



## SCHEDULE A

### SERVICE & SUPPLY CONTRACT - Vendor

Client: City of Biddeford

Contracted Vendor: Axis Business Solutions

Term: 7/1/2015 through 6/30/2020

<i>Building</i>	<i>Room</i>	<i>Model</i>	<i>Serial Number</i>	<i>Black Begin Meter</i>	<i>Black Cost/Copy</i>	<i>Color Begin Meter</i>	<i>COLOR Cost/Copy</i>
Biddeford City Hall	City Clerk	HP LaserJet P3015dn	VND3F87532	0	\$0.0099		
Biddeford City Hall	Finance Department	HP LaserJet P3015dn	VND3F87538	0	\$0.0099		
Biddeford City Hall	Finance Office	HP LaserJet P3015dn	VND3F87539	0	\$0.0099		
Biddeford City Hall	MVR3	HP LaserJet P3015dn	VND3F87542	0	\$0.0099		
Biddeford City Hall	MVR3	HP LaserJet P3015dn	VND3F82493	0	\$0.0099		
Biddeford City Hall	Personnel	HP LaserJet P3015dn	VND3F87540	0	\$0.0099		
Biddeford City Hall	Room 204 - Computer Room	HP LaserJet P3015dn	VND3F87541	0	\$0.0099		
Biddeford Public Works	Garage Office	HP Color LaserJet 651dn	JPCCH5T134	0	\$0.0099	0	\$0.1090
Biddeford Recreation	50 Plus Club	HP Color LaserJet M475dn	CNC8DCSS78	17050	\$0.0099	7439	\$0.1090
Biddeford Recreation	Main Office	HP LaserJet P3015dn	VND3F87549	0	\$0.0099		

*Subject to change and correction and future additions.*

#### **Additional Provisions:**



## SERVICE AND SUPPLY CONTRACT - Vendor

Axis Business Solutions ("Contracted Vendor") hereby contracts with Specialized Purchasing Consultants ("SPC") to provide comprehensive services, supplies, and maintenance to equipment described on Schedule A ("Equipment") for City of Biddeford ("Client") at a cost per print shown on said Schedule A, commencing on July 1, 2015 and terminating on June, 30 2020. This Service and Supply Contract ("Contract") shall exclude only the cost of paper, transparencies, and staples. Refer to Schedule A for Additional Provisions, if any.

SPC assumes responsibility for all billing and vendor payment. SPC shall provide a Purchase Order to Contracted Vendor in the amount of one-half of the annual projected number of pages multiplied by the cost per print listed on Schedule A. This semi-annual billing will take place July 1 and January 1. Actual meter reads will be collected by SPC either electronically or from Client or Contracted Vendor staff during the month of June. A final Reconciliation spreadsheet and Purchase Order will then be completed and sent to Contracted Vendor for invoicing. Upon payment by Client of each billing invoice from SPC during the year, SPC will reimburse Contracted Vendor appropriately against SPC's Purchase Order and Contracted Vendor's invoice. Vendor invoice must reference SPC's Purchase Order for timely payment. In the event Client is delinquent more than 45 days in payment to SPC, thus delaying SPC's payment to Contracted Vendor, SPC reserves the right to request suspension of service and/or supplies by Contracted Vendor to Client.

On July 1 of each calendar year during the afore-mentioned term, SPC shall request credit from Contracted Vendor any cost of this Contract prepaid by SPC and unused by Client if fewer copies were made by Client during the Contract period ending on or before June 30 annually than were originally estimated under this Contract for such period.

On July 1 of each calendar year during the term of this Contract, SPC, at its option, may increase such costs per print under this Contract by 5% or by a percentage equal to the increase during the immediately preceding 12-month period of "The Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Average for All Items, 1982-84 = 100," whichever is less.

Client is given the right to terminate Contract at any time with a 30-day written notice, which SPC will forward to Contracted Vendor. After final meter reads are collected, a final Purchase Order and Reconciliation Spreadsheet will be sent to Contracted Vendor for invoicing. Any credits owed to SPC after reconciling actual usage versus projected will be invoiced to Contracted Vendor for payment to SPC.

**AGREED AND ACCEPTED BY:**  
Specialized Purchasing Consultants

By: Skip Tilton

Title: President/Owner

Date: 7-21-2015

Signature: [Signature]

Named Contracted Client: *City of Biddeford*  
*205 Main Street*  
*Biddeford, ME 04005*

**AGREED AND ACCEPTED BY:**  
Axis Business Solutions

By: [Signature]

Title: President

Date: 7/14/15

Signature: [Signature]