

William Ottley

From: Dean Sheridan <deans@stans.com>
Sent: Tuesday, December 04, 2012 8:29 AM
To: assessor@graftontownship.us
Subject: New service agreement rate

Good morning, Bill,
Per our conversation of yesterday to follow is the revised service agreement pricing.

I based it on the following yearly quantities:

- 1.) 33K Black and white
- 2.) 17K Color

Cost would be \$925.00/yr.

This can be billed annually, every 6 months, or quarterly, whichever you prefer.

Please do not hesitate to contact me if I may be of further service to you, or you have questions.

Best regards,

Dean Sheridan

Document Management & Security Professional
Managed Print Services Consultant (Certified)

Wide Format Specialist

Stan's Office Technologies

LPS Midwest

1375 S. Eastwood Dr.

Woodstock, IL 60098

Ofc. 815.338.0549 ext. 136

Fax 815.338.0567

Deans@stans.com / www.stans.com



11/6/12
Grafton Township
10109 Vine Street
Huntley, IL 60142
Attention: Bill Ottley

Confidential New Ricoh Aficio Color MP C3002 Proposal

Model

1 – New Ricoh Aficio MP C3002

- 30 pages per minute B/W and Color Output
- Automatic Reversing Document Feeder
- Feeder Can Hold Up To 50 Sheets
- Automatic Duplexing (2 Sided Print & Copy)
- 2 x 500 Sheet Paper Drawers Standard
- 100 sheet By-Pass Tray
- Network Surge Protector Included
- 1.5 GB RAM & 190 GB Hard Drive Standard
- Up to 12" x 18" size paper
- Network Printing & Scanning
- B/W & Color Scanning to Folder or Email
- Scan Speed 51 PPM @ 200 dpi B/W & Color
- Scan Speed 47 PPM @ 300 dpi B/W & Color
- Hard Drive Overwrite Security Software (DOSS)
- Hard Drive Encryption Standard

Ricoh US Bank Lease/Purchase Program - \$0 Down (\$1.00 Purchase Option)

36 Month - \$162.38 48 Month - \$126.12 60 Month - \$104.57

Network Integration Services: \$105.00/hour – (See Scope of Work) - 1 hour Included

Service and Supply Agreement (SSPA)

SSPA Includes all parts, labor, and black toner (based on 6% image area [8½" x 11"], additional toner may need to be purchased, based on application), all service calls, under normal operating conditions and Operator Manual Specs and Procedures. Excludes paper, and color toner.

Note: Services NOT covered by SSPA: Network integration/reconfiguration (after initial installation, see Scope of Work) upgrades/add-ons, disconnections, software/driver un-installations, viruses, worms, and changes made by customer internet service providers (ISP's) etc...

\$575.00/yr. Includes 26,000 B/W copies/prints-\$0.01/Bk/Wht page over 26,000

Also includes 9,000 color copies/prints@0.035 per color page over 9,000

Cyan, Yellow, & Magenta color toners are purchased as needed:

\$159.00 per color, 18,000 pages

Toner
Cost

- Professional, *same-to-next-day* technical service with 15 factory-trained service technicians in Woodstock. Prices void after 30 days.

Stan's Office Technologies, headquartered in Woodstock, 815-338-0549, will be the single point of contact for any issues in billing, service, scheduling, new needs analysis, historical data, supplies, technology and application update, and training.

All prices are subject to applicable taxes.

Lease payment based on 36/48/60 month lease, 0 payment security deposit, \$1.00 buyout options, \$85.00 one-time processing fee will appear on first Statement. Other lease programs are available. Monthly rental excludes Service and Supply Agreement.

Purchase Price Payment Terms: On-Account payment terms are 10 days from date of equipment installation. Invoices unpaid in excess of 10 days will bear interest at the rate of 1.5 percent per month until paid. We accept all major credit cards.

Scope of Work for Network Integration **\$105.00 per hour**

- I. Printer drivers will be installed on workstations, as requested by customer.
- II. All utilities will be loaded and tested on workstations, as requested by customer.
- III. Printer will be connected to network queues.
- IV. Prints from all supported customer identified applications as listed in pre-install site survey will be tested and confirmed as working.
- V. All required documentation turned over to the customer.
- VI. Network must be in good working order, and all passwords required for installation must be available. Recovery of lost passwords, time to locate passwords, and repair of preexisting problems will be billable to the customer at the current hourly rate.
- VII. Stand-alone installations do not require analyst support, but if boards for connectivity are added later, additional installation fees will apply.
- VIII. It may be necessary to coordinate with other service providers who have been involved with the current configuration of your network. **Stan's** is not responsible for any fees charged by such service providers.
- IX. **Stan's Office Technologies** provides a 30-day warranty on all installation work as defined above. Installation fees include labor only. Any material used, such as cables or memory are billed separately. Any changes made to the system after installation that change or effect functionality are not covered under this warranty.
- X. PPDM support/training after initial installation is available at current support rates.

Waiver of Network Integration
(If customer wishes to connect themselves they accept:)

1. The latest version of software drivers, and utilities are downloadable from manufacturer website.
2. Data cables (*patch cords*) are the customer's responsibility.
3. The connected functions have been tested on the digital printer/copier. Customer is responsible for the configuration of network, configuration of each workstation, and the configuration of the parameters for each function of the digital printer/copier.
4. **Stan's** sales representative may not be qualified to assist in network integration.

I accept the terms and conditions above, and decline **Stan's** on - site support for network integration.

Customer Signature

Date

DATA CLEANSING OPTIONS

Bethlehem Lutheran Church ("*Customer*") has been advised that data and/or images may be retained on the hard drive(s) of its equipment and hereby declines the services offered to erase and/or destroy said data and/or images. Customer assumes all liability for the disclosure of said data and/or images and holds **Stan's office Technologies** harmless from any and all claims, including attorney's fees and cost.

Customer acknowledges its full responsibility for any damages and/or financial penalties which may be incurred.

Bethlehem Lutheran Church ("*Customer*") requests that **Stan's Office Technologies** provide data cleansing or hard drive removal services to overwrite, reformat, or remove the hard disk drive(s) residing on the customer equipment listed below. It is understood that the Customer is solely responsible for protecting and/or removing any confidential data/images stored or residing on any Customer Equipment. **Stan's Office Technologies**, under no circumstances, is liable for any damages including special, exemplary, punitive, incidental, or consequential damages, regardless of the claim, as the result of any information/data left on Customer's hard drive.

Data Cleansing Services will be billed at \$105/hour, plus materials.

Trade - in: Make _____ **Model** _____ **Serial #** _____

By: (*Print*) _____ Title: _____

By: _____ Date: _____
(*Signature*)

Respectfully Submitted By:

Proposal Accepted By:

Dean Sheridan
Senior Account Representative
Stan's Office Technologies

Bill Ottley

Grafton Township

Date: _____