFP's ▪ 300+ - Printers ▪ Various Fax Machines & Scanners ▪ Monthly Lease Spend: _____ ▪ Monthly Maintenance Spend: _____ ▪ Monthly CPC Spend: _____ ▪ Monthly Printer Supply Maintenance Spend: _____ ▪ Monthly Printer Consumable Spend: _____ ▪ Total Current Monthly Spend \$ _____ ▪ Total Annual Spend \$ _____ 	<ul style="list-style-type: none"> ▪ 36 MFP's ▪ Reduction in Printers, keep printers in logistically rational locations and cover under a managed print services program ▪ Eliminate Fax machines ▪ (Option 1) Standardized 75ppm color and bw devices district wide ▪ (Option 2) Right-Sized color and bw devices district wide ▪ Reduce inventories of brands, model types, and printers: Reduction % _____ ▪ Add PaperCutMF Print Governance for an additional 25-33% reduction in costs directly attributed to wasted print and wasted paper. ▪ Total Spend: See Executive Price Summary & Konica Minolta Proposal Spreadsheet

Konica Minolta Business Solutions is proposing a plan with enhancements which will include automated enterprise processes such as service alerts, customized device status notifications and automated meter reads. This program will continue to provide the real time network reporting tools which the Downers Grove Grade School District operational team will rely upon for critical oversight and fleet management. This initiative was designed to significantly improve your business processes while reducing your costs.

Tax Exempt Lease Option #1 (75ppm Fleet):

<u>Term:</u>	<u>Monthly Payment:</u>	<u>Cost Per Copies:</u>
1-36 Months	\$ 6,902.06	\$.00299 bw / \$.0299 color
37-48 Months	\$ 720.00	\$.00299 bw / \$.0299 color

- Above pricing is based on (15) New Bizhub Color C759 and (21) New Bizhub BW 808 models.
- Above pricing is based on Tax Exempt FMV Leasing through American Capital.
- Konica Minolta furthermore will give Downers Grove Grade School District 58 \$6,600.00, including wiping the hard drives, for the existing fleet of owned Copystar, Sharp and Canon devices.

Tax Exempt Lease Option #2 (Right-Sized Fleet):

<u>Term:</u>	<u>Monthly Payment:</u>	<u>Cost Per Copies:</u>
1-36 Months	\$ 4,642.16	\$.00330 bw / \$.0300 color
37-48 Months	\$ 485.00	\$.00330 bw / \$.0300 color

- Above pricing is based on (15) New Right-Sized Bizhub Color and (21) New Right-Sized Bizhub BW models.
- Above pricing is based on Tax Exempt FMV Leasing through American Capital.
- Konica Minolta furthermore will give Downers Grove Grade School District 58 \$6,600.00, including wiping the hard drives, for the existing fleet of owned Copystar, Sharp and Canon devices.

Service & Supplies:

CPC for MFPS: Cost per Copy Model Maintains current cost per copy over next 36, up to 48 months

- Includes all Service, Supplies, Staples, Parts, Labor, Transportation, Drums, Toner and Developer for all Konica Minolta Bizhub Solutions. **No Minimums, No Maximums, No Overages, No Escalators!**

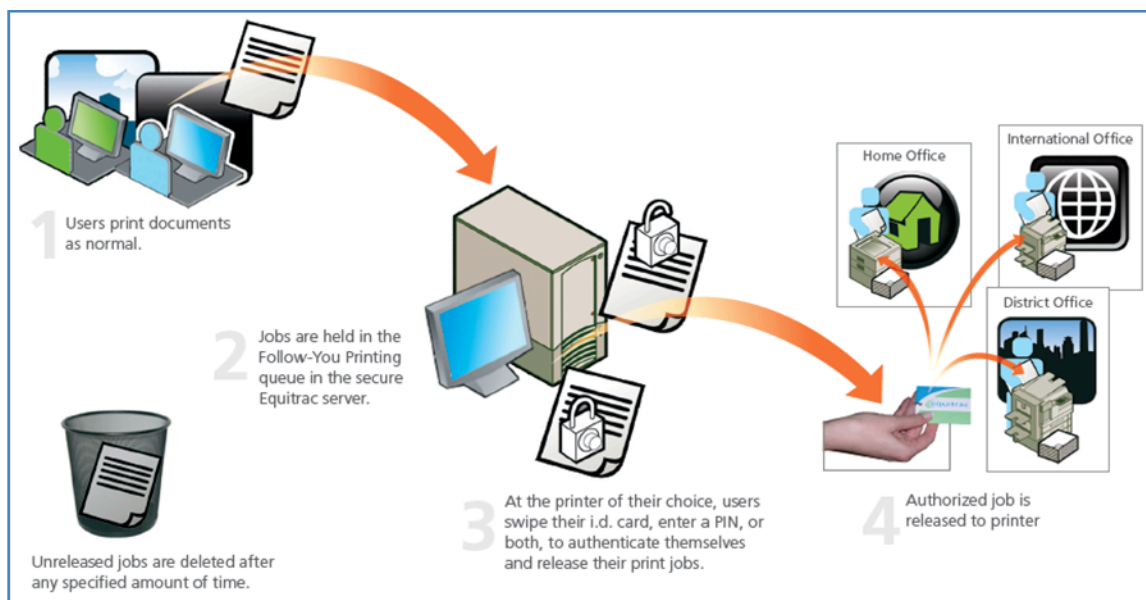
One-Rate for Existing Networked Printers:

- Includes unlimited usage on all networked printer devices; unlimited toner and supplies
- No Monthly/Quarterly Meter Reads
- One monthly or quarterly invoice
- Fixed rate for duration of agreement

Secure, Follow-You-Print (Optional – Papercut MF)

Konica Minolta Business Solutions is recommending the deployment of the Papercut MF solution for Secure, Follow-You-Print, Mobile Print Management and cost monitoring on a continuous and consistent basis. This Print Governance solution ensures that users are authenticated and their jobs tracked by virtue of their Windows login credentials. The benefit is that only users authorized by Downers Grove Grade School District will have access to using its print infrastructure resources. Administrators can set up the system so that when jobs are sent from any application, customized pop-up messages can be displayed to help people choose least-cost routing options before releasing the job. The solution has been designed to meet the following requirements:

1. Secure access to Bizhub MFDs using Print Governance Office Integration.
2. The MFDs can be locked until a user is authenticated by means of swiping an HID or Security card/FOB and/or manually authenticating on the MFD operating panel using the users' Windows login credentials. User access rights will be verified with your Active Directory. Optionally the system can also be configured to require a second authentication password.
3. Provide Follow-You- Printing which holds documents in a secure Print Governance print queue until a user authenticates at the KM networked MFD of their choice. User access to their print jobs is based on the "pull" groups the MFD is a member — The "Pull" group can be accessed across servers and departments without regard to geographic boundaries (see Figure 1.)
4. Mobile printing from Chromebooks, iPad's, iPhones etc.
5. Provide a report or audit trail for the functions each individual performs at the MFD
6. Monitor user utilization of printers
7. Provide the ability to route print jobs based on business rules you establish.



CURRENT EQUIPMENT TO BE REPLACED

MAKE	MODEL	Option 1-All New C759 and 808 models	Option 1 Purchase Cost	Option 2-All New Right Sized C759	Option 2 Purchase Cost	BUILDING	LOCATION	MONTHLY VOLUME	VOLUME w/REP. INCREASE	INSTALL DATE	TOTAL VOLUME	# of drawers	Staple, Hole Punch, Fax Board, Finisher
1. CANON	IRADY-6575	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	ASC	1860 6th Street, D.C. 60516	5,000-15,000	16,750	December 2016	226,097	4	Y, Y, Y, Y, Y, Stacking
2. COPYSAR	CS-5500	Bizhub 808	\$6,189.00	Bizhub 257	\$2,750.00	Longfellow	1435 Prairie Ave., D.C. 60515	5,000-15,000	15,750	2011	696,719	4	Y, Y, Y, Y, Stacking
3. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 808	\$6,189.00	Belle Aire	3935 Belle Aire Lane, D.C. 60515	70,000-80,000	84,000	June 2016	1,981,842	5	Y, Y, Y, Y, Stacking
4. COPYSAR	CS-3000	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	Belle Aire	3935 Belle Aire Lane, D.C. 60515	under 10,000	10,500	2011	unknown	2	Y, Y, Y, Y, Stacking
5. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 658e	\$5,689.00	El Sierra	6835 Fairmount Ave., D.C. 60516	55,000-65,000	68,250	June 2016	1,597,164	5	Y, Y, Y, Y, Stacking
6. SHARP	MX-M636N	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	El Sierra	6835 Fairmount Ave., D.C. 60516	under 5,000	5,250	2014	175,507	3	Y, N, Y, Y, Inner
7. COPYSAR	CS-5800	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	Fairmount	6036 Bladgert Ave., D.C. 60516	5,000-10,000	10,500	2011	551,442	2	Y, N, N, Stacking
8. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 808	\$6,189.00	Fairmount	6036 Bladgert Ave., D.C. 60516	45,000-55,000	57,750	December 2016	1,155,188	5	Y, Y, Y, Stacking
9. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 558e	\$4,556.00	Puffer	2220 Haddow Ave., D.C. 60515	30,000-40,000	42,000	June 2016	1,805,642	4	Y, Y, Y, Y, Stacking
10. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 658e	\$5,689.00	Puffer	2220 Haddow Ave., D.C. 60515	50,000-60,000	63,000	June 2016	1,009,051	4	Y, Y, Y, Y, Stacking
11. SHARP	MX-M433N	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	Puffer	2220 Haddow Ave., D.C. 60515	under 5,000	5,250	2009	305,373	4	Y, Y, Y, Y, Inner
12. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 808	\$6,189.00	Highland	3935 Highland Ave., D.C. 60515	85,000-95,000	99,750	June 2016	2,459,994	5	Y, Y, Y, Y, Stacking
13. SHARP	MX-M433N	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	Highland	3935 Highland Ave., D.C. 60515	under 10,000	10,500	2009	717,203	4	Y, Y, Y, Y, Inner
14. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 658e	\$5,689.00	Hillcrest	1435 Jefferson Ave., D.C. 60516	40,000-50,000	52,500	June 2016	1,423,153	4	Y, Y, Y, Y, Stacking
15. CANON	IRADY-6575	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	Hillcrest	1435 Jefferson Ave., D.C. 60516	under 5,000	5,250	2010	3,570,541	4	Y, Y, Y, Y, Stacking
16. SHARP	MX-M630N	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	Indian Trail	6235 Stonewall Ave., D.C. 60516	5,000-15,000	15,750	2009	725,747	4	Y, Y, Y, Y, Stacking
17. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 808	\$6,189.00	Indian Trail	6235 Stonewall Ave., D.C. 60516	75,000-85,000	89,250	June 2016	2,224,612	4	Y, Y, Y, Y, Stacking
18. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 808	\$6,189.00	Kingsley	6509 Powell Street, D.C. 60516	65,000-75,000	78,750	June 2016	1,957,250	4	Y, Y, Y, Y, Stacking
19. SHARP	MX-M303N	Bizhub 808	\$6,189.00	Bizhub 568e	\$3,095.00	Kingsley	6509 Powell Street, D.C. 60516	10,000-20,000	21,000	2009	775,433	4	Y, Y, Y, Y, Stacking
20. SHARP	MX-M433N	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	Kingsley	6509 Powell Street, D.C. 60516	under 5,000	5,250	2009	355,291	4	Y, Y, Y, Y, Inner
21. COPYSAR	CS-8008	Bizhub 808	\$6,189.00	Bizhub 558e	\$4,556.00	Lester	236 Indianapolis Ave., D.C. 60515	35,000-45,000	47,250	2011	3,365,260	4	Y, Y, N, Stacking
22. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 558e	\$4,556.00	Lester	236 Indianapolis Ave., D.C. 60515	30,000-40,000	42,000	June 2016	1,082,607	5	Y, Y, Y, Y, Stacking
23. SHARP	MX-M303N	Bizhub 808	\$6,189.00	Bizhub 257	\$2,750.00	Lester	236 Indianapolis Ave., D.C. 60515	5,000-15,000	15,750	2009	786,303	4	Y, Y, Y, Y, Stacking
24. KONICA	KM-253	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	Lester	236 Indianapolis Ave., D.C. 60515	unknown	5,250	2001	141,025	2	N, N, Y, n/a
25. CANON	IRADY-6575	Bizhub C759	\$7,342.00	Bizhub C759	\$7,342.00	Pierce Downer	1436 Grant Street, D.C. 60515	35,000-45,000	47,250	June 2016	1,150,107	5	Y, Y, Y, Y, Stacking
26. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 658e	\$5,689.00	Pierce Downer	1436 Grant Street, D.C. 60515	40,000-50,000	52,500	December 2016	1,057,695	5	Y, Y, Y, Y, Stacking
27. SHARP	MX-M433N	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	Whittier	536 Hill Street, D.C. 60515	under 10,000	10,500	December 2016	485,294	4	Y, Y, Y, Y, Inner
28. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 658e	\$5,689.00	Whittier	536 Hill Street, D.C. 60515	55,000-65,000	68,250	2009	1,496,374	5	Y, Y, Y, Y, Stacking
29. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 658e	\$5,689.00	Herrick MS	4435 Midland Ave., D.C. 60515	60,000-70,000	73,500	June 2016	1,792,065	5	Y, Y, Y, Y, Stacking
30. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 658e	\$5,689.00	Herrick MS	4435 Midland Ave., D.C. 60515	40,000-50,000	52,500	June 2016	1,252,855	5	Y, Y, Y, Y, Stacking
31. COPYSAR	CS6500	Bizhub C759	\$7,342.00	Bizhub C759	\$7,342.00	Herrick MS	4435 Midland Ave., D.C. 60515	20,000-30,000	31,500	2011	2,338,030	4	Y, Y, Y, Y, Stacking
32. COPYSAR	CS6500	Bizhub 808	\$6,189.00	Bizhub 368e	\$3,095.00	ONBell MS	635 9th Street, D.C. 60516	10,000-20,000	21,000	2011	1,042,815	4	Y, Y, Y, Y, Stacking
33. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 658e	\$5,689.00	ONBell MS	635 9th Street, D.C. 60516	50,000-60,000	63,000	June 2016	150,045	4	Y, Y, Y, Y, Stacking
34. CANON	IRADY-6575	Bizhub 808	\$6,189.00	Bizhub 558e	\$4,556.00	ONBell MS	635 9th Street, D.C. 60516	35,000-45,000	47,250	June 2016	1,127,069	4	Y, Y, Y, Y, Stacking
35. SHARP	MX-M433N	Bizhub C759	\$7,342.00	Bizhub C227	\$2,799.00	ONBell MS	635 9th Street, D.C. 60516	under 5,000	5,250	2009	255,553	4	Y, Y, Y, Y, Inner

** As of November

ACCESSORIES:



A Xerox Company

PROPOSAL PREPARED FOR:
Downers Grove Grade School District 58

Katie Hannigan

PRESENTED BY:
Christina Alvarez

Account Executive – Education & Government

630-781-8618

calvarez@cotg.com

March 19, 2019

Christina Alvarez
COTG – A Xerox Company
3 Territorial Ct.
Bolingbrook, IL 60440

Dear Katie Hannigan:

OUR PROPOSAL TO SUPPLY A DOCUMENT SOLUTION FOR DOWNERS GROVE GRADE SCHOOL DISTRICT 58

I am honored to enclose COTG – A Xerox Company's proposal to provide Downers Grove Grade School District 58 with a multifunction print solution. I have suggested this particular solution because, I believe that it fully meets your requirements while offering:

- State-of-the-art Xerox AltaLink multifunction technology
- All travel, parts, labor, toner, and consumables covered under the maintenance agreement. Paper and staples are excluded.
- Integration with your existing TBS payment system for public copiers.
- Customized MyInfo site for placement and tracking of service and supply orders. See attached information sheet.
- COTG360 App for automated meter reporting as well as automatic supply replenishment services. See attached information sheet.
- Quarterly Business Review to address any concerns and review of usage trends.

I am confident that our proposal meets the needs of Downers Grove Grade School District 58 while offering substantial savings over your current contract. In the meantime, if you have any questions or if anything is unclear please contact me.

Sincerely,

Christina Alvarez



Cc: Bob Clark, Vice President of Operations; Joe Castelluccio, Director of Education & Government Sales

CORPORATE HISTORY

COTG – A Xerox Company is a wholly owned subsidiary of Xerox Corporation, and is the largest core company out of 40 in the Xerox Business Solutions family. Headquartered in Bolingbrook, IL our Midwest strategy of sales and service covers Illinois, Indiana, Minnesota, Missouri, and Wisconsin. In addition, our affiliation with Xerox Business Solutions provides us access to the national Xerox network to service national accounts.

COTG – A Xerox Company was founded in 1982 under Distinctive Business Products (DBP) and ranked #42 on the Inc. 500's "fastest growing private companies in America." Global Imaging Systems, now Xerox Business Solutions, acquired DBP in 1998. In 2003, Column Office Equipment joined DBP to create Chicago Office Technology Group, and in 2004 we completed the acquisition of Image Manufacturing, Inc. In 2007, Chicago Office Technology Group became a wholly owned subsidiary of Xerox Corporation, operating under the name COTG – A Xerox Company.

PRODUCTS AND SERVICES

Showcasing a full product line of state of the art Xerox devices, managed print services, and software we aim to make your business run more efficiently through innovative and cost effective solutions. In addition, we maintain Platinum Dealer status with HP, which provides us the opportunity to offer competitive pricing and support of a full range of HP devices.

Beyond print and software, COTG – A Xerox Company extends its offerings into A/V solutions, Managed IT Services, and classroom technology making us a true business partner with the ability to provide a full array of solutions.

MISSION STATEMENT

COTG – A Xerox Company is committed to creating and sustaining our business partnerships by inspiring a unique perspective on solutions while providing each of our clients with world-class service that will optimize their organization's goals and initiatives.

SCOPE OF SERVICES

SERVICE ORIGINATION

COTG – A Xerox Company employs 230 Field Service Engineers with an average tenure of 7 years that maintain product certifications on the entire fleet of Xerox devices. Our Service Department is maintained out of our Bolingbrook, IL headquarters.

Field Service Engineers carry a stock of consumables such as drums, fusers, feed rollers, and other common maintenance items to ensure timely repair of your fleet. If an Engineer requires a part not located in their inventory, our Bolingbrook warehouse maintains a 55,000 square foot warehouse with an extensive, two-floor parts warehouse with \$2.4 million in genuine Xerox parts at any given time. In the event we do not have a part in stock, we have access to the supply of parts directly from Xerox Corporation and are able to obtain the necessary parts next day in most circumstances.

QUALITY PROCESSES

All Field Service Engineers employ a "Total Call Process". The Total Call Process ensures that Field Service Engineers are inspecting all facets of the device operation, not just addressing the reason for the service call. At each call, Engineers will perform a thorough cleaning of the device optics, remove paper dust and debris from the paper path, clean or replace rollers as needed, inspect or replace drums and fusers, and replace any worn components as necessary. This ensures problems are resolved proactively to maximize fleet uptime, and reduces repeat service visits.

HELPDESK SUPPORT SERVICES

COTG – A Xerox Company employs an IT Helpdesk service of five Engineers that provide remote phone and email support for common device, network, and configuration issues. The Engineers also provide guidance and support for print driver issues, as well as assistance with software integrations such as PaperCut™. Our IT Helpdesk service is provided free of charge for equipment covered under the maintenance agreement to supplement the efforts of the Field Service Engineers.


IMPLEMENTATION PLAN

COTG – A Xerox Company has prepared a sample Statement of Work for the implementation of new Xerox multifunction devices. Please see the attached draft Statement of Work prepared for Downers Grove Grade School District 58.

ESCALATION PROCESS

For issues that are not resolved on first visit, our technicians are able to utilize the support services of the Field Service Supervisors, Managers, and the internal Service Learning & Development team. Supervisors, Managers, and Learning & Development Specialists may visit the device with the Field Service Engineer to assist with diagnosis and resolution of the issue. In the event this escalation has not resolved the issue, the problem can be escalated directly to Xerox for their assistance.

In the event a malfunction requires the device to be removed for repair or is down for greater than three business days, loaner devices equivalent to the malfunctioning device can be obtained through a request from the service management team. Loaner devices are typically delivered within 24 hours of the request and can be kept until your device is repaired, returned, and installed. Loaner devices are provided at no additional costs in these circumstances.



Our 3-In-30 Escalation Process helps ensure maximum uptime of your fleet by automatically escalating service issues to our Service Management team when a device has been visited 3 times in 30 days or less. The service management team will perform a full review of the device any and all areas requiring attention to ensure complete resolution of the call.

ASSESSMENT SERVICES AND COTG 360 PROCESS

Industry analysts report that as much as 20% of annual revenues are spent on document production. However, the expertise and time it takes to achieve those objectives can be difficult to manage and most districts often do not recognize the importance of cost-effective and efficient document management. So how can we decrease the cost while increasing document efficiency?

We use data-driven approach to gain a comprehensive understanding of your entire document management infrastructure, allowing us to create a detailed plan for greater efficiency, productivity and cost savings.

Understand Culture: In-depth look at the key factors of corporate culture than can be used to confirm that strategies align to specific District objectives.

Review Workflow: Blueprints how information flows and identifies any bottlenecks or inefficiencies

Inventory Technology: Snapshot of the District's current environment including the identification of underutilized obsolete and redundant resources.

Examination of Processes: A thorough examination of administrative functions including procurement and internal IT processes.

Analyze Usage Data: Capture situation data for all technology and assets using a non-invasive collection tool that captures data from both networked and non-networked assets.

Study Sustainability: Sustainable working practices help companies become more environmentally friendly by lowering energy consumption, reducing carbon footprint and waste, and remaining energy conscious.

COTG360 APP

Our COTG360 App increases productivity by automatically reporting meter data to us. The program is installed within your environment and collects meter information from SNMP enabled printers and copiers. The COTG360 App can also be enabled for our Auto-Replenishment program to automatically report low toner and consumable levels to our supply team. This proactively allows us to deliver replacement consumables before they are empty.

COTG360 App is safe and secure, and does not collect or report any information from pc's laptops or servers on your network. The app does not grant remote management capability to a device that is installed on, or any other devices on your network. The COTG360 App is also HIPPA and HITECH compliant for the healthcare industry.

MYINFO SITE

The MyInfo Site is a value added feature available to our customers. The MyInfo Site is used for placement and tracking of service and supply orders and history through a customized web portal. You can view a list of all of your assets, view and report meter readings, place and track service calls, view service history, place and track supply orders, view supply history, and initiate move requests as necessary. This service is free of charge and available to all.

PRICING

COMMITMENT

This proposal has been provided in response to your request for quote. This proposal does not constitute a commitment for Downers Grove Grade School District 58 to purchase any or all of the recommendations provided by COTG – A Xerox Company. All pricing is valid through June 12, 2019 and is inclusive of all delivery and installation charges.

THIRD PARTY LEASING

COTG – A Xerox Company has provided pricing based on 36-month Fair Market Value lease through Xerox Financial Services. As COTG – A Xerox Company is a wholly owned subsidiary of Xerox Corporation; the leasing agreement is internally sourced. Please see the attached lease agreement for a complete list of terms and conditions.

NEW EQUIPMENT

All equipment quoted in this proposal is newly manufactured. Equipment delivered upon contract award will have a meter of 500 impressions or less at the time of delivery. Equipment pricing proposed includes all delivery and installation charges.

EQUIPMENT PRICING – OPTION 1

COTG – A Xerox Company has provided the following equipment option for Downers Grove Grade School District 58. This configuration provides a standardized configuration of one 70 page per minute color device at each building as well as 75 page per minute black and white devices at all other locations, as requested by the RFP.

Location and Equipment	Cash Price	Monthly Lease
1860 63rd Street		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink C8070 Color Multifunction Printer with Fax ¹	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
1435 Prairie Avenue		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
3935 Belle Aire Lane		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
6835 Fairmount Avenue		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
6036 Blodgett Avenue		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
2220 Haddow Avenue		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
3935 Highland Avenue		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
1435 Jefferson Avenue		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
6235 Stonewall Avenue		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
6509 Powell Street		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
236 Indianapolis Avenue		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
1436 Grant Street		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
536 Hill Street		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
4435 Middaugh Avenue		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
635 59th Street		
Xerox AltaLink C8070 Color Multifunction Printer with Fax	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

The total purchase price and lease amount for all devices varies depending on finishing accessories selected. The total purchase price for all devices ranges from \$267,672.50 to \$335,992.50 for a monthly lease amount of \$7,018.40 to \$9,228.70.

Equipment pricing includes all delivery and installation charges.

All devices proposed in this configuration require a NEMA 5-20 receptacle (110v 20a).

EQUIPMENT PRICING – OPTION 2

COTG – A Xerox Company has provided the following equipment option for Downers Grove Grade School District 58. This configuration provides a right-sized configuration based on usage at all locations featuring one color device per building, as requested in the RFP and discussed during the pre-bid conference on March 6th. This configuration is COTG’s recommendation to ensure longevity of the devices through and beyond the end of the lease, as well as decreased downtime due to service.

Location and Equipment	Cash Price	Monthly Lease
1860 63rd Street		
Xerox AltaLink C8045 Color Multifunction Printer with Fax	\$5,329.50	\$139.74
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox AltaLink C8045 Color Multifunction Printer with Fax	\$5,329.50	\$139.74
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1041.00	+\$27.30
1435 Prairie Avenue		
Xerox AltaLink C8045 Color Multifunction Printer with Fax	\$5,329.50	\$139.74
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
3935 Belle Aire Lane		
Xerox AltaLink C8035 Color Multifunction Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox D95 Copier-Printer with staple and hole punch ¹	\$12,803.50	\$335.71
Add Booklet Maker Finisher	+\$2,898.00	+\$75.99

Location and Equipment	Cash Price	Monthly Lease
6835 Fairmount Avenue		
Xerox AltaLink C8035 Color Multifunton Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
6036 Blodgett Avenue		
Xerox AltaLink C8035 Color Multifunton Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
2220 Haddow Avenue		
Xerox AltaLink C8035 Color Multifunction Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
3935 Highland Avenue		
Xerox AltaLink C8035 Color Multifunction Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox D95 Copier-Printer with staple and hole punch ¹	\$12,803.50	\$335.71
Add Booklet Maker Finisher	+\$2,898.00	+\$75.99
1435 Jefferson Avenue		
Xerox AltaLink C8035 Color Multifunction Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
6235 Stonewall Avenue		
Xerox AltaLink C8035 Color Multifunction Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox D95 Copier-Printer with staple and hole punch ¹	\$12,803.50	\$335.71
Add Booklet Maker Finisher	+\$2,898.00	+\$75.99
6509 Powell Street		
Xerox AltaLink C8035 Color Multifunction Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox D95 Copier-Printer with staple and hole punch ¹	\$12,803.50	\$335.71
Add Booklet Maker Finisher	+\$2,898.00	+\$75.99
Xerox AltaLink B8045 Multifunction Printer with Catch Tray	\$5,458.50	\$143.12
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
236 Indianapolis Avenue		
Xerox AltaLink C8035 Color Multifunction Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8045 Multifunction Printer with Catch Tray	\$5,458.50	\$143.12
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
1436 Grant Street		
Xerox AltaLink C8070 Color Multifunction Printer with Fax ²	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8045 Multifunction Printer with Catch Tray	\$5,458.50	\$143.12
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
536 Hill Street		
Xerox AltaLink C8035 Color Multifuntion Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
4435 Middaugh Avenue		
Xerox AltaLink C8070 Color Multifuntion Printer with Fax ²	\$8,233.50	\$215.88
Add Business Ready Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Add Booklet Maker Finisher with stapling and hole punch	+\$2,284.00	+\$59.89
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

Location and Equipment	Cash Price	Monthly Lease
635 59th Street		
Xerox AltaLink C8035 Color Multifunction Printer with Fax	\$5,120.50	\$134.26
Add Office LX Finisher	+\$535.00	+\$14.03
Add Office LX Hole Punch	+\$319.00	+\$8.36
Add Booklet Maker Finisher with stapling and hole punch	+\$1,041.00	+\$27.30
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8075 Multifunction Printer with Catch Tray ²	\$7,208.50	\$189.01
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67
Xerox AltaLink B8045 Multifunction Printer with Catch Tray	\$5,458.50	\$143.12
Add Office 2K Finisher with stapling	+\$556.00	+\$14.58
Add Booklet Maker Finisher with stapling	+\$1,601.00	+\$41.98
Add hole punch to finishers	+\$102.00	+\$2.67

The total purchase price and lease amount for all devices varies depending on finishing accessories selected. The total purchase price for all devices ranges from \$241,001.50 to \$308,063.00 for a monthly lease amount of \$6,319.06 to \$8,077.41.

Equipment pricing includes all delivery and installation charges.

¹ The Xerox D95 requires a NEMA 6-20 receptacle for the mainframe (220v 15a) and a NEMA 5-15 or 5-20 receptacle for the finisher (110v 15a).

² The Xerox AltaLink B8075 and AltaLink C8070 require a NEMA 5-20 receptacle (110v 20a).

TRADE-IN OF OWNED EQUIPMENT

COTG – A Xerox Company will pick up and recycle your owned equipment, and provide a trade-in rebate for the current market value of your devices. Current market value is established by the age of the equipment, meter reading, and accessories. Upon trade-in, **COTG – A Xerox Company will issue a check in the amount of \$10,000.00 to Downers Grove Grade School District 58 for trade-in of your current equipment.**

HARD DRIVE SANITIZATION

Hard Drive sanitization service with digital certificate is performed by COTG – A Xerox Company using the Department of Defense overwrite-delete method. Upon sanitization, a digital certificate is provided to prove destruction of all drive data. This service is performed at \$150.00 per device, total amount \$5,250.00. This amount can be paid in cash or added to the monthly lease.

Hard Drives can be also removed and retained for destruction by Downers Grove Grade School District 58 if desired. However, since the wholesale company requires that all devices be intact, a new hard drive will need to be installed in the device prior to shipment. COTG – A Xerox Company can perform this function at \$350.00 per device to cover the cost of a new hard drive, total amount \$12,250.00. This amount can be paid in cash or added to the monthly lease.

MAINTENANCE PRICING

COTG – A Xerox Company will provide all parts, labor, toner, consumables, and preventative maintenance under the proposed service contract. Paper and staples are to be provided by Downers Grove Grade School District 58.

Cost per page is assessed on printed and copied pages only, there is no charge for scanned documents.

	Black and White	Color
Cost Per Page	\$0.0035	\$0.035
Volume*	730,000-1,336,500	Information Not Available
Estimated Monthly Cost*	\$2,555.00 - \$4,677.75	Information Not Available
Estimated Annual Cost*	\$30,660.00 - \$56,133.00	Information Not Available
Estimated 36-Month Cost*	\$91,980.00 - \$168,399.00	Information Not Available

*Maximum volume and associated expenditure is calculated with Downers Grove Grade School District's desire to increase volume at 1860 63rd Street by 25% and all other locations by 5% over the volumes reported in the RFP.

INVESTMENT SUMMARY – OPTION 1

	Total Monthly Cost	Total Annual Cost	36-Month Cost
Equipment Lease	\$7,018.40 - \$9,228.70	\$84,220.80 - \$110,744.40	\$252,622.40 - \$332,233.20
Maintenance	\$2,555.00 - \$4,677.75	\$30,660.00 - \$56,133.00	\$91,980.00 - \$168,399.00
Total Investment	\$9,573.40 - \$13,906.45	\$114,880.80 - \$166,877.40	\$344,602.40 - \$500,632.20

Pricing above does not include \$10,000 trade-in rebate for existing devices.

INVESTMENT SUMMARY – OPTION 2

	Total Monthly Cost	Total Annual Cost	36-Month Cost
Equipment Lease	\$6,319.06 - \$8,071.41	\$75,828.72 - \$96,856.92	\$227,486.16 - \$290,570.76
Maintenance	\$2,555.00 - \$4,677.75	\$30,660.00 - \$56,133.00	\$91,980.00 - \$168,399.00
Total Investment	\$8,874.06 - \$12,749.16	\$106,488.72 - \$152,989.92	\$319,466.16 - \$458,969.76

Pricing above does not include \$10,000 trade-in rebate for existing devices.

SOFTWARE PRICING – FUTURE PROJECT

COTG – A Xerox Company has provided a budgetary quote for the purchase of PaperCut MF for Education software with authentication using Elatec RFID Proximity Card Readers.

	Cash Purchase	36-Month Lease
PaperCut™ MF for Education Software PaperCut™ MF for Education software with up to 6000 user licenses, 1 Server Install with MobilityPrint, 36 Xerox embedded device licenses with install, 3-year Premium Support with Upgrade Assurance, complete installation.	\$20,118.00	\$527.49
Optional HID Proximity Card Readers – Option 1 16 Elatec TWN4 – AltaLink C8000 Embedded HID Prox Card Readers. 20 Elatec TWN4 – AltaLink B8000 Embedded HID Prox Card Readers.	\$8,152.00	\$213.75
Optional HID Proximity Card Readers – Option 2 16 Elatec TWN4 – AltaLink C8000 Embedded HID Prox Card Readers. 16 Elatec TWN4 – AltaLink B8000 Embedded HID Prox Card Readers. 4 Elatec TWN4 – D Series Embedded HID Prox Card Readers.	\$8,840.00	\$231.78

REFERENCES

COMMUNITY UNIT SCHOOL DISTRICT 308

Allen Clasen

Director of Technology

630-636-3950

aclasen@sd308.org

CHICAGO RIDGE SCHOOL DISTRICT 127.5

Kathy Picciolini

Business Manager

708-636-2000

kpiciolini@crsd1275.org

BLOOMINGDALE SCHOOL DISTRICT 13

John Reiniche

Director of Finance

630-893-9590

jreiniche@sd13.org



AGREEMENTS

LEASE AGREEMENT

Please see the sample Lease Agreement on the following pages.

MAINTENANCE AGREEMENT

Please see the sample Maintenance Agreement on the following pages.

Lease Agreement



Supplier Name & Address: **Chicago Office Technology Group, Inc. dba COTG - A Xerox Company**

Owner: **XEROX FINANCIAL SERVICES LLC - 201 Merritt 7, Norwalk, CT 06851** Agreement Number:

CUSTOMER INFORMATION			
Full Legal Name: Downers Grove Grade School District 58			Phone: (630) 719-5800
Billing Address: 1860 63rd St.		Contact Name: Katie Hannigan	
City: Downers Grove	State: IL	Zip Code: 60516	Contact Email: channigan@dg58.org

EQUIPMENT			
Quantity	Model and Description	Quantity	Model and Description

Equipment Location (if different from Billing Address):

TERM	LEASE PAYMENT - (Monthly frequency unless otherwise noted)	PURCHASE OPTION - ('FMV' unless otherwise noted)
Initial Term: 36 (in months)	Lease Payment (plus applicable taxes): Frequency: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually	<input checked="" type="checkbox"/> Fair Market Value Purchase Option ("FMV") <input type="checkbox"/> \$1 Purchase Option

CUSTOMER ACCEPTANCE

BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE AGREEMENT AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH ON PAGES 1 AND 2 HEREOF.

Authorized Signer X:	Date:	Federal Tax ID # (Required):
Print Name:	Title:	

OWNER ACCEPTANCE

Accepted By: Xerox Financial Services LLC	Name and Title:	Date:
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TERMS & CONDITIONS

1. Definitions. The words "you" and "your" mean the legal entity identified in "Customer Information" above, and "XFS," "we," "us," "Owner" and "our" mean Xerox Financial Services LLC. "Party" means you or XFS, and "Parties" means both you and XFS. "Supplier" means the entity identified as "Supplier" above. "Acceptance Date" means the date you irrevocably determine that the Equipment has been delivered, installed and operating satisfactorily. "Agreement" means this Lease Agreement, including any attached Equipment schedule. "Commencement Date" will be the date after the Acceptance Date, as set forth in our first invoice, for the purpose of facilitating an orderly transition and to provide a uniform billing cycle. "Discount Rate" means 3% per annum. "Equipment" means the items identified in "Equipment" above and in any attached Equipment schedule, plus any Software (as defined in Section 3 hereof), attachments, accessories, replacements, replacement parts, substitutions, additions and repairs thereto. "Interim Period" means the period, if any, between the Acceptance Date and the Commencement Date. "Interim Payment" means one thirtieth of the Lease Payment multiplied by the number of days in the Interim Period. "Payment" means the Lease Payment specified above, Taxes and other charges you, Supplier and XFS agree will be invoiced by XFS. "Maintenance Agreement" means a separate agreement between you and Supplier for maintenance and support purposes. "Origination Fee" means a one-time fee of \$125 billed on your first invoice, which you agree to pay, covering origination, documentation, processing and other initial costs. "Term" means the Interim Period, if any, together with the Initial Term plus any subsequent renewal or extension terms. "UCC" means the Uniform Commercial Code of the State(s) where XFS must file UCC-1 financing statements to perfect its security interest in the Equipment.

2. Agreement, Payments and Late Payments. You agree and represent that the Equipment was selected, configured and negotiated by you based on your judgment and supplied by Supplier. At your request, XFS will acquire same from Supplier to lease to you hereunder and you agree to lease same from XFS. The Initial Term commences on the Commencement Date. You agree to pay XFS the first Payment plus any applicable Interim Payment no later than 30 days after the Commencement Date; each subsequent Payment shall be payable on the same date of each month thereafter. You agree to pay us all sums due under each invoice via check, Automated Clearing House debit, Electronic Funds Transfer or direct debit from your bank account by the due date. **If any Payment is not paid in full within 5 days after its due date, you will pay a late charge of the greater of 10% of the amount due or \$25, not to exceed the maximum amount permitted by law.** For each dishonored or returned Payment, you will be assessed the applicable fee, not to exceed \$35. Restrictive covenants on any method of payment will be ineffective.

3. Equipment and Software. To the extent that Equipment includes intangible property or associated services such as software licenses, such intangible property shall be referred to as "Software." You acknowledge and agree that XFS is not the licensor of such Software, and therefore has no right, title or interest in it, and you will comply throughout the Term with any license and/or other agreement ("Software License") with the supplier of the Software ("Software Supplier"). You are responsible for determining with the Supplier whether any Software Licenses are required, and entering into them with Software Supplier(s) no later than 30 days after the Acceptance Date. **YOU AGREE THE EQUIPMENT IS FOR YOUR LAWFUL BUSINESS USE IN THE UNITED STATES, WILL NOT BE USED FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES, AND IS NOT BEING ACQUIRED FOR RESALE.** You will not attach the Equipment as a fixture to real estate or make any permanent alterations to it.

4. Non-Cancellable Agreement. THIS AGREEMENT CANNOT BE CANCELLED OR TERMINATED BY YOU PRIOR TO THE END OF THE INITIAL TERM. YOUR OBLIGATION TO MAKE ALL PAYMENTS IS ABSOLUTE AND UNCONDITIONAL AND NOT SUBJECT TO DELAY, REDUCTION, SET-OFF, DEFENSE, COUNTERCLAIM OR RECOUPMENT FOR ANY REASON WHATSOEVER, IRRESPECTIVE OF THE PERFORMANCE OF THE EQUIPMENT, SUPPLIER, ANY THIRD PARTY OR XFS. Any pursued claim by you against XFS for alleged breach of our obligations hereunder shall be asserted solely in a separate action; provided, however, that your obligations hereunder shall continue unabated.

5. End of Agreement Options. If a \$1 Purchase Option is designated, you will be deemed to have exercised your option to purchase the Equipment as of the Acceptance Date. If an FMV purchase option is designated, if you are not in default and if you provide no greater than 150 days and no less than 60 days' prior written notice to XFS, you may, at the end of the Initial Term or any renewal term ("End Date"), either (a) purchase all, but not less than all, of the Equipment by paying its fair market value, as determined by XFS in its sole but reasonable discretion ("Determined FMV"), plus Taxes, or (b) return the Equipment within 30 days of the End Date, at your expense, fully insured, to a continental US location XFS shall specify. You cannot return Equipment more than 30 days prior to the End Date without our consent. If we consent, we may charge you, in addition to all undiscounted amounts due hereunder, an early termination fee. If you have not elected one of the above options, this Agreement shall renew for successive 3-month terms. Either party may terminate the Agreement as of the end of any 3-month renewal term on 30 days' prior written notice and by taking one of the actions identified in (a) or (b) in the preceding sentence of this section. Any FMV purchase option shall be exercised with respect to each item of Equipment on the day immediately following the date of expiration of the Term of such item, and by the delivery at such time by you to XFS of payment, in form acceptable to XFS, of the amount of the applicable purchase price. Upon payment of the applicable amount, XFS shall transfer our interest in the Equipment to you on an "AS IS, WHERE IS," "WITH ALL FAULTS" basis, without representation or warranty of any kind.

6. Equipment Delivery and Maintenance. You should arrange with Supplier to have the Equipment delivered to you at the location(s) specified herein, and you agree to execute a Delivery & Acceptance Certificate at XFS's request (and confirm same via telephone and/or electronically) confirming when you have received, inspected and irrevocably accepted the Equipment, and authorize XFS to fund the Supplier for the Equipment. If you fail to accept the Equipment, you shall no longer have any obligations hereunder; however, you remain liable for any Equipment purchase order or other contract issued on your behalf directly with Supplier. Equipment may not be moved to another physical address without XFS's prior written consent, which shall not be unreasonably withheld or delayed. You agree that you will not take the Equipment out of service during the Term. You shall permit XFS or its agent to inspect Equipment and any maintenance records relating thereto during your normal business hours upon reasonable notice. You represent you have entered into a Maintenance Agreement to maintain the Equipment in good working order in accordance with the manufacturer's maintenance guidelines and to provide you with Equipment supplies. **You acknowledge that XFS is acting solely as an administrator for Supplier with respect to the billing and collecting of the charges under any Maintenance Agreement. XFS IS NOT LIABLE FOR ANY BREACH BY SUPPLIER OF ANY OF ITS OBLIGATIONS TO YOU, NOR WILL ANY OF YOUR OBLIGATIONS HEREUNDER BE MODIFIED, RELEASED OR EXCUSED BY ANY ALLEGED BREACH BY SUPPLIER.**

Equipment Ownership, Labeling and UCC Filing. If and to the extent a court deems this Agreement to be a security agreement under the UCC, and otherwise for precautionary purposes only, you grant XFS a first priority security interest in your interest in the Equipment as defined above in order to secure your performance hereunder. Unless a \$1 Purchase Option is applicable, XFS is and shall remain the sole owner of the Equipment, except the Software. You authorize XFS to file a UCC financing statement to show, and to do all other acts to protect, our interest in the Equipment. You agree to pay any filing fees and administrative costs for the filing of such financing statements. You agree to keep the Equipment free from any liens or encumbrances and to promptly notify XFS if there is any change in your organization such that a refiling or amendment to XFS's financing statement against you becomes necessary.

8. Equipment Return. If the Equipment is returned to XFS, it shall be in the same condition as when delivered to you, except for "ordinary wear and tear" and, if not in such condition, you will be liable for all expenses XFS incurs to return the Equipment to such condition. **IT IS SOLELY YOUR RESPONSIBILITY TO SECURE ANY SENSITIVE DATA AND PERMANENTLY DELETE SUCH DATA FROM THE INTERNAL MEDIA STORAGE PRIOR TO RETURNING THE EQUIPMENT TO XFS. YOU SHALL HOLD XFS HARMLESS FROM YOUR FAILURE TO SECURE AND PERMANENTLY DELETE ALL SUCH CUSTOMER DATA AS OUTLINED IN THIS SECTION.**

9. Assignment. YOU MAY NOT ASSIGN, SELL, PLEDGE, TRANSFER, SUBLEASE OR PART WITH POSSESSION OF THE EQUIPMENT, THIS AGREEMENT OR ANY OF YOUR RIGHTS OR OBLIGATIONS UNDER THIS AGREEMENT (COLLECTIVELY "ASSIGNMENT") WITHOUT XFS'S PRIOR WRITTEN CONSENT, WHICH SHALL NOT BE UNREASONABLY WITHHELD, BUT SUBJECT TO THE SOLE EXERCISE OF XFS'S REASONABLE CREDIT DISCRETION AND EXECUTION OF ANY NECESSARY ASSIGNMENT DOCUMENTATION. If XFS agrees to an Assignment, you agree to pay the applicable assignment fee and reimburse XFS for any costs we incur in connection with that Assignment, which in the aggregate shall not exceed \$250. XFS may sell, assign or transfer all or any part of the Equipment, this Agreement and/or any of our rights (but none of our obligations except for invoicing and tax administration) hereunder. XFS's assignee will have the same rights that we have to the extent assigned. YOU AGREE NOT TO ASSERT AGAINST SUCH ASSIGNEE ANY CLAIMS, DEFENSES, COUNTERCLAIMS, RECOURPMENTS, OR SET-OFFS THAT YOU MAY HAVE AGAINST XFS, and you agree to remit Payments to such Assignee if so designated. XFS agrees and acknowledges that any Assignment by us will not materially change your obligations hereunder.

10. Taxes. You will be responsible for, indemnify and hold XFS harmless from, all applicable taxes, fees or charges (including sales, use, personal property and transfer taxes (other than net income taxes), plus interest and penalties) assessed by any governmental entity on you, the Equipment, this Agreement, or the amounts payable hereunder (collectively, "Taxes"), which will be included in XFS's invoices to you unless you timely provide continuing proof of your tax exempt status. Regardless of your tax-exempt status, XFS reserves the right to pass through, and you agree to pay, any such Taxes that are actually assessed by the applicable State on XFS as lessor of the Equipment. For jurisdictions where certain taxes are calculated and paid at the time of agreement initiation, you authorize XFS to finance and adjust your Payment to include such Taxes over the Term. Unless and until XFS notifies you in writing to the contrary, the following shall apply to personal property taxes and returns. If an FMV purchase option is applicable, XFS will file all personal property tax returns covering the Equipment, pay the personal property taxes levied or assessed thereon, and collect from your account all personal property taxes on the Equipment. If a \$1 purchase option is applicable, you will file all personal property tax returns covering the Equipment, pay the personal property taxes levied or assessed thereon, and provide us proof thereof upon our request. XFS MAKES NO WARRANTY, EXPRESS OR IMPLIED, REGARDING THE TAX OR ACCOUNTING TREATMENT OF THIS AGREEMENT.

11. Equipment Warranty Information and Disclaimers. XFS HAS NO INVOICEMNT IN THE DESIGN, MANUFACTURE, SALE, DELIVERY, INSTALLATION, USE OR MAINTENANCE OF THE EQUIPMENT. THEREFORE, XFS DISCLAIMS, AND YOU WAIVE SOLELY AGAINST XFS, ALL EQUIPMENT WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT AND FITNESS FOR PARTICULAR PURPOSE, AND XFS MAKES NO REPRESENTATIONS WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, THE EQUIPMENT'S SUITABILITY, FUNCTIONALITY, DURABILITY OR CONDITION. Since you have selected the Equipment and Supplier, you acknowledge that you are aware of the name of the manufacturer of each item of Equipment, Supplier's contact information, and agree that you will contact manufacturer and/or Supplier for a description of any warranty rights you may have under the Equipment supply contract, sales order, or otherwise. Provided you are not in default hereunder, XFS hereby assigns to you any Equipment warranty rights we may have against Supplier or manufacturer. If the Equipment is returned to XFS or you are in default, such rights are deemed reassigned by you to XFS. **IF THE EQUIPMENT IS NOT PROPERLY INSTALLED, DOES NOT OPERATE AS WARRANTED, BECOMES OBSOLETE, OR IS UNSATISFACTORY FOR ANY REASON WHATSOEVER, YOU SHALL MAKE ALL RELATED CLAIMS SOLELY AGAINST MANUFACTURER OR SUPPLIER AND NOT AGAINST XFS, AND YOU SHALL NEVERTHELESS CONTINUE TO PAY ALL PAYMENTS AND OTHER SUMS PAYABLE UNDER THIS AGREEMENT.**

12. Liability and Indemnification. XFS IS NOT RESPONSIBLE FOR ANY LOSSES, DAMAGES, EXPENSES OR INJURIES OF ANY KIND OR TYPE, INCLUDING, BUT NOT LIMITED TO, ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES (COLLECTIVELY, "CLAIMS") TO YOU OR ANY THIRD PARTY CAUSED BY THE EQUIPMENT OR ITS USE. You assume the risk of liability for, and hereby agree to indemnify and hold safe and harmless, and covenant to defend, XFS, its employees, officers and agents from and against: (a) any and all Claims (including legal expenses of every kind and nature) arising out of the acceptance or rejection, ownership, leasing, possession, operation, use, return or other disposition of the Equipment; and (b) any and all loss or damage of or to the Equipment. Neither sentence in this Section shall apply to Claims arising directly and proximately from XFS's gross negligence or willful misconduct.

13. Default and Remedies. You will be in default hereunder if XFS does not receive any Payment within 10 days after its due date, or you breach any other material obligation hereunder or any other agreement with XFS. If you default, and such default continues for 10 days after XFS provides notice to you, XFS may, in addition to other remedies (including disabling or repossessing the Equipment and/or requesting Supplier to cease performing under the Maintenance Agreement), immediately require you to do one or more of the following: (a) as liquidated damages for loss of bargain and not as a penalty, pay the sum of (i) all amounts then past due, plus interest from the due date until paid at the rate of 1.5% per month; (ii) the Payments remaining in the Term (including the fixed maintenance component thereof, if permitted under the Maintenance Agreement), discounted at the Discount Rate to the date of default, (iii) the Equipment's booked residual, and (iv) Taxes; and (b) require you to return the Equipment as provided in Sections 5 and 8 hereof. You agree to pay all reasonable costs, including attorneys' fees and disbursements, incurred by XFS to enforce this Agreement.

14. Risk of Loss and Insurance. You assume and agree to bear the entire risk of loss, theft, destruction or other impairment of the Equipment upon delivery. You, at your own expense, (i) shall keep Equipment insured against loss or damage at a minimum of full replacement value thereof, and (ii) shall carry liability insurance against bodily injury, including death, and against property damage in the amount of at least \$2 million (collectively, "Required Insurance"). All such Equipment loss/damage insurance shall be with lender's loss payable to "XFS, its successors and/or assigns, as their interests may appear," and shall be with companies reasonably acceptable to XFS. XFS shall be named as an additional insured on all liability insurance policies. The Required Insurance shall provide for 30 days' prior notice to XFS of cancellation.

YOU MUST PROVIDE XFS OR OUR DESIGNEES WITH SATISFACTORY WRITTEN EVIDENCE OF REQUIRED INSURANCE WITHIN 30 DAYS OF THE ACCEPTANCE DATE AND ANY SUBSEQUENT WRITTEN REQUEST BY XFS OR OUR DESIGNEES. IF YOU DO NOT DO SO, THEN IN LIEU OF OTHER REMEDIES FOR DEFAULT, XFS IN OUR DISCRETION AND AT OUR SOLE OPTION MAY (BUT IS NOT REQUIRED TO) OBTAIN INSURANCE FROM AN INSURER OF XFS'S CHOOSING, WHICH MAY BE AN XFS AFFILIATE, IN SUCH FORMS AND AMOUNTS AS XFS DEEMS REASONABLE TO PROTECT XFS'S INTERESTS (COLLECTIVELY "EQUIPMENT INSURANCE"). EQUIPMENT INSURANCE WILL COVER THE EQUIPMENT AND XFS; IT WILL NOT NAME YOU AS AN INSURED AND MAY NOT COVER ALL OF YOUR INTEREST IN THE EQUIPMENT AND WILL BE SUBJECT TO CANCELLATION AT ANY TIME. YOU AGREE TO PAY XFS PERIODIC CHARGES FOR EQUIPMENT INSURANCE (COLLECTIVELY "INSURANCE CHARGES") THAT INCLUDE: AN INSURANCE PREMIUM THAT MAY BE HIGHER THAN IF YOU MAINTAINED THE REQUIRED INSURANCE SEPARATELY; A FINANCE CHARGE OF UP TO 1.5% PER MONTH ON ANY ADVANCES MADE BY XFS OR OUR AGENTS; AND COMMISSIONS, BILLING AND PROCESSING FEES; ANY OR ALL OF WHICH MAY GENERATE A PROFIT TO XFS OR OUR AGENTS. XFS MAY ADD INSURANCE CHARGES TO EACH PAYMENT. XFS shall discontinue billing or debiting Insurance Charges for Equipment Insurance upon receipt and review of satisfactory evidence of Required Insurance.

You must promptly notify XFS of any loss or damage to Equipment which makes any item of Equipment unfit for continued or repairable use. You hereby irrevocably appoint XFS as your attorney-in-fact to execute and endorse all checks or drafts in your name to collect under any such Required Insurance. Insurance proceeds from Required Insurance or Equipment Insurance received shall be applied, at XFS's option, to (x) restore the Equipment so that it is in the same condition as when delivered to you (normal wear and tear excepted), or (y) if the Equipment is not restorable, to replace it with like-kind condition Equipment from the same manufacturer, or (z) pay to XFS the greater of (i) the total unpaid Payments for the entire Term hereof (discounted to present value at the Discount Rate) plus, if an FMV purchase option is designated on the first page hereof, XFS's residual interest in such Equipment (herein agreed to be 20% of the Equipment's original cost to XFS) plus any other amounts due to XFS hereunder, or (ii) the Determined FMV immediately prior to the loss or damage. **NO LOSS OR DAMAGE TO EQUIPMENT, OR XFS'S RECEIPT AND APPLICATION OF INSURANCE PROCEEDS, SHALL RELIEVE YOU OF ANY OF YOUR REMAINING OBLIGATIONS UNDER THIS AGREEMENT.** Notwithstanding procurement of Equipment Insurance or Required Insurance, you remain primarily liable for performance under this Section in the event the applicable insurance carrier fails or refuses to pay any claim. YOU AGREE (I) AT XFS'S SOLE ELECTION TO ARBITRATE ANY DISPUTE WITH XFS, OUR AGENTS OR ASSIGNS REGARDING THE EQUIPMENT INSURANCE UNDER THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION IN FAIRFIELD COUNTY, CT, (II) THAT IF XFS MAKES THE FOREGOING ELECTION ARBITRATION (NOT A COURT) SHALL BE THE EXCLUSIVE REMEDY FOR SUCH DISPUTES; AND (III) THAT CLASS ARBITRATION IS NOT PERMITTED. This arbitration option does not apply to any other provision of this Agreement.

15. Finance Lease and Customer Review. The parties agree this Agreement shall be construed as a "finance lease" under UCC Article 2A. Customer waives its rights as a lessee under UCC 2A sections 508-522.

16. Authorization of Signer and Credit Review. You represent that you may lawfully enter into, and perform, this Agreement, that the individual signing this Agreement on your behalf has all necessary authority to do so, and that all financial information you provide accurately represents your financial condition. You agree to furnish financial information that XFS may request now, including your Federal Tax ID, and you authorize XFS to obtain credit reports on you in the future should you default or fail to make prompt payments hereunder.

17. Original and Sole Controlling Document. No Modifications Unless in Writing. This Agreement constitutes the entire agreement between the Parties as to the subjects addressed herein, and representations or statements not included herein are not part of this Agreement and are not binding on the Parties. You agree that an executed copy of this Agreement that is signed by your authorized representative and by XFS's authorized representative (an original manual signature or such signature reproduced by means of a reliable electronic form, such as electronic transmission of a facsimile or electronic signature) shall be marked "original" by XFS and shall constitute the only original document for all purposes. To the extent this Agreement constitutes UCC chattel paper, no security interest in this Agreement may be created except by the possession or transfer of the copy marked "original" by XFS. IF A PURCHASE ORDER OR OTHER DOCUMENT IS ISSUED BY YOU, NONE OF ITS TERMS AND CONDITIONS SHALL BE BINDING ON XFS, AS THE TERMS AND CONDITIONS OF THIS AGREEMENT EXCLUSIVELY GOVERN THE TRANSACTION DOCUMENTED HEREIN. SUPPLIER AND ITS REPRESENTATIVES ARE NOT OUR AGENTS AND ARE NOT AUTHORIZED TO MODIFY OR NEGOTIATE THE TERMS OF THIS AGREEMENT. THIS AGREEMENT MAY NOT BE AMENDED OR SUPPLEMENTED EXCEPT IN A WRITTEN AGREEMENT SIGNED BY AUTHORIZED REPRESENTATIVES OF THE PARTIES AND NO PROVISIONS CAN BE WAIVED EXCEPT IN A WRITING SIGNED BY XFS. You authorize XFS to insert or correct missing information on this Agreement, including but not limited to your proper legal name, agreement numbers, serial numbers and other Equipment information, so long as there is no material impact to your financial obligations.

18. Governing Law, Jurisdiction, Venue and JURY TRIAL WAIVER. THIS AGREEMENT IS GOVERNED BY, AND SHALL BE CONSTRUED IN ACCORDANCE WITH, THE LAWS OF THE STATE OF CONNECTICUT. THE JURISDICTION AND VENUE OF ANY ACTION TO ENFORCE THIS AGREEMENT, OR OTHERWISE RELATING TO THIS AGREEMENT, SHALL BE IN A FEDERAL OR STATE COURT IN FAIRFIELD COUNTY, CONNECTICUT OR, EXCLUSIVELY AT XFS'S OPTION, IN ANY OTHER FEDERAL OR STATE COURT WHERE THE EQUIPMENT IS LOCATED OR WHERE XFS'S OR YOUR PRINCIPAL PLACES OF BUSINESS ARE LOCATED, AND YOU HEREBY WAIVE ANY RIGHT TO TRANSFER VENUE. **THE PARTIES HEREBY WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY ACTION RELATED TO OR ARISING OUT OF THIS AGREEMENT.**

19. Miscellaneous. Your obligations under the "Taxes" and "Liability" Sections commence upon execution, and survive the expiration or earlier termination, of this Agreement. Notices hereunder must be in writing. Notices to you will be sent to the "Billing Address" provided on the first page hereof, and notices to XFS shall be sent to our address provided on the first page hereof. Notices will be deemed given 5 days after mailing by first class mail or 2 days after sending by nationally recognized overnight courier. Invoices are not considered notices and are not governed by the notice terms hereof. You authorize XFS to communicate with you by any electronic means (including cellular phone, email, automatic dialing and recorded messages) using any phone number (including cellular) or electronic address you provide to us. If a court finds any term of this Agreement unenforceable, the remaining terms will remain in effect. The failure by either Party to exercise any right or remedy will not constitute a waiver of such right or remedy. If more than one party has signed this Agreement as Customer, each such party agrees that its liability is joint and several. The following four sentences control over every other part of this Agreement: Both Parties will comply with applicable laws. XFS will not charge or collect any amounts in excess of those allowed by applicable law. Any part of this Agreement that would, but for the last four sentences of this Section, be read under any circumstances to allow for a charge higher than that allowed under any applicable legal limit, is modified by this Section to limit the amounts chargeable hereunder to the maximum amount allowed under the legal limit. If, in any circumstances, any amount in excess of that allowed by law is charged or received, any such charge will be deemed limited by the amount legally allowed and any amount received by XFS in excess of that legally allowed will be applied by us to the payment of amounts legally owed hereunder or refunded to you.



MAINTENANCE AGREEMENT
CHICAGO OFFICE TECHNOLOGY GROUP
 3 Territorial Ct. Bolingbrook, IL 60440
 Phone (630)771-2600 Fax: (630)771-2601

erox Company

BILL TO:

Customer Name:	Downers Grove GSD 58
Address:	1860 63 rd St.
City, State, Zip:	Downers Grove, IL 60516
Phone:	630-719-5800

EQUIPMENT LOCATION: (SAME AS BILL TO)

Customer Name:	
Address:	
City, State, Zip:	
Phone:	

Equipment Model #	Equipment Serial Number	Equipment Start Meter

Contract Effective: From: _____ To: _____

Usage/Rate Breakdown

NA	B&W Copies	\$0.0035	Base Rate	NA	Overage Rate
NA	Color Copies	\$0.035	Base Rate	NA	Overage Rate
	Tabloid Color		Base Rate		Overage Rate
	Color Extra Long		Base Rate		Overage Rate
	B&W Prints		Base Rate		Overage Rate
	Color Prints		Base Rate		Overage Rate
	B&W Flat Fee Units		Unit Rate		Overage Rate
	CLR Flat Fee Units		Unit Rate		
	Ink Jet Flat Fee Units		Unit Rate (Toner Only)		
	Total Base Fee				

Items Included (check all that apply)

Parts **Toner** **Other (Specified Below)**

Items Excluded and Special Terms

COTG Diagnostic Application

In the event COTG 360 Diagnostic Application is not installed or a COTG representative is required to visit your office to obtain these meters, a meter administration charge may be added to your overage invoice.

COTG 360 Diagnostic Application Installed? YES NO

Meter requests for non-networked devices should be emailed to the contact below. For multiple devices and contacts please submit a separate schedule A.

Meter Contact Name (Print Name):	Phone Number:	Email Address:

Acknowledgment

THE TERMS AND CONDITIONS ON THE REVERSE SIDE HEREOF ARE INCORPORATED IN AND MADE PART OF THIS AGREEMENT. NO ONE IS AUTHORIZED TO CHANGE, ALTER OR AMEND THE TERMS OR CONDITIONS OF THIS AGREEMENT UNLESS AGREED TO IN WRITING BY BOTH PARTIES. BY SIGNING THIS AGREEMENT YOU ACKNOWLEDGE RECEIPT OF PAGE TWO AND THREE AND AGREE TO THE TERMS ON ALL 3 PAGES OF THIS AGREEMENT.

Customer Signature:	COTG Sales Representative Signature:	COTG Contract's Manager Signature:

Print Name:	Print Name:	Print Name:

TERMS AND CONDITIONS

1. **SERVICES.** Throughout this Agreement the words "We," "Our," and "Us" refer to Company. The words "You" and "Your" refer to the Customer indicated on the reverse. This Agreement covers both the labor and materials for adjustments, repairs, and replacement of parts necessitated by normal use of the Equipment listed on the face of this Agreement ("Services"). Services do not include the following: (a) repairs due to (i) misuse, neglect, or abuse (including, without limitation, improper voltage or use of supplies that do not conform to the manufacturer's specifications), (ii) use of options, accessories, products, supplies not provided by Company; (iii) non-Company alterations, relocation, or service; (iv) loss or damage resulting from accidents, fire, water, natural disasters, electrical fault, interconnection fault or theft; (b) maintenance requested outside Company's normal business hours or this Agreement; (c) software or connected hardware, (d) hard drive replacement, (e) Thermal heads, process units, and fuser units for Facsimile Machines, (f) Thermal Heads and MICR Toner for Laser Printers, and parts and labor for all non-laser printers. Scanner coverage includes labor only and is billed annually. Zebra printers are labor only. Replacement parts may be new, reprocessed, or recovered. Supplies provided by Company are in accordance with the copy volumes set forth on the face of this Agreement and within the manufacturer's stated yields and do not include staples or paper. Supplies are to be used exclusively for the Equipment and remain Company property until consumed. You will return, or allow Company to retrieve, any unused supplies at the termination/expiration of this Agreement. You are responsible for the cost of excess supplies. You authorize Equipment to be connected to automatic meter reading software and/or device or, if we otherwise request, you will provide us with accurate meter readings for each item of Equipment when and by such means as we request. If you do not permit the Company to use automatic meter reading software and/or devices, Company may charge a monthly fee for manually performing meter reads. If you do not provide meter reads as required, Company may estimate the reading and bill accordingly. You shall provide adequate space and electrical service for the operation of the Equipment in accordance with UL and/or manufacturer's specifications. Supplies will be shipped via UPS Ground. All shipping methods, including, but not limited to, UPS Ground, Overnight, and/or Messenger Service, will be billed to the Customer. Service provided outside Company's standard business hours or for computer/network issues will be at Company hourly rates in effect at the time of Service. If, at any time during the Term, Customer upgrades, modifies, or adds equipment, Customer shall promptly notify Company. Company maintains the right to inspect any upgrades and modifications to Equipment and/or additional equipment and, in its sole discretion, determine whether equipment is eligible for Service. If approved, the Agreement will be amended to include such changes, including pricing modifications. Unless otherwise agreed to in writing, Customer remains solely responsible for any and all Customer data stored within the Equipment and the removal of such data upon removal of Equipment or termination of this Agreement. Customer is required to notify the Company of any additional equipment at Customer's site capable of using Company provided supplies. This will include any new equipment or existing equipment not included in the original contract due to errors or omissions. In the event such equipment is discovered, it will automatically be added to this Agreement with the meter at the time of discovery or be added at the current flat fee rate along with any other associated charges. Any other declarations, considerations, promises or incentives relating to this Agreement must be documented within this contract to be considered valid and binding.

2. **TERM AND PAYMENT.** Except as otherwise provided for herein, this Agreement will commence on the start date indicated on the face of this Agreement and remain in effect for one (1) year; and unless notified in writing sixty (60) days prior to its expiration, this Agreement shall automatically renew for additional one (1) year periods. In the event the fees herein are included in your lease payment, the Term shall run concurrently with the lease agreement and will be subject to the renewal provisions provided for therein. Unless stated otherwise all base rates will be billed monthly with any overages or per print/copy charges calculated quarterly. The meter count at installation or, in the case of owned printers, at assessment, will be used for overage calculations. You agree to pay Company the base and unit rates and all other sums when due and payable. The base and unit rates entitle you to Services for a specific number and type (i.e. black & white, color, scan) of Prints/Copies as identified on the face of this Agreement and will be billed in advance. In addition, You agree to pay the Overage Rate for each Print/Copy that exceeds the applicable number and type of Prints/Copies provided in the base rate(s) which amount shall be billed in arrears and is payable as indicated on the face of this Agreement. Any invoice disputes must be documented to COTG within 90 days of invoice date. A Print/Copy is defined as standard 8.5"x11" copy (larger size copies may register two meter clicks). No credit will be applied towards unused copies/prints. Your obligation to pay all sums when due shall be absolute and unconditional and is not subject to any abatement, offset, defense or counterclaim. If any payment is not paid within 30 days of its due date, you will pay a late charge not to exceed 7% of each late payment (or such lesser rate as is the maximum allowable by law). Company has the right to withhold service and supplies, without recourse, for any non-payment. Unless otherwise stated on the face of this Agreement, Company may increase the Base Rate(s) and/or the Overage Rate(s) on an annual basis, in an amount not to exceed 15%. Company retains the right to have all or some of the amounts due hereunder billed and/or collected by third parties. If Customer requires any specialized billing procedure or invoicing, Company reserves the right to bill an administrative fee not to exceed \$100 per invoice.

3. **TAXES.** Payments are exclusive of all state and local sales, use, excise, privilege and similar taxes. You will pay when due, either directly or to Us upon demand, all taxes, fines and penalties relating to this Agreement that are now or in the future assessed or levied.

4. **SOFTWARE LICENSE.** Company grants (and is hereby authorized by its licensor's to grant) you a non-exclusive, non-transferable license to use in the U.S.: (a) software and accompanying documentation ("Base Software") only with the Equipment with which it was delivered; and (b) Software that is set forth as a separate line item in this Agreement ("Application Software") (including its accompanying documentation), as applicable, for as long as you are current in the payment of all applicable software license fees. "Base Software" and "Application Software" are referred to collectively as "Licensed Software". You have no other rights and may not: (1) distribute, copy, modify, create derivatives of, decompile, or reverse engineer Licensed Software; (2) activate Licensed Software delivered with the Equipment in an inactivated state; or (3) allow others to engage in same. Title to, and all intellectual property rights in, Licensed Software will reside solely with Company and/or its licensors (who will be considered third-party beneficiaries of this Section). Licensed Software may contain code capable of automatically disabling the Equipment. Disabling code may be activated if: (x) Company is denied access to periodically reset such code; (y) you are notified of a default under this Agreement; or (z) your license is terminated or expires. The Base Software license will terminate: (i) if you no longer use or possess the Equipment; or (ii) upon the expiration or termination of this Agreement, unless you have exercised your option to purchase the Equipment. Neither Company nor its licensors warrant that Licensed Software will be free from errors or that its operation will be uninterrupted. The foregoing terms do not apply to Diagnostic Software or to Licensed Software/documentation accompanied by a clickwrap or shrinkwrap license agreement or otherwise made subject to a separate license agreement.

5. **DIAGNOSTIC SOFTWARE.** Software used to evaluate or maintain the Equipment ("Diagnostic Software") is included with the Equipment. Diagnostic Software is a valuable trade secret of Company, or its Licensors. Title to Diagnostic Software will remain with Company or its licensors. Company does not grant Customer any right to use Diagnostic Software, and Customer will not access, use, reproduce, distribute or disclose Diagnostic Software for any purpose (or allow third parties to do so). Customer will allow Company reasonable access to the Equipment to remove or disable Diagnostic Software if Customer is no longer receiving Service from Company, provided that any on-site access to Customer's facility will be during Customer's standard business hours.

6. **SOFTWARE SUPPORT.** Except for Products and/or Third Party Products identified as "No Svc.", Company (or a designated servicer) will provide the software support set forth below or in accordance with an attached statement of work ("Software Support"). For Base Software for Equipment, Software Support will be provided during the initial Term and any renewal period but in no event longer than 5 years after Company stops taking customer orders for the subject model of Equipment. For Application Software, Software Support will be provided as long as you are current in the payment of all applicable software license and support fees. Company will maintain a web-based or toll-free hotline during Company's standard working hours to report Licensed Software problems and answer Licensed Software-related questions. Company, either directly or with its vendors, will make reasonable efforts to: (a) assure that Licensed Software performs in material conformity with its user documentation; (b) provide available workarounds or patches to resolve Licensed Software performance problems; and (c) resolve coding errors for (i) the current Release and (ii) the previous Release for a period of 6 months after the current Release is made available to you. Company will not be required to provide Software Support if you have modified the Licensed Software. New releases of Licensed Software that primarily incorporate compliance updates and coding error fixes are designated as "Maintenance Releases" or "Updates". Maintenance Releases or Updates that Company may make available will be provided at no charge and must be implemented within six months. New releases of Licensed Software that include new content or functionality ("Feature Releases") will be subject to additional license fees at then-current pricing. Maintenance Releases, Updates and Feature Releases are collectively referred to as "Releases". Each Release will be considered Licensed Software governed by the Software License and Licensed Software Support provisions of this Agreement (unless otherwise noted). Implementation of a Release may require you to procure, at your expense, additional hardware and/or software from Company or another entity. Upon installation of a Release, you will return or destroy all prior Releases. For Third Party Software identified as "No Svc.", you shall enter into a support agreement with a Third Party Software vendor or its support services provider, who shall be solely responsible for the quality, timeliness and other terms and conditions of such support services. Company shall have no liability for the acts or omissions of such third party support services provider.

7. **WARRANTY:** You acknowledge that the Equipment covered by this Agreement was selected by you based upon your own judgment. COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF NON-INFRINGEMENT; IMPLIED WARRANTIES OF MERCHANTABILITY; OR, FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE SPECIFICALLY AND UNRESERVEDLY EXCLUDED.

8. **LIMITATION OF LIABILITY.** In no event, shall Company be liable for any indirect, special, incidental or consequential damages (including loss profits) whether based in contract, tort or any other legal theory and irrespective of whether Company has notice of the possibility of such damages.

9. **DEFAULT; REMEDIES:** Any of the following events or conditions shall constitute an Event of Default under this Agreement: (a) failure to make payment when due of any indebtedness to Company or for the Equipment, whether or not arising under this Agreement, without notice or demand by Company; (b) breach by you of any obligation herein; or (c) if you cease doing business as a going concern. If you default, Company may: (1) require future Services, including supplies to be paid in advance, (2) require you to immediately pay the amount of the

remaining unpaid balance of the Agreement, (3) terminate any and all agreements with you, and/or (4) pursue any other remedy permitted at law or in equity. In the Event of Default, remaining payment amounts due will be calculated using the average of the last six months' billing periods or the face value of the Agreement, whichever is greater, multiplied by the remaining months of the Agreement. You agree that any delay or failure of Company to enforce its rights under this Agreement does not prevent Company from enforcing any such right at a later time. All of Company's rights and remedies survive the termination of this Agreement. In the event of a dispute arising out of this Agreement or the Equipment listed herein, should it prevail, Company shall be entitled to collection of its reasonable costs and attorneys' fees incurred in defending or enforcing this Agreement, whether or not litigation is commenced.

10. ASSIGNMENT: You may not sell, transfer, or assign this Agreement without the prior written consent of Company. Company may sell, assign or transfer this Agreement.

NOTICES: All notices required or permitted under this Agreement shall be by registered mail to such party at the address set forth in this Agreement, or at such other address as such) may designate in writing from time to time. Any notice from Company to you shall be effective three days after it has been deposited in the mail, duly addressed. All such notices to Company from you shall be effective after it has been received via registered U.S. Mail.

12. INDEMNIFICATION. You are responsible for and agree to indemnify and hold Us harmless from, any and all (a) losses, damages, penalties, claims, suits and actions (collectively, "Claims"), whether based on a theory of contract, tort, strict liability of otherwise caused by or related to Your use or possession of the Equipment, and (b) all costs and attorneys' fees incurred by Us relating to such claim.

13. FAX EXECUTION. A faxed or electronically transmitted version of this Agreement may be considered the original and you will not have the right to challenge in court the authenticity or binding effect of any faxed or scanned copy or signature thereon. This Agreement may be signed in counterparts and all counterparts will be considered and constitute the same Agreement.

14. MISCELLANEOUS. (a) Choice of Law. This Agreement shall be governed by the laws of the State of Illinois (without regard to the conflict of laws or principles of such states); (b) Jury Trial. YOU EXPRESSLY WAIVE TRIAL BY JURY AS TO ALL ISSUES ARISING OUT OF OR RELATED TO THIS AGREEMENT; (c) Entire Agreement. This Agreement constitutes the entire agreement between the parties for the subject matter herein and supersedes all prior agreements, proposals or negotiations, whether oral or written; (d) Enforceability. If any provision of this Agreement is unenforceable, illegal or invalid, the remaining provisions will remain in full force and effect; (e) Amendments. This Agreement may not be amended or modified except by a writing signed by the parties; provided you agree that we are authorized, without notice to you, to supply missing information or correct obvious errors provided that such change does not materially alter your obligations; (f) Force Majeure. Company shall not be responsible for delays or inability to service caused directly or indirectly by strikes, accidents, climate conditions, parts availability, unsafe travel conditions, or other reasons beyond our control; (g) Company has the right to modify/correct any clerical errors.

Customer Initials: _____

